



AGENDA  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Main Library, Garnerville, N. Y.  
Tuesday, March 10, 2020  
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECEPTION OF VISITORS
- IV. COMMUNICATIONS
- V. MINUTES
- VI. FINANCIAL REPORTS
- VII. DIRECTOR'S REPORT
- VIII. COMMITTEE REPORTS
  - a. Personnel –Sonia Burgos Crannage & Stephen Cobb, Co-Chairs
  - b. Policy Review – Patricia Soto, Chair
  - c. Building & Grounds – Kenneth Balban & Bernadette Koop, Co- Chairs
  - d. Budget - Gail Kaiser, Chair
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. ADJOURNMENT



MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
BOARD MEETING  
Main Library, Garnerville, N.Y.  
March 10, 2020 at 7:30pm

Board Members Present

Richard S. Freeman  
Stephen Cobb  
Sonia Burgos Crannage  
Gail Kaiser  
Bernadette Koop  
Kenneth Balban  
Patricia Soto

Absent

Staff

Claudia Depkin, Director  
Nicola McDonald, Assistant Director  
Victor Contero, Principal Account 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**

There were no visitors.

#### **IV. COMMUNICATIONS**

There were no communications.

#### **V. MINUTES**

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

#### **VI. DIRECTOR'S REPORT**

The Board discussed developments on the novel coronavirus (COVID-19) and agreed with Ms. Depkin that if the North Rockland Central School District closes schools, the Library should close as well. Ms. Koop moved to accept the March 10, 2020 Director's Report. Mr. Balban seconded. Vote unanimous.

#### **VII. FINANCIAL REPORTS**

1. We should be approximately 69% expended. Line 1474 Info Services Asst 1, PT is low, there are 2 people in the title, not 3 as planned. Line 1602 Books-Teen is low, consider reducing for next year. Line 1706 Sewer Tax is high, increase for next year. Line 1707 Service Contracts is high, increase for next year. Line 1727 RCLS Membership Fee will be billed to us in May. Line 1828 Training, line 1830 Travel, line 1835 Conferences may be increased for next year. Line 1851 Children's Programs is high, consider increasing for next year. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through March 10, 2020 Report. Ms. Koop seconded. Vote unanimous.
2. Check #12834 Children's Plus is for children's books. Check #12847 Kapco Adhesive Products is for book jackets and tape. Ms. Kaiser moved to accept the Check Warrant February 19, 2020 through March 6, 2020, in the amount of \$77,102.42. Ms. Crannage seconded. Vote unanimous.
3. Check #12879 Jackson Manufacturing Company is for the new thru-wall bookdrop for the main library. Check #12891 Penworthy Company is for children's books. Ms. Kaiser moved to accept the Check Warrant March 7, 2020 through March 10, 2020 in the amount of \$25,427.30. Ms. Koop seconded. Vote unanimous.
4. Ms. Kaiser moved to accept the Resolutions as follows:  
To approve the attached list of transfers made from TD Bank Sweep Account from February 19, 2020 through March 10, 2020. Mr. Cobb seconded. Vote unanimous.  
To approve the Payroll Warrants with the pay dates of February 26, 2020 and March 11, 2020. Ms. Soto seconded. Vote unanimous.

#### **VIII. COMMITTEE REPORTS**

##### **Personnel**

Ms. Crannage moved to appoint William Dickinson to the position of Librarian I. Mr. Cobb seconded. Vote unanimous.

Mr. Cobb moved to approve the appointment of Kim Peters to the position of Senior Clerk. Mr. Balban seconded. Vote unanimous.

**Policy**

Nothing to report.

**Building & Grounds**

Nothing to report.

**Budget**

The Committee met on March 10, 2020 at 6:30pm to discuss the operating budget for fiscal year 2020-2021 and reviewed several scenarios related to cost of living adjustments and the impact of the minimum wage increase. The next meetings are March 24 at 6:30pm, April 13 at 6:30pm and April 14 at 6:30pm.

**IX. OLD BUSINESS**

Nothing at this time.

**X. NEW BUSINESS**

Ms. Soto moved that the 2020-2021 Budget Vote and Trustee Election be held on Thursday, June 4, 2020, from 9am to 8pm, and that Public Information Sessions be held on Monday, May 11, 2020, 7pm in the Village Branch and Tuesday, May 12, 2020, 7pm in the Main Library. Ms. Kaiser seconded. Vote unanimous.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:40pm. Ms. Crannage seconded. Vote unanimous.

Next regular scheduled meeting Tuesday, April 14, 2020, 7:30pm at the Main Library.

Submitted by: Claudia Depkin, Library Director