



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
November 17, 2020 at 7:30pm

Board Members Present

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

Board Members Absent

Kenneth Balban

Staff

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

Guests

Craig Scott
Margaret Laier
Joan Rosen
Jackie Gomez
Catherine Campos
Tara Morris
Mark Zaino

Priscilla Hervias
Patrice Gottfried
Erin Powers
Yahaira Berrios
Angie Yakal
Helen Rojas
Debbie DiBernardo

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

The guests listed above were welcomed to the meeting.

IV. COMMUNICATIONS

Mr. Freeman read a thank you letter addressed to him and Gail Kaiser from Marion E. Breland, Director of Youth and Family Services at the Haverstraw Center for the \$100 donation toward the center's summer program.

V. MINUTES

Ms. Koop moved to accept the Minutes of the October 13, 2020 Board of Trustees Meeting, Ms. DiCarlo seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of November 12, 2020, 4 ½ months in we should be 36% expended. Lines 1504 – Disability Insurance and 1507 – Optical are high, Ms. Kaiser asked if this related to more employees using the optical benefit. Mr. Contero explained that this plan is new, with better coverage and it is a monthly bill. Line 1420-Librarian I, FT is low – this is a new hire who did not start 7/1. Line 1471 – Library Aide Children's, PT – this is a retiree who has not been working many hours. Line 1474 – Info Services Asst. I, PT is low – this is an IT Support position. Line 1482 – Custodian II, FT is low – this employee was out on disability for the first quarter of the fiscal year. Lines 1611-Audio Media Adult, 1612 – Audio Media Children, 1619 – Visual Media Adult, 1620- Visual Media Children, 1625 – Periodicals are all low. Ms. Kaiser asked if this is due to the spending freeze. Mr. Contero explained that there is not a lot coming out so ordering is lower. The periodicals line is low because the subscription renewals are annual and haven't come through yet. Line 1718 – Insurance is low – this is a fixed amount that is billed later in the year. Line 1827 – Public Relations is low – this is the newsletter and we've been sending out via email instead of paper. Line 1631 – Anser Equipment – this is a quarterly bill. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through November 12, 2020 Report, Mr. Cobb seconded. Vote unanimous.

2. Four Checks, #s 13253, 13281, 13291 and 13295 – AAA Cooleration – they were all for different things, one was for equipment and the others were for various service calls, they were in multiple times. Check #13254- AGHA, LLC – this if for PPE, masks, gloves, etc. Check # 13257 – Dr. Alexandria Connally – this was a Countering Racial Bias virtual training course that was mandatory for all staff. Staff from other libraries were also invited to help defray the cost. Check #13266 MPLC – this is the annual movie license. Check #13278 Suez Water – this is not a monthly bill, it is a "catch up" bill based on corrections / adjustments. Check # 13291 Traveling Lantern Theater Company – this is for virtual shows for Children's, "Lewis & Clark" and "Ebenezer Scrooge". Check #13312 Trane Service Group – this is for the quarterly water maintenance. Check #13319 Suez Water – this is the Village monthly water bill. Check # 13329 Haverstraw Stony Point Central School District – this is the loan repayment to the School District. Ms. Kaiser moved to accept the Check Warrant October 14, 2020 through November 12, 2020, in the amount of \$1,066,962.16, Ms. Koop 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 October 14, 2020 through November 16, 2020. Mr. Cobb seconded. Vote unanimous. To approve two Payroll Warrants with the pay dates of October 21, 2020 and November 4, 2020, these payroll warrants reflect the bi-weekly payments number 9 and 10 of 27. Ms. DiCarlo seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin announced the resignation of Kenneth Balban from his seat as a Trustee as of 10/30. Ms. Depkin asked for ideas for potential candidates to fill the open seat, the term expires on 6/30/2021.

Ms. Depkin asked for the Board's guidance and input regarding what level of service is appropriate given the rising number of cases in the neighboring areas and within the school district. Joan Rosen, president of the Staff Association, spoke on behalf of the staff and shared their concerns about safety, procedures and contact with the public. Additional staff members present, including Cathy Campos, Mark Zaino, Jackie Gomez, Debbie DiBernardo and Helen Rojas also spoke about their concerns. The Trustees stated that they appreciate the staff input and all agreed that the staff is the Library's most important asset and the Board supports and backs them completely. The Trustees assured the staff that the most important thing is everyone's safety.

Many ideas to increase the comfort level of the staff and the safety of both staff and patrons were discussed. It was decided that we will continue with curbside service but will make it contactless pick up potentially with appointments. The security guard's desk will also be moved closer to the front doors. The email sent to patrons when their order is ready will instruct them to call to schedule a pick up time and remind them that masks are required.

Ms. Koop moved to accept the November 17, 2020 Director's Report, Ms. Burgos-Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – Nothing to report.

3. **Building & Grounds** – We received the grant for the LED lighting work that will be done sometime during this fiscal year.

4. **Budget** – Nothing to report.

IX. OLD BUSINESS

Ms. Depkin advised that the annual audit is currently being conducted and the draft report should be ready by the next board meeting. Ms. Depkin also advised that this year is the last of the 3 year contract with Berard and Associates and we will need to send out a RFP again.

X. NEW BUSINESS

Ms. Kaiser moved to accept with regret the resignation of Kenneth Balban from his position as Library Trustee, all seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:48pm, Ms. Burgos-Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, December 8, 2020, 7:30pm via GoToMeeting.

Submitted by: Kim Peters, Clerk to the Board
November 23, 2020