



**MINUTES**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
**BOARD MEETING via Zoom Meeting**  
**October 13, 2020 at 7:30pm**

Board Members Present

Richard S. Freeman, President  
Stephen Cobb  
Gail Kaiser  
Bernadette Koop

Board Members Absent

Kenneth Balban  
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 7:41pm. Mr. Freeman proceeded to swear in Gail Kaiser. Oath of Office paperwork will be completed when Mr. Freeman and Ms. Kaiser are next in the office.

**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**

Mr. Cobb moved to accept the Minutes of the September 15, 2020 Board of Trustees Meeting, Ms. Kaiser seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of October 7, 2020, we should be 28% expended, 3 ½ months into the fiscal year. Revenue is low - 14.5%, which is to be expected since we were open for only a short period of time. Line 25 - Donations, replacement checks for stale check date donation checks are expected by the end of October. Lines 20 and 21 - Fines - are not being collected through the end of the year. There is some revenue due to old fines people have paid. Some School District funding is expected by the end of October. Line 1416 - Ms. Depkin explained that this is Kevin Suggs position, Head of the IT department. The total payroll is slightly higher than the 28% expended, but it's based on 26 pay cycles and it depends on when they fall. Line 1477 - Custodial OT is staying low. Line 1485 - Security Aide is low because the position just became Full Time. Line 1620 - Visual Media - Children, is DVDs which is low because of the spending freeze we haven't placed orders. Also, movies aren't being released. Line 1715 - Maintenance is low; however, there was a back flow valve replaced today which will appear on next month's report. Line 1842 - Election is high because poll watchers were just paid and we had to run the legal notice twice. Line 1844 - Accounting Fees/Adjs is monthly fees from Paychex and FSA plan. Programs are low because most programming is on-line. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through October 7, 2020 Report, Ms. Koop seconded. Vote unanimous.

2. Check #s 13204 and 13209 CDW Direct is for the WiFi and Cloud System security upgrades. Check #13203 XIO Jun Lio is for the Adult Program calligraphy. Check #13247 Thyssenkrupp Elevator Corp. is for the quarterly maintenance contract. Ms. Kaiser moved to accept the Check Warrant September 16, 2020 through October 7, 2020, in the amount of \$115,137.02, Mr. Cobb 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 September 16, 2020 through October 13, 2020. Ms. Koop seconded. Vote unanimous. To approve two Payroll Warrants with the pay dates of September 23, 2020 and October 7, 2020, Mr. Cobb seconded. Vote unanimous. Mr. Freeman requested that the Payroll Warrant indicate which pay cycle it is (out of 26). Mr. Contero will add the pay cycle number to next month's report.

## **VII. DIRECTOR'S REPORT**

Ms. Koop inquired about the Library's Sustainability initiative. Ms. McDonald explained that the Green Team met two weeks ago to discuss how we can fulfill some of the needs of our community during this time. They developed a Children's curbside craft project to create a preparedness medical kit which included activity sheets for the child to complete with their parents.

Ms. Depkin explained that we will follow Finkelstein Library's lead in terms of reopening. The COVID numbers in Spring Valley and Monsey remain high. A trustee inquired how many staff members live in the "red zone". Ms. Depkin reported that two employees live in that area. Ms. Koop moved to accept the October 13, 2020 Director's Report, Mr. Cobb seconded. Vote unanimous.

### **VIII. COMMITTEE REPORTS**

1. **Personnel** – Ms. Kaiser moved to approve the appointment of Elyse Stoller to the title of Librarian I (Substitute), Mr. Cobb seconded. Vote unanimous.

Ms. Kaiser moved to approve the appointment of Nicholas Martinez to the title of Page, Ms. Koop seconded. Vote unanimous.

2. **Policy** – Nothing to report.

3. **Building & Grounds** – Nothing to report.

4. **Budget** – Ms. Koop moved to approve the Ramapo Catskill Library System 2021 Operating Budget as presented, Ms. Kaiser seconded. Vote unanimous.

### **IX. OLD BUSINESS**

Nothing at this time.

### **X. NEW BUSINESS**

Ms. Depkin reminded the Trustees about the email sent from RCLS regarding their Plan of Service Focus Group Sessions to be held in November. Ms. Depkin will forward the email to the Trustees and Ms. Peters will register anyone who would like to participate in the sessions.

### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:27pm, Mr. Cobb seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, November 10, 2020, 7:30pm via Zoom Meeting.

Submitted by: Kim Peters, Clerk to the Board  
October 15, 2020