



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
November 9, 2021 at 7:30pm

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Gail Kaiser
Bernadette Koop
Sonia Burgos Crannage
Teriann DiCarlo
Eileen Bookman

Board Members Absent

Staff

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

Guests

None

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:32 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

None received.

V. MINUTES

Ms. Koop moved to accept the Minutes of the October 12, 2021 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of November 5, 2021 (4 1/3 months) we should be 36% expended

2. Page 2 – Line 1465 – Library Clerk/Typist Sub – Same as last month, will balance out due to vacancy. Page 3 – Line 1612 – Audio Media – Children – Will follow up with Children’s Department. Page 4 – Line 1707 – Service Contracts – Quarterly payments. Line 1716 – Repair & Maintenance – Village – Replacement coils for boilers. Line 1821 – Telephone – Village – High because it includes part of June 2021. Line 1825 – Postage – Low due to reduced mailings for print edition newsletter. Line 1827 – Public Relations – Low related to e-newsletter, we would like to resume the print edition as well. Line – 1835 – Conferences – Will increase next month due to November NYLA Conference attendance. Page 5 – Line 1844 – Accounting Fees/Adjs – There are fees every payroll, \$150.00 annually. Line – 1857 – HKDPL 125th – Low, will increase. Line 1630 – ANSER – Quarterly bill for RCLS. Line 1632 – Anser Telecommunications – Quarterly bill for RCLS. . Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through November 5, 2021 report. Mr. Cobb seconded. Vote unanimous.

3. Checks: October 8 through November 5, 2021 – Check #14169 – DeLeonardis Electric, Inc. – outside lights and Main floor ballasts. Check #14171 – EDC Educational Services – Children’s books. Check #14172 – Ants in the Pants LLC – Virtual program with Miss Jolie. Check #14197 – AAA Cooleration Service – Replaced leaking coil, filters and belts, coils for heaters and boilers – Village. \$7,800 for the Village, \$1,198 for the Main. Check #14216 – Post Office – Monsey – Mass Mailing Renewal. Check #14223 – ServiceMaster – Repairs to the Community Room kitchen. Ms. Kaiser moved to accept the Check Warrant for October 8, 2021 through November 5, 2021 in the amount of \$93,240.76. Ms. Bookman 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 October 8 through November 5, 2021. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of October 20 and November 3, 2021. These warrants are for payroll periods numbered 8 and 9 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin discussed appointing Gina Lungen, presently a part time Clerk Typist, to the position of Library Clerk I (full time). Ms. Depkin also discussed the 125th Birthday Celebration of the Library and detailed the activities to take place at both branches. Ms. Depkin discussed memorializing Patricia Soto, former Library Trustee, at the 125th birthday celebration. Ms. Kaiser proposed an honor for Ms. Soto that is permanent. Ms. Crannage suggested a plaque. Ms. Kaiser proposed dedicating the HKDPL Board Room in Ms. Soto’s honor. Mr. Freeman suggested announcing this at the November 20 birthday event and creating a RCLS scholarship in Ms. Soto’s name. Ms. Depkin submitted a draft for approval with amendments to Policy 1.4. Materials Selection Policy.

Ms. Koop moved to accept the November 9, 2021 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Ms. Koop moved to appoint Gina Lungen to the title of Library Clerk I (full time). Mr. Cobb seconded. Vote unanimous.

2. **Building & Grounds** – Ms. Crannage moved to withdraw the Public Library grant application #0386-22-9483 to rehabilitate the Main Library roof. Ms. DiCarlo seconded. Vote unanimous.

3. **Policy** – Ms. Kaiser moved to approve changes to Policy 1.4. Materials Selection Policy. Ms.

DiCarlo seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Ms. Depkin discussed the HKDPL Logo Contest in which 48 submissions were received. Ms. Depkin at first shared the top three entries and then the remaining ones. Ms. Depkin stated that the library will probably hire a professional graphic artist to design a new logo. Ms. Crannage suggested to use one each of the top three entries for each department. Ms. Kaiser suggested using each entry as a bookmark design.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:46 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, December 14, 7:30 pm via GoToMeeting.

Submitted by: Tommy Russo, Clerk to the Board
December 10, 2021