



HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY BOARD MEETING MINUTES

August 18, 2020 at 7:30pm

Board Members Present

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

Board Members Absent

Kenneth Balban
Sonia Burgos Crannage

Staff

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

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:30pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Teriann DiCarlo was appointed as trustee to fill the vacant seat until the September 15, 2020 election, sworn in by Richard Freeman.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the July 14, 2020 Board Meeting, Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. Fiscal year started July 1, 2020, we should be 8.5% expended 1.5 months into the fiscal year. Revenue lines were noted as low, but expected based on the Library being closed and tax funds have not been received yet for the year. Line item 1504-Disability is paid monthly. Line item 1507-Optical is on a different billing cycle. Line item 1447-Library Clerk FT 0%, we are waiting on the Civil Service Exam. Line item 1471-Library Aide Children's PT is low, the employee took some time off. Line item 1476-Info Services Asst. I FT - \$0, is an error. Line item 1480-Custodial Worker, PT - \$0, is an error. Line item 1482-Custodian II, FT, Jessie should be returning to work after Labor Day, he had surgery and is doing well. Line item 1810-Contingency is all of the materials and supplies related to Covid. Should we move money into that line, perhaps a portion of 1714-Custodial and 1825-Postage can be moved. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through August 12, 2020 Report, Mr. Cobb seconded. Vote unanimous.

2. Check #13052 Janway Company is for mouse and keyboard sleeves. Check #13053 Know Buddy Resources is for Children's Books. Check #13066 Suez is for the Village. Check #13077 IRS is for a filing fee for form 8940. Check #13085 A&N Rappaport is for factory ordered keys. Check #13092 Dormitory Authority of the State of New York is for the semi-annual service fee. Check #13110 CLG Insurance Co. Directors & Officers Insurance (used to be Ducey Insurance). Ms. Kaiser moved to accept the Check Warrant July 14, 2020 through August 13, 2020, in the amount of \$229,384.69, 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 July 14, 2020 through August 18, 2020. Ms. DiCarlo seconded. Vote unanimous. To approve three Payroll Warrants with the pay dates of July 15, July 29, and August 12, 2020, Ms. DiCarlo seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin noted the success of the Summer Meal Program and the collaborative effort between the three organizations involved. Mr. Cobb moved to accept the August 18, 2020 Director's Report, Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – Ms. Koop questioned whether the new policy 5.6 Remote Work Policy should be in the Policy Binder or the Personnel Manual. Ms. Depkin advised that since it is a new policy it will be in the Policy Binder, but will also be included in the Personnel Manual at the time of the next revision. To date we have received four requests under policy 5.6.

3. **Building & Grounds** – Ms. Koop inquired whether the national election in November will be held in our buildings. Ms. Depkin advised that the primary was held here before we were open. Since we will be open in November it should be fine for the election to be here.

Ms. Koop moved to approve the construction grant applications for the installation of online generators at both buildings: "This application completed in the proceeding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Haverstraw King's Daughters Public Library at a legal meeting on August 18, 2020.", seconded by Ms. DiCarlo. Vote unanimous.

4. **Budget** – Ms. Koop inquired about Employee Salary increases, Ms. Depkin advised that there will be no Step or COLA increases for this fiscal year, as we will be working off the same budget as the prior year.

Ms. Kaiser reviewed the following questions on the Revised Proposed FY 2020-21 Operating Budget: Line 23 - Passport Acceptance is cut in half because of Covid, people aren't traveling and the passport application process is lengthy and not touch free so it is not being offered yet. Line 1502 - Worker's Compensation is reduced based on last year's actual. Line 1505-Medical Insurance has a considerable increase but there was some wiggle room based on the actual as of 6/30. Line 1805-Strategic Planning Consultants, didn't spend it and took it out. Line 1825-Postage, \$21,500 increase? Possibly an error, will adjust down to \$3500 and move to Line 1810-Contingency. Bottom line will be the same, the adjustments will be made to the individual line items. Line 1830-Travel is less because most training and conferences are virtual. Line 1841 will be changed to "Auditors" and Line 1844 will be a new line item for Accounting Fees.

Ms. Kaiser moved to withdraw the resolution made by the Board of Trustees on April 14, 2020 to place a budget proposition before the voters at a Special Meeting on September 15, 2020, Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to withdraw the resolution made by the Board of Trustees on April 14, 2020 approving the Proposed Fiscal Year 2020-21 Operating Budget with a tax levy increase of \$208, 264 and total revenue of \$6,405, 772.86, Ms. DiCarlo seconded. Vote unanimous.

Ms. Kaiser moved to approve the Revised Proposal Fiscal Year 2020-21 Operating Budget in the amount of \$6,199,700.86, Mr. Cobb seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Date for Trustee Election is September 15, 2020.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:14pm, Mr. Cobb seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, September 8, 2020, 7:30pm at the Main Library

Submitted by: Kim Peters, Clerk to the Board
August 25, 2020