



**MINUTES**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
**BOARD MEETING via GoToMeeting**  
**February 8, 2022 at 7:30pm**

Board Members Present

Richard S. Freeman, President  
Stephen Cobb  
Gail Kaiser  
Bernadette Koop  
Teriann DiCarlo

Board Members Absent

Sonia Burgos Crannage  
Eileen Bookman

Staff

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

Guests

None

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:39 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. Kaiser moved to accept the Minutes of the January 11, 2022 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

#### **VI. FINANCIAL REPORTS**

1. As of February 8, 2022 (7 1/4 months) we should be 60% expended.

2. Line 16 – Grants Misc. – Will increase due to an incoming grant from the Van Orden Trust. Line 22 – Commissions – No activity from book sales, vending machines. Line 1500 – NYS Retirement – Due at the end of March/beginning of April. Line 1471 – Library Aide Children’s PT – Position will be filled by two people. Line 1602 – Books – Teens – Books acquired, increased \$1,200. Line 1604 – Overdrive – Increased due to Covid. Line 1612 – Audio Media – Children – Orders pending, may transfer into Overdrive. Line 1625 – Periodicals – Reflects EBSCO contract renewal in March. Line 1700 – Processing – Preparing books for storage. Line 1701 – May decrease for next year. Line 1820 – Office Expense – Mostly reflects purchase of toner. Line 1828 – Training – Two semesters of training for one individual. Line 1841 – Auditors – Audit and Foster & Foster, this should be increased next year. 1844 – Accounting Fees/Adjs – New software plan for Paychex – Line 1641 – Furniture & Fixtures – Outdoor furniture (Tables and umbrellas). Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through February 3, 2022 report. Ms. Koop seconded. Vote unanimous.

3. Checks: January 8 through February 3, 2022 – Check #14369 – Brit Plumbing & Heating – Dishwasher installation in the Community Room kitchen. Check #14373 – DATA-AXLE – Reference Solution Package, Annual Contract. Check #14388 – HUSH Electrical Contracting – Electrical Service and Maintenance for the Main Building. Check #14412 – Precision Roofing – Emergency roof repair for a leak at the Village Branch. Check #14427 – Casey Conlin – Outreach Programs and Strategic Planning. Check #14438 – AAA Cooleration Service – Boiler igniter and switch replacement. Check #14444 – Direct Energy Business – Gas bill for October through December, 2021. Check #14463 – Do Good Marketing, LLC – Down payment for logo design. Check #14490 – Library Market – LibraryCalendar system migration and installation. Ms. Kaiser moved to accept the Check Warrant for January 8, 2022 through February 3, 2022 in the amount of \$252,336.34. Ms. DiCarlo 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 January 8, 2022 through February 3, 2022. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of January 12 and January 26, 2022. These warrants are for payroll periods numbered 14 and 15 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

#### **VII. DIRECTOR'S REPORT**

Ms. Depkin stated she had nothing to add to the report. Ms. Kaiser expressed her admiration for the creativity of the Library staff. Ms. Kaiser moved to accept the February 8, 2022 Director’s Report. Ms. Koop seconded. Vote unanimous.

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

1. **Personnel** – Ms. DiCarlo move to appoint Frank Erlanger to title of Library Aide FT. Ms. Koop seconded. Vote unanimous.

2. **Policy** – Ms. DiCarlo move to adopt the proposed revisions to Policy 1.6 Disposition of Library Material & Property. Ms. Kaiser seconded. Vote unanimous.

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

**4. Budget – Ms. Kaiser moved to accept the following Resolution:**

Whereas, the adoption of the 2022-2023 budget for the Haverstraw King's Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Haverstraw King's Daughters Public Library voted and approved to exceed the tax levy limit for 2022-2023 by at least the sixty percent of the board of trustees as required by state law on February 8, 2022. Ms. DiCarlo seconded. Vote unanimous.

**IX. OLD BUSINESS**

Nothing to report.

**X. NEW BUSINESS**

A Budget Committee Meeting will be held Tuesday, March 8, 2022 at 7:30 pm. An additional Budget Committee Meeting will be held Tuesday, March 15, 2022 at 6:30 pm, preceding the regular Board of Trustees Meeting, in the Community Room of the Main Library.

**XI. ADJOURNMENT**

Ms. DiCarlo moved to adjourn the meeting at 8:41 pm. Ms. Kaiser seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, March 15, 2022 at 7:30 pm in the Community Room of the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
March 11, 2022