



**MINUTES**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
**BOARD MEETING via GoToMeeting**  
**January 11, 2022 at 7:30pm**

Board Members Present

Richard S. Freeman, President  
Stephen Cobb  
Gail Kaiser  
Bernadette Koop  
Eileen Bookman

Board Members Absent

Teriann DiCarlo  
Sonia Burgos Crannage

Staff

Claudia Depkin, Director  
Victor Contero, Principal Account Clerk  
Tommy Russo, Senior Clerk

Guests

Donalee Berard

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:33 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

The Board welcomed Ms. Donalee Berard, CPA; of Berard & Associates, CPAs P.C.

**IV. COMMUNICATIONS**

None received.

**V. MINUTES**

Ms. Koop moved to accept the Minutes of the December 14, 2021 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

#### VI. FINANCIAL REPORTS

1. As of January 7, 2022 (6 1/4 months) we should be 52% expended. As of January 11, 2022 (6 1/3 months) we should be 53% expended.

2. Line 17 – Grants - \$43,000 member item grant from Assemblyman Zebrowski that was received in December. Line 1502 – Workers Compensation – Not outstanding. Line 1602 – Books – Teens – Low, invoice just entered, will change in next report. Line 1612 – Audio Media – Children – Low – Orders pending, visual media has been virtual. Line 1625 – Periodicals – Low, magazines are ordered at the end of January and into February. Line 1707 – Service Contracts – Paid Quarterly, depends on start of contract. (Security Services come from this budget line and sometimes two guards are requested to cover for the Village branch, it was suggested that we create a separate budget line for Security Services instead of including it under “Service Contracts”). Line 1714 – Custodial Supplies – Low, not much ordered. Line 1718 – Insurance – Low – Due in March/April. Line 1821 – Telephone – Village – Partially includes June 2021 charges into this fiscal year. Line 1825 – Postage – Low due to majority emailing, should increase with publication of newsletter. Look to reduce for next year. Line 1828 – Training – Webinar attendance and tuition for Debbie (Circulation). Line 1835 – Conferences – Low – For management training and only two NYLA conference attendees. It was suggested we keep this budgeted amount for post-Covid. Line 1843 – Dues – Due at the end of the fiscal year. Line 1844 – Accounting Fees/Adjs – Annual Payroll, Paychex, \$650.00 per payroll. Credit card fees. \$1,300.00 for W2’s and insurance not reflected this month. It was suggested breaking these amounts out to separate budget lines. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through January 7, 2022 report. Ms. Bookman seconded. Vote unanimous.

3. Checks: December 10, 2021 through January 7, 2022 – Check #14347 – Brainfuse Online Instruction – Online tutoring renewal for Children’s online tutoring sessions. Check #14363 – Wilson & Co. H.W. – Children’s book collections. Ms. Kaiser moved to accept the Check Warrant for December 10, 2021 through January 7, 2022 in the amount of \$23,566.55. Ms. Koop seconded. Vote unanimous.

4. Ms. Kaiser moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep Account from December 10, 2021 through January 7, 2022. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of December 15 and December 29, 2021. These warrants are for payroll periods numbered 12 and 13 of the current fiscal year. Mr. Cobb seconded. Vote unanimous.

#### VII. DIRECTOR'S REPORT

Ms. Depkin announced that the Library will be closed for in-person programs during the month of January. Mr. Freeman, having participated in a hike to Jackie Jones Mountain and Orak, lauded the partnership the library has with the Rockland County Historical Society, who co-sponsored the excursion with our Adult Services Department. Ms. Koop, regarding this collaboration, suggested partnering with the Rockland County Audubon Society and the Stony Point Battlefield for future programs. Ms. Koop moved to accept the January 11, 2022 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

#### VIII. COMMITTEE REPORTS

**1. Personnel** – Meeting to take place preceding the next Board of Trustees Meeting on February 8, 2022 via Zoom.

**2. Policy** – Ms. Kaiser moved to accept the December 14, 2021 Draft of Policy 4.8. Fund Balance Policy. Ms. Bookman seconded. Vote unanimous.

**3. Buildings & Grounds** – Nothing at this time.

**4. Budget** – Ms. Berard of Berard & Associates CPA's P.C. reported that no deficiencies were found and gave an unqualified clean opinion in her firm's Haverstraw King's Daughters Public Library Financial Statements and Schedules Audit Report for the year ended June 30, 2021. Ms. Kaiser moved to accept the Haverstraw King's Daughters Public Library Financial Statements and Schedules Audit Report for the year ended June 30, 2021. Mr. Cobb seconded. Vote unanimous.

#### **IX. OLD BUSINESS**

Ms. Bookman moved to accept the Strategic Plan 2022 – 2024. Ms. Koop seconded. Vote unanimous.

#### **X. NEW BUSINESS**

Ms. Kaiser moved to enter into an Executive Session at 8:47 pm to discuss a Confidential Personnel matter. Ms. Koop seconded. Vote unanimous. The GoToMeeting transcript was turned off at 8:47 pm. Ms. Kaiser moved to exit the Executive Session at 8:55 pm. Ms. Koop seconded. Vote unanimous.

#### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:55 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, February 8, 2022 at 7:30 pm via GoToMeeting.

Submitted by: Tommy Russo, Clerk to the Board  
February 4, 2022