



AGENDA
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
via GoToMeeting.com
Tuesday, April 14, 2020
7:30 p.m.

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- 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



HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY BOARD MEETING MINUTES

April 14, 2020 at 7:30pm via GoToMeeting

Board Members Present

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

Board Members Absent

Patricia Soto

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 7:33pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Staff members Margaret Laier, Julio Morales, Tara Morris, Joan Rosen, Lori Salotto, Craig Scott.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. Koop moved to accept the Minutes of the March 10, 2020 Board Meeting, Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. We should be approximately 78% expended at 9 $\frac{1}{2}$ months into the fiscal year. The following Revenue lines were noted as low: Line 7 Miscellaneous, 16 Miscellaneous Grants, 22 Commissions, 23 Passport Fees, 25 Donations. Expense line 1609 Electronic Databases is reduced in next year's budget. The following Expense lines were increased in next year's budget: 1828 Training, 1830 Travel, 1843 Dues.

Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2019 through April 8, 2020 Report. Ms. Crannage seconded. Vote unanimous.

2. Checks #12901 and #12905 AAA Cooleration are for the vent in the Teen Room, faucet replacement in the Village, contacts, switches and replacement belts for Main . Check #12910 Hartford is an annual insurance payment. Checks #12911 and #12912 Omni 403B is for employee contributions for 2 payrolls. Ms. Kaiser moved to accept the Check Warrant March 11, 2020 through April 8, 2020, in the amount of \$434,267.51. 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 March 10, 2020 through April 14, 2020. Ms. Crannage seconded. Vote unanimous. To approve the Payroll Warrants with the pay dates of March 25, 2020 and April 8, 2020. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

The Board expressed interest in the COVID-19 Action Plan and the webinars staff members are attending. Ms. Koop moved to accept the April 14, 2020 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** Nothing to report.

2. **Policy** Nothing to report.

3. **Building & Grounds** Nothing to report

4. **Budget** The Committee met on April 13, 2020 at 6:30pm to discuss the operating budget for fiscal year 2020-2021 and made a recommendation to the Board. Ms. Kaiser moved to approve the proposed budget for fiscal year 2020-21 in the amount of \$6,405,772.86 a tax increase of \$208,264. Ms. Koop seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Joan Rosen, president of the HKDPL Staff Association expressed concern for staff safety and preparation for reopening the facilities following the COVID-19 closure. Mr. Freeman said the library would work in conjunction with RCLS and our sister libraries to follow best practices for safety of all.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:48pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, May 12, 2020, 7:30pm via GoToMeeting

Submitted by: Claudia Depkin, Library Director
April 27, 2020