



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
December 14, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Teriann DiCarlo

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 7:36 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. Crannage moved to accept the Minutes of the November 9, 2021 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of December 9, 2021 (5 1/3 months) we should be 44% expended. As of December 14, 2021 (5 ½ months) we should be 46% expended.

2. Line 17 – Grants – RCLS – Some costs represent PPE recovery. Line 1502 – Workers Compensation – Paid quarterly, into next portion of next year. Line 1471 – Library Aide Children’s PT – High, two PT in position. One employee out until March, will balance out. Line 1612 – Audio Media - Children – Low – There are orders that haven’t been invoiced yet. Line 1620 – Visual Media – Children – Large orders for October and November. Line 1716 – Repair & Maintenance – Village – Coils. Line 1841 – Auditors – Cost of audit, report cost \$1,500. (Will budget more for 2022-2023). Line 1857 – HKDPL 125th – Worth the cost, mini golf cost \$1,600. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through December 9, 2021 report. Mr. Cobb seconded. Vote unanimous.

3. Checks: November 5 through December 9, 2021 – Check #14237 – Foster & Foster Inc. – OPEB Report. Check #14243 – Librarypass Inc. – Comics online for children (previously known as Comics Plus). Check #14244 – Maiden Lane Swings & Things, Inc. – Wood models made of each branch for the 125th. Check #14249 – MPLC – Motion picture licensing. Check #14263 – VIPRE Security – Software security. Check #14280 – OTC Brands, Inc. – Brand change (previously branded Oriental Trading Co.). Check #14308 – Janway Company – Personalized pens for the 125th. Check #14326 – Uline – Foam core boards to mount the poster maps for the 125th. Check #14331 – Ants in the Pants, LLC – Monthly performances through April, 2022. Check #14339 – Leaf – New phones, lease and service. Ms. Kaiser moved to accept the Check Warrant for November 5 through December 9, 2021 in the amount of \$1,142,646.95. 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 November 6 through December 10, 2021. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of November 17 and December 1, 2021. These warrants are for payroll periods numbered 10 and 11 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin reported and reflected on the success of the 125th Birthday celebration, a wonderful time was had by all! Ms. Depkin, regarding the Draft of the Strategic Plan for 2022 – 2024, discussed putting together a user-friendly version of this large document. Ms. Depkin proposed discussing putting the Strategic Plan on the new website at the next Board of Trustees Meeting to be held on January 11, 2022. Ms. Koop moved to accept the December 14, 2021 Director’s Report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing at this time.

2. **Policy** – Nothing at this time.

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

4. Budget – Nothing at this time.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Mr. Cobb moved to enter into an Executive Session at 8:23 pm to discuss a Confidential Personnel matter. Ms. Bookman seconded. Vote unanimous. The GoToMeeting transcript was turned off at 8:52 pm. Ms. Kaiser moved to exit the Executive Session. Ms. Crannage seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:52 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, January 11, 2022 at 7:30 pm via GoToMeeting.

Submitted by: Tommy Russo, Clerk to the Board
January 7, 2022