



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
January 12, 2021 at 7:30pm

Board Members Present

Richard S. Freeman, President
Gail Kaiser
Bernadette Koop
Sonia Burgos Crannage
Teriann DiCarlo

Staff

Claudia Depkin, Director
Nicola McDonald, Assistant Director
Victor Contero, Principal Account Clerk
Kim Peters, Senior Clerk

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:34pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Koop moved to accept the Minutes of the December 8, 2020 Board of Trustees Meeting, Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of January 8, 2021, we should be 52% expended, 6 ¼ months into the fiscal year. Line 17 – Grants – RCLS is high. The Library received Federal funds through RCLS, Local Library Services Aid . Ms. Depkin mentioned that the Library applied for a grant for reimbursement related to Covid expenses, which may come through as well. Line 25 – Donations is at 80.79%, this is mostly from personal donations. Ms. Kaiser noted that the Total Revenue is at 70% and the salaries are in line. We are waiting to fill 1447 – Library Clerk, FT. Ms. Kaiser asked if lines 1471 – Library Aide Children’s PT and 1474 – Info Services Asst. 1, PT are subs. Mr. Contero explained that the employee in line 1471 took some time off and the part time Info Services employees are not working that often. Line 1492 – Longevity is low. One employee was out on leave last year so he received last year’s award this year. Ms. Kaiser commented that the Director’s Report mentioned an influx of new materials and asked if they are included in the Total Library Materials line. Mr. Contero confirmed that they are included. Line 1841 – Auditors is very high. Mr. Contero explained that this line includes payment to Foster & Foster for the AMM GASB 75 Valuation Report required for the audit. Ms. Depkin explained that the report is not required every year. Ms. Kaiser requested that the budget committee adjust the budget accordingly in years that the report is needed. Ms. Kaiser asked if Line 1844 – Accounting Fees/Adjs is connected to line 1841. Mr. Contero explained that the two lines are not related. Line 1844 – Account Fees is related to payroll services and FSA account administration. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through January 8, 2021 Report, Ms. Koop seconded. Vote unanimous.

2. Check DEBIT - Benefit Resources, LLC. is for the Flex Spending Account monthly administration fees. Mr. Contero explained that we have switched from BRI, LLC to Paychex for administration of the FSA to reduce the monthly fees. Check 13379 – AGHA, LLC is for Nitrile gloves. Ms. Kaiser asked about multiple checks to Fran Roesemann. It is for the Children’s Program “Music and Movement with Miss Fran.” Ms. Kaiser moved to accept the Check Warrant December 8, 2020 through January 8, 2021, in the amount of \$215,965.74, Ms. Burgos Crannage seconded. Vote unanimous.

3. Ms. Kaiser moved to accept the Resolutions as follows: To approve the attached list of transfers made from TD Bank Sweep Account from December 9, 2020 through January 12, 2021. Ms. Koop seconded. Vote unanimous. To approve two Payroll warrants with the pay dates of December 16, 2020 and December 30, 2020. These payroll warrants are for payrolls 13 and 14, out of a total of 27 for the year. Ms. DiCarlo seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

1. Ms. Depkin reminded the Board that the Annual Library Advocacy Day is virtual this year on February 26, 2021.

2. Ms. Burgos Crannage commented that the AARP Tax Aide will be difficult for seniors to navigate. She suggested a drop off service. Ms. Depkin will share this feedback with the AARP contact.

3. Ms. Depkin explained that the LED lighting upgrade Request for Proposal resulted in only two quotations. Mr. Freeman suggested contacting Online Electric of Tomkins Cove for a third quote.

4. Ms. Depkin requested that Juneteenth be recognized as a closed day or floating holiday. Ms. Kaiser asked how the School District is handling the holiday. Ms. Peters will confirm with NRCSD in advance of the next board meeting.

5. Ms. Depkin reported that the Public Health Emergency Operations Plan, which is a requirement of NYS, has been drafted and shared with the Staff Association Executive Board for feedback. Their input will be incorporated and a complete draft will be presented at the February board meeting.

6. The Trustees asked for an update on the timeline for re-opening. Ms. Depkin advised that school will be in-person hybrid as of this week. She has asked for feedback from the Staff Association and will have

more information within the next couple of weeks. Ms. Burgos Crannage moved to accept the January 12, 2021 Director's Report, Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Ms. Burgos Crannage asked if her personnel binder is up to date. Ms. Depkin invited the Trustees to drop their binders off at the Library and Ms. Peters will make sure all are complete.

2. **Policy** – Nothing to report.

3. **Building & Grounds** – Mr. Freeman inquired about the brick repointing that is required on the front of the Village building. He asked if this was done a few years back. Ms. Depkin clarified that the steps and wall were previously done but not the front of the building.

4. **Budget** – Ms. Depkin asked the Board whether the annual longevity award of \$500 to employees with 21 years or more should be given this year. The policy states that the award is predicated on a positive budget vote, but the budget vote for this fiscal year was canceled. Ms. Kaiser made a motion to continue to award longevity to those staff entitled to it, in the present fiscal year. Ms. DiCarlo seconded. Vote unanimous. Committee will convene around March to plan for the 2021-2022 fiscal year.

IX. OLD BUSINESS

X. NEW BUSINESS

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:32 pm, Ms. Burgos Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, February 9, 2021, 7:30pm via GoToMeeting.

Submitted by: Kim Peters, Clerk to the Board
January 14, 2021