



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
Main Library, Garnerville, N. Y.
Thursday, September 13, 2018
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. COMMUNICATIONS
- V. MINUTES
- VI. FINANCIAL REPORTS
- VII. DIRECTOR'S REPORT
- VIII. COMMITTEE REPORTS
 - a. Personnel –Sonia Burgos Crannage & Stephen Cobb, Co-Chairs
 - b. Policy Review – Patricia Soto, Chair
 - c. Building & Grounds – Kenneth Balban & Bernadette Koop, Co- Chairs
 - d. Budget - Gail Kaiser, Chair
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. ADJOURNMENT



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING
Main Library, Garnerville, N.Y.
September 13, 2018

Board Members Present

Richard S. Freeman
Stephen Cobb
Kenneth Balban
Gail Kaiser

Absent

Sonia Burgos Crannage
Bernadette Koop
Patricia Soto

Staff

Claudia Depkin, Director
Victor Contero, Principal Account Clerk
Cheryl Fellner, Clerk to the Board

I. **CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:29 pm.

II. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

III. **RECEPTION OF VISITORS**

Nathan Gross attended. Mr. Gross, who as "Chef Nate" does programs for Children's Services, praised the Library and all the programs and services we offer. He offered his services as a volunteer. Mr. Gross also stated that some libraries loan out large items such as waffle irons and sewing machines, and wondered if that was something we could do. Ms. Depkin said that this has been discussed but some issues need to be worked out first, for

instance, where the items would be stored, and how to ascertain that when returned, everything is in working order.

IV. COMMUNICATIONS

Letters from Cornerstone Services, Inc., addressed to Ms. Kaiser and Mr. Freeman, detailing their printing, graphic design, and mailing services.

V. MINUTES

Mr. Balban moved to accept the Minutes of the August 14, 2018 Board Meeting with the following additions:

page 3, Buildings & Grounds, 2nd paragraph, 1st sentence, “Mr. Balban attended the construction grant workshop at RCLS”; and
page 4, Adjournment, 2nd sentence, 1st word, “Mr”.

Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 21% expended. Line 17 Grants-RCLS is high, we will be receiving more money. Line 1424 Librarian I FT is a new position, not filled yet. Ms. Depkin has requested the list 3 times. Line 1474 Info Services Asst. I PT is low, we have 2 part time employees in that line and we were closed on Sundays for the Summer. Line 1476 Info Services Asst. I FT is the employee that will be in line 1424, for which we are awaiting a list. Line 1490 Pages is high, we get reimbursed from the Rockland Youth Bureau. Line 1610 Audio Visual Media Teens, line 1611 Audio Media Adult, line 1612 Audio Media Children, line 1619 Visual Media Adult, and line 1620 Visual Media Children are all low, the vendors allowed us to postpone paying. Line 1715 Repair & Maintenance Main is low. Line 1714 Custodial Supplies is high, we buy in bulk. Line 1722 Common Area charges is on track. Line 1828 Training is high, staff are taking advantage of training opportunities. Line 1860 Miscellaneous Fees is high, we don't expect any other fees. Line 1852 Special Programs Teens is high, it includes expenses for all the Summer programs. Line 1632 Anser Telecommunications is a quarterly payment. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2018 through September 13, 2018 Report. Mr. Cobb seconded. Vote unanimous.
2. Check #10942 DEC Copiers Leasing is for the copy machine lease. Check #10943 DEC Copiers is for copy amounts overage. Check #10946 Findaway World, LLC is for Playaways for adults and tablets that are loaded with content for children. Check #10955 Micromarketing LLC is adult audio media. Check #10958 MPLC is for motion picture licensing. Ms. Kaiser moved to accept the Check Warrant August 15, 2018 through September 7, 2018, in the amount of \$37,260.23. Mr. Balban seconded. Vote unanimous.
3. Check #10977 Ashcraft's Lock & Door Hardware is for keys and cylinders. Ms. Kaiser

moved to accept the Check Warrant September 8, 2018 through September 13, 2018, in the amount of \$32,764.78. Mr. Cobb seconded. Vote unanimous.

4. Ms. Kaiser moved to accept the Resolutions as follows:

To approve the attached list of transfers made from TD Bank Sweep Account from August 15, 2018 through September 13, 2018. Mr. Balban seconded. Vote unanimous.

To approve the Payroll Warrants with the pay dates of August 29, 2018 and September 12, 2018. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

King Con was a big success, 479 persons attended. Everyone seemed to have a great time. We are having a Holiday Craft Fair in December.

Circulation has been up, probably due to automatic renewals.

Effective September 1st children's and teen materials checked out will not accrue fines. Video games are not included in this trial, which is for 6 months.

Mr. Balban moved to accept the September 13, 2018 Director's Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel

Mr. Cobb moved to appoint Annadora Pedro Library Aide, full-time. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Jessica Gordon Librarian I Substitute, for the Children's Department. Mr. Balban seconded. Vote unanimous.

Mr. Cobb moved to appoint Yolanda White Library Aide, part-time. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Otis Alston Custodial Worker Substitute. Mr. Balban seconded. Vote unanimous.

Policy

The Committee met at 7 pm, prior to the Board Meeting. A sexual harassment policy, mandated by New York State, was discussed. The Committee is getting more information from the State prior to submitting to the Board for approval. The next meeting is set for October 9, 7 pm.

Building & Grounds

Mr. Balban attended a construction grant workshop at RCLS. We are waiting for RCLS to approve our construction grant application for the repair of the Village Library steps, and then will get bids together.

Budget

The 2019 COLA may be 2.7%.

We received a \$900,000 loan check from the North Rockland School District. Michael Senno and the school financial committee want to meet with Library Trustees to discuss interest on

and sustainability of the loan. The meeting is scheduled for September 25, 6:30 pm, at the school business office at 65 Chapel St., Garnerville. Ms. Depkin, Mr. Freeman, and Ms. Kaiser will attend. Prior to the meeting Ms. Depkin will speak with our attorney, and will then speak with Mr. Freeman and Ms. Kaiser.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

The RCLS annual budget must be approved by the Library Board by December 7, 2018. Ms. Depkin will email copies to the Trustees.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:25 pm. Mr. Balban seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, October 9, 2018, 7:30 p.m. at the Main Library.

Submitted by: Cheryl Fellner, Clerk to the Board