



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
February 9, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Sonia Burgos Crannage

Staff

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

Guests

Joan Rosen	Craig Scott
Tara Morris	Angie Yakal
Catherine Campos	Mary Paloglou
Priscilla Hervias	Julio Morales
Helen Rojas	

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:40pm.

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

Joan Rosen, president of the Staff Association, discussed an email that the Staff Association sent to Claudia and Mr. Freeman discussing the pandemic and how it has impacted the staff. Ms. Rosen relayed staff concerns regarding compliance with mask wearing, curbside pick-up policies, and letting patrons in the building. Ms. Campos, Ms. Hervias and Mr. Scott also made comments.

V. MINUTES

Mr. Freeman indicated that the Minutes were missing a section, they skipped from Roman numeral 5 to Roman numeral 9. Ms. Peters confirmed that this was a typo, the sections were complete but they were mis-numbered and will be corrected. Mr. Cobb moved to accept the Minutes, with corrections as noted, of the January 12, 2021 Board of Trustees Meeting, Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of February 3, 2021, we should be 58% expended. Employee Salaries are all in line. Line 1602-Books-Teens, Line 1606-Standing Orders-Adult, Line 1609-Standing Orders-Elec. are low. Ms. Kaiser asked if materials are coming in why are these lines low. Mr. Contero stated that some of the databases are annual and have renewed yet. Line 1718 – Insurance is low. Mr. Contero stated that the policy is renewed annually, it will increase when the renewal comes through. Line 1858 – King Con – Ms. Kaiser asked if this popular program will take place this year. Ms. Depkin said she’s not sure whether it will happen, dependent on opening status and guidelines provided by the state. Line 1857 – HKDPL -125th is also unknown at this time, we should hold off until it can be properly celebrated. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through February 3, 2021 Report, Mr. Cobb seconded. Vote unanimous.

2. Checks #13468-Cavendish Square – is for children’s books (animals and geography). Check #13473 – Dormitory Authority of the State of New York – is for half of the annual administration fee. Check #13481 – MPS – is books, MacMillan Publishing. Check #13488 – Penworthy Company – is for children’s books. Ms. Kaiser moved to accept the Check Warrant January 12 through February 3, 2021, in the amount of \$75,620.02 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 January 12 through February 9, 2021. Mr. Cobb seconded. Vote unanimous. To approve two Payroll Warrants with the pay dates of January 13 and January 27, 2021. These warrants are for payrolls 15 and 16 out of a total of 27 for the year. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin reported that a request for proposal was sent to the electrical contractor Mr. Freeman suggested at the last meeting, but they did not respond. We still have only two proposals, and to follow Municipal guidelines at least three are required. We will publish a request for proposal in the Rockland County Times. Ms. Kaiser suggested Angie’s List as a source for additional contractors. Mr. Freeman suggested consulting the Rockland County Business Association for contractors.

Ms. Depkin reminded the Trustees of NYLA’s Virtual Library Advocacy Day on February 26, 2021.

Ms. Depkin reported that we consulted the North Rockland Central School District regarding observance Juneteenth. They are not observing Juneteenth this year as it falls on a Saturday and their calendar was set before the Holiday was written into law. The District will be observing the holiday in 2022 on Monday June 20 as Juneteenth falls on a Sunday. Ms. Depkin requested that the Library observe Juneteenth as a floating holiday. Kaiser made a motion to approve making Juneteenth a Floating Holiday, Ms. Koop seconded. Vote unanimous.

Ms. Kaiser made a motion to approve the Public Health Emergency Operations Plan, Mr. Cobb seconded. Vote unanimous.

Ms. Koop moved to accept the February 9, 2021 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Committee meeting is scheduled for March 9, 2021 at 6:30pm.

2. **Policy** – Nothing to report.

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

4. **Budget** – Nothing to report.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Ms. Depkin discussed the Staff Survey on Reopening that was conducted anonymously via a Google Form. Initially the Staff Association had indicated they would feel comfortable reopening two weeks after the School District returned to in-person instruction, which was February 2, 2021. The survey results indicate that the majority of staff members think it is too soon to reopen.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 9:02pm, Ms. DiCarlo seconded. Vote unanimous.

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

Submitted by: Kim Peters, Clerk to the Board
February 11, 2021