



HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY BOARD MEETING MINUTES

July 14, 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 7:36pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

No visitors.

IV. COMMUNICATIONS

Thank you card from Cheryl Fellner.

V. MINUTES

Date of June 6, 2020, corrected to June 9, 2020. Ms. Koop moved to accept the Minutes of the June 9, 2020 Board Meeting, Ms. Burgos Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual 7/1/19 - 6/30/19 Report, Ms. Koop seconded. Vote unanimous.
2. We should be expended 3.5% to date. Revenue lines were noted as low, but to be expected due to closure. The following Expense lines were noted: 1507 and 1506 are a little high. Mr. Contero explained that the new dental and vision plan are on a different billing structure. 1476 and 1480 are not represented in the budget yet. 1485 - full time position will be in the new budget. 1600 and 1601 -

invoices are coming in now from 2020. 1707 - service contracts, some are billed quarterly, some annually. 1810 - contingency, mostly supplies and equipment related to Covid safety plan. 1843 - museum passes should be in 1849. Ms. Burgos Crannage inquired whether Museum Passes would be extended or discounted due to months of non-use. 1624 - Tech, new computer for custodial / HVAC system. Ms. Kaiser moved to accept the Profit & Loss Budget vs. Actual July 2020 Report, Mr. Cobb seconded. Vote unanimous.

2. Check detail 6/10/20 - 6/30/20, clarification was requested on the following checks: Benefit Resources, two debits - for employee contributions to FSA. 13016 - children's books (geography). 13027 - O&R, the bill came down from prior months. 13036 reimbursement for annual Zoom programming. 13037 - Suez, bill is for monthly fees and water usage. 13033 - Recensio, NRHS yearbook purchase of 2 yearbooks. Ms. Kaiser moved to accept the Check Warrant June 10, 2020 through June 30, 2020, in the amount of \$104,610.90, Ms. Burgos Crannage 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 June 9, 2020 through July 14, 2020. Mr. Cobb seconded. Vote unanimous. To approve the Payroll Warrants with the pay dates of June 17, 2020 and July 1, 2020, Ms. Koop seconded. Vote unanimous. To approve the alignment of last year's fiscal budget with the respective expenses finalizing the 2019/2020 fiscal year, seconded by Mr. Cobb. Vote unanimous.

VII. DIRECTOR'S REPORT

The tentative reopening date of Monday July 19, 2020 has been pushed back to wait for some additional plexiglass partitions to be delivered. Curbside pickup has been well utilized by our patrons and they can now also request holds from 11 other libraries. Mr. Cobb moved to accept the July 14, 2020 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – Mr. Cobb moved to approve the new Policy 5.6. Remote Work Program, Ms. Burgos Crannage seconded. Vote unanimous. Ms. Kaiser moved to accept Policy 2.1AAD. Temporary Safety Practices, Ms. Koop seconded. Vote unanimous. Ms. Koop moved to approve the new Policy 2.12. Virtual Programs, with previous noted changes, Ms. Burgos Crannage seconded. Vote unanimous. Virtual programs should be put on our website.

3. **Building & Grounds** – Ms. Koop moved to close the library on Saturday, September 5, 2020 in observance of Labor Day weekend, Mr. Cobb seconded. Vote unanimous.

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 8:25pm, the entire Board seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, August 18, 2020, 7:30pm at the Main Library.

Submitted by: Kim Peters, Clerk to the Board

July 16, 2020