



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
December 8, 2020 at 7:30pm

Board Members Present

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

Guests

Donnalee Berard and Randi Hertzman
Berard & Associates, CPAs PC

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 7:35pm.

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 November 17, 2020 Board of Trustees Meeting, Ms. Burgos Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of December 3, 2020, we should be 42% expended. Ms. Kaiser noted that the salaries are in line. Line 1447 – Library Clerk, FT has not been filled. We've been using PT as subs, we're waiting on the Civil Service List to fill the FT position. Line 1480 – Custodial Worker, PT is a little high. The PT has been covering some hours in lieu of OT for full timers. Line 1722 – Common Area Charges is high. There was a lag of one month from when we were closed, a bill from the prior fiscal year was paid in this fiscal year. Ms. Kaiser asked if this was reflected in the 50% expended. Mr. Contero confirmed that it is. Line 1841 – Auditors, includes the bill for the audit. Line 1844 – Accounting Fees/Adjustments is high. Mr. Contero explained that this will go down as we just received a Federal Withholding credit of \$1800. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through December 3, 2020 Report, Mr. Cobb seconded. Vote unanimous.

2. Check 13347 – CDW Direct, this is shipping charges from the Wifi hardware vendor. Check 13352 – Foster & Foster, Inc. is for the OPEB valuation report for the auditors. Check 13355 – Journal News, is for both buildings annual subscription. Check 13356 – Librarypass, Inc. is an annual subscription for e-book comics. Ms. Kaiser moved to accept the Check Warrant November 17, 2020 through December 3, 2020, in the amount of \$53,156.92, 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 November 17, 2020 through December 8, 2020. Ms. Burgos Crannage seconded. Vote unanimous. To approve two Payroll Warrants with the pay dates of November 18, 2020 and December 2, 2020, these payroll warrants are for payrolls 11 and 12, out of a total of 27 for the year, Ms. DiCarlo seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Burgos Crannage inquired about how the use of the vestibule and appointments for contactless pick up are working out. Ms. Depkin reported that the vestibule is working well. It was determined that appointments were not necessary as patrons are coming at varied times, so it is manageable. Ms. Depkin also reported that the staff was pleased to have the support of the Board. Ms. Burgos Crannage moved to accept the December 8, 2020 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Ms. Burgos Crannage moved to approve the appointment of Jay Bernard to position of Custodial Worker Substitute, Ms. Kaiser seconded. Vote unanimous.

2. **Policy** – Nothing to report.

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

4. **Budget** – Nothing to report.

IX. OLD BUSINESS

Ms. Depkin advised that she contacted the Deputy Mayor of Haverstraw, Emily Dominguez, for some suggestions of potential trustees to fill the vacant seat.

X. NEW BUSINESS

Ms. Donnalee Berard and Ms. Randi Hertzman, from Berard & Associates CPAs PC, joined the meeting to discuss the Audit Report for the Year Ended June 30, 2020, which was distributed to the Trustees. The report gives the library an unqualified opinion. The Library was able to control costs, while maintaining revenue, resulting in a healthy fund balance of approximately 3 months expenses. Ms. Berard and Ms. Hertzman made some recommendations to update some internal procedures. Ms. Kaiser moved to approve the Audit Report for the Year Ended June 30, 2020. Ms. Koop seconded. Vote unanimous.

XI. ADJOURNMENT

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

The next regular scheduled meeting is Tuesday, January 12, 2021, 7:30pm via GoToMeeting.

Submitted by: Kim Peters, Clerk to the Board
December 10, 2020