



HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY BOARD MEETING MINUTES

May 12, 2020 at 7:30pm via GoToMeeting

Board Members Present

Richard S. Freeman, President
Kenneth Balban
Stephen Cobb
Sonia Burgos Crannage
Gail Kaiser

Board Members Absent

Patricia Soto
Bernadette Koop

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

Staff members Yahaira Berrios, Catherine Campos, Patrice Gottfried, Margaret Laier, Mary Paloglou, Erin Power, Joan Rosen, Craig Scott, Mark Zaino.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the April 12, 2020 Board Meeting, Ms. Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 87% expended at 10½ months into the fiscal year. We received the final payment of tax monies from the North Rockland School District on April 30. The following Revenue lines were noted as low: Line 7 Miscellaneous, 16 Miscellaneous Grants, 22 Commissions. Expense line 1465 Clerk Substitute is high because we have not had an employee in line 1477 Library Clerk all year. Line

1701 Circulation is high because we purchased library cards. Line 1841 Accounting will be split next year to separate the auditors from the ongoing expenses related to Paychex.

Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through May 5, 2020 Report, Mr. Balban seconded. Vote unanimous.

2. Checks #12926 Lift-Tech Ltd is for the third party elevator inspection of both elevators in the main library. Ms. Kaiser moved to accept the Check Warrant April 15, 2020 through May 5, 2020, in the amount of \$110,162.44, 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 April 15, 2020 through May 12, 2020. Ms. Crannage seconded. Vote unanimous. To approve the Payroll Warrants with the pay dates of April 22, 2020 and May 6, 2020, Mr. Balban seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Staff members and trustees discussed reopening plans for the library, including designating one of the entry level restrooms as restricted for staff use only. Mr. Cobb moved to accept the May 12, 2020 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – The Committee met to discuss a draft of the Pandemic Policy. Changes will be made and distributed for next month.

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

4. **Budget** – Ms. Kaiser moved to withdraw the motion of March 10, 2020 setting the Budget Vote and Trustee Election for June 4, 2020, Ms. Crannage seconded. Vote unanimous.

Ms. Kaiser moved to set the Budget Vote and Trustee Election on September 15, 2020 from 9am to 8pm, in compliance with NYS Executive Order 202.26 dated May 1, 2020, Mr. Cobb seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:36pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, June 9, 2020, 7:30pm via GoToMeeting

Submitted by: Claudia Depkin, Library Director
May 29, 2020