



HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY BOARD MEETING MINUTES

June 9, 2020 at 7:30pm via GoToMeeting

Board Members Present

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

Board Members Absent

Kenneth Balban

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 with a moment of silence in remembrance of Trustee Patricia Soto.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Staff members Catherine Campos, Patrice Gottfried, Tara Morris, Helen Rojas, Joan Rosen, Yolanda White, Mark Zaino.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

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

VI. FINANCIAL REPORTS

1. We should be approximately 92% expended at 11½ months into the fiscal year. Ms. Morris supplied information about the upcoming summer reading program for children and adults. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through June 2, 2020 Report, Ms. Crannage seconded. Vote unanimous.

2. Check #12946 Donato Marangi is for the monthly fee for hauling trash and recycling. Check #12960 for Suez is high because previous bills were for estimate readings. Checks #12965 and #12975 for Orange & Rockland will be investigated because they are high, especially considering the main library has been closed during the period. Check #12996 Janway is for COVID-19 related supplies such as masks and signage, Ms. Kaiser moved to accept the Check Warrant May 13, 2020 through June 2, 2020, in the amount of \$108,759.69, 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 May 13, 2020 through June 9, 2020. Mr. Cobb seconded. Vote unanimous. To approve the Payroll Warrants with the pay dates of May 20, 2020 and June 3, 2020, Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Crannage moved to accept the June 9, 2020 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – Ms. Koop moved to approve the new Policy 2.11. Pandemic Policy, Ms. Kaiser seconded. Vote unanimous.

3. **Building & Grounds** – The Board reviewed the Reopening HKDPL Plan, May 27, 2020.

4. **Budget** – Profit & Loss Statements starting 7/1/20 will utilize the same budget figures as the 2019-20 fiscal year until the 2020-21 Budget is put before voters, scheduled for September 15, 2020.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Mr. Freeman moved to adjourn the meeting at 8:45pm in honor of Trustee Patricia Soto, the entire Board seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, July 14, 2020, 7:30pm via GoToMeeting

Submitted by: Claudia Depkin, Library Director
June 16, 2020