



**MINUTES**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
**BOARD MEETING**  
**Main Library, Garnerville, N.Y.**  
**September 15, 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  
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 7:39pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

There were no communications.

## **V. MINUTES**

Ms. Koop moved to accept the Minutes of the August 17, 2020 Public Information Session Meeting, Mr. Freeman seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the August 18, 2020 Public Information Session Meeting, Mr. Cobb seconded.

Mr. Cobb moved to accept the Minutes of the August 18, 2020 Board Meeting, Ms. Kaiser seconded. Vote unanimous.

Ms. Koop moved to pause the meeting at 7:56 to hold the Special Meeting of the Trustee Election, Ms. Kaiser seconded. Vote Unanimous.

## **VI. SPECIAL MEETING**

Mr. Freeman collected the four Absentee Ballots received by the Clerk to the Board. Ms. Koop opened two and Mr. Cobb opened two. Mr. Freeman tallied the votes. 4 votes for Ms. Kaiser and 4 votes for Ms. DiCarlo. The results from the Village were counted by Marie McDermott. The results from the Main Library were counted by George Torres. Mr. Freeman read the election results as follows:

Ms. Kaiser - 30 votes

Ms. DiCarlo - 29 votes

Write in (Donald Trump) - 2 votes

Ms. Kaiser and Ms. DiCarlo will be sworn in at a later date and Oaths of Office will be sent to the Rockland County Clerk for filing.

Mr. Cobb moved to return to the regular Meeting of the Board of Trustees at 8:07pm, Ms. Kaiser seconded. Vote unanimous.

## **VII. ORGANIZATIONAL MEETING**

The Secretary moved and cast one vote to continue the Slate of Officers for the 2020/2021 budget year as in the previous budget year:

Richard S. Freeman, President

Stephen Cobb, Vice President

Gail Kaiser, Financial Officer

Bernadette Koop, Secretary

Vote unanimous.

Ms. Kaiser moved to approve the following designations for the 2020/2021 budget year:

Kim Peters - Clerk to the Board

Richard S. Freeman, Gail Kaiser & Kim Peters - Check Signees

Berard & Associates - Accounting Firm

James Birnbaum, Reda, Composto & Birnbaum, LLP - - Attorney

TD Bank - Official Depository

2<sup>nd</sup> Tuesday of the month -- Official Meeting Date

Journal News and Rockland County Times - Official Newspapers

Seconded by Mr. Cobb. Vote unanimous.

Ms. Kaiser moved to approve the following Slate of Committees for the 2020/2021 budget year:

**Personnel**

Sonia Burgos Crannage, Co-chair  
Gail Kaiser, Co-chair  
Stephen Cobb  
Teriann DiCarlo

**Budget**

Gail Kaiser, Chair  
Kenneth Balban  
Bernadette Koop  
Teriann DiCarlo

**Buildings & Grounds**

Kenneth Balban, Co-chair  
Bernadette Koop, Co-chair  
Sonia Burgos Crannage  
Stephen Cobb

**Policy Review**

Stephen Cobb, Chair  
Kenneth Balban  
Gail Kaiser  
Bernadette Koop

The President of the Board is ex-officio member of **all** committees.

Mr. Cobb seconded. Vote unanimous.

**VIII. FINANCIAL REPORTS**

1. As of September 10, 2020, we should be 19% expended 2 ½ months into the fiscal year. Revenue line 23 - Passport Fees, nice to see activity, hopefully it will increase as people become more comfortable traveling. Line 25 - Donations, there were some donation checks lingering from last fiscal year that were just deposited. Benefits are higher than 19%, but that is based on when the bills come in. Staff salaries are also a little high (23%) because of the timing, there are 3 payroll cycles in August. Line 1478 - Jessie Moore is back to work and doing well. Line 1477 - Custodial OT is low. Line 1600 is for new books, some are e-books and overdrive. Ms. Kaiser requested that the physical books and e-books be separate line items. Mr. Contero said he can pull out the OverDrive amounts, but the departments would have to designate which line item the books are when they receive / review the invoices. Ms. McDonald can check with the Head of Adult Services to see if they break it out. For this year Mr. Contero can pull out OverDrive and next year it can be broken down further. Line 1619 - Visual Media Adult is DVDs. Line item 1625 - Periodicals, we received a credit for an overpayment. The reason it is negative is the subscriptions are annual and haven't come due yet. Mr. Cobb asked if we were using a subscription service and Ms. Depkin confirmed we are using EBSCO. Line 1710 - Utilities-Village is down, perhaps due to reduced hours. Lines 1715 and 1716 - Repair & Maintenance-Main and Village are low. Line 1835 - Conferences is negative due to refund for a canceled conference. Ms. Kaiser inquired about upcoming conferences, will they be virtual. Ms. Depkin confirmed that at least through Spring, conferences will be virtual, which cost less, and don't require and travel reimbursement. Line 1843 - Dues is high, because it's paid when it comes due. Programs are at 3.57% expended for the total of all programs. All programs are virtual, many on Youtube and FB live. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through September 10, 2020 Report, Ms. DiCarlo seconded. Vote unanimous.

2. Check #13136 AAA Cooleration Service is for the Water Tower Belt replacement and repair. Check #13153 Rosman Center LLC is for the monthly maintenance. Check #13155 Rosman Center LLC is also for the monthly maintenance. The June payment was skipped, so two payments were made this month. Check #13172 John Rose Heating and Cooling is for replacing the pipe for the water heater and inspection of the backflow. AAA Cooleration handles HVAC plumbing and John Rose handles the water coming into the building. Check #13177 Trane Service Group is for the monthly scheduled maintenance fee. Ms. Kaiser moved to accept the Check Warrant August 19, 2020 through September 10, 2020, in the amount of \$103,171.03, 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 August 19, 2020 through September 10, 2020. Mr. Cobb seconded. Vote unanimous. To approve two Payroll Warrants with the pay dates of August 26, 2020 and September 9, 2020, Ms. DiCarlo seconded. Vote unanimous.

#### **IX. DIRECTOR'S REPORT**

Ms. Kaiser commented on how fabulous she thinks the summer meal program was and that it confirms how vital the Library is to the community. Ms. Koop enjoys the "Staff Picks" but requested that the name of the employee and the book title be added. Mr. Freeman suggested a contest for Children's, locating/naming all of the wooden animals around the Library. Ms. Kaiser moved to accept the September 15, 2020 Director's Report, Ms. Koop seconded. Vote unanimous.

#### **X. COMMITTEE REPORTS**

1. **Personnel** – Mr. Cobb moved to approve the appointment of Andy Cruz to the title of Security Aide (full time), Ms. Koop seconded. Vote unanimous.

Ms. DiCarlo moved to approve the appointment of Kristen Higgins to the title of Librarian I (substitute), Ms. Kaiser seconded. Vote unanimous.

2. **Policy** – Nothing to report.

3. **Building & Grounds** – Ms. Koop moved to withdraw the resolution made by the Board of Trustees on August 18, 2020 approving construction grant applications for the installation of online generators at both buildings, Mr. Cobb seconded. Vote unanimous. Ms. Depkin and Ms. McDonald explained to the Trustees that the project is much more expensive and requires a much larger scope of work than initially anticipated. Site Engineering would be needed just to get an estimate for the project making the timeline for the estimate too long to meet the grant application's submission deadline.

4. **Budget** – Nothing to report.

#### **XI. OLD BUSINESS**

Nothing at this time.

#### **XII. NEW BUSINESS**

Mr. Freeman requested the RCLS virtual meeting on 9/25 at 10:00am be done at the main library in the Community Room on the big screen.

Ms. Depkin requested the regular Board of Trustee Meetings alternate every other month between in person and virtual. Ms. Kaiser requested the virtual meetings be held via Zoom instead of GoToMeeting. Mr. Cobb asked if a Policy Committee meeting should be held on October 13, 2020 to discuss new policies for our new reality.

**XIII. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:44pm, Ms. DiCarlo seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, October 13, 2020, 7:30pm via Zoom Meeting.

Submitted by: Kim Peters, Clerk to the Board  
September 17, 2020