



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING via GoToMeeting
April 13, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Vincent Abbatecola

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 7:40pm.

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 March 9, 2021 Board of Trustees Meeting, Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of April 8, 2021, we should be 76%-79% expended.

2. Line 1500 – NYS Retirement – There was one bill for the year. Completed. Line 1504 – Disability – Up to date. Monthly and quarterly Workers Compensation salaries are all in line. Line 1492 – Longevity – Complete because we paid the Head Custodian for this year and last year. Line 1715 – Repair & Maintenance [Main] and Line 1716 – Repair & Maintenance [Village] – This line is in good condition. Line 1820 – Office Expense – Low right now but have placed orders. It was proposed that we give 10 free copies going forward and asked how many pages on average do people print. Line 1860 – Miscellaneous – Keep inspection fees intact and increase for next year. Line 1852 – Special Programs – Teens – Is low. Line 1855 – Summer Reading – Childrens - In next P&L. Ms. Kaiser moved to approve the Profit & Loss Budget vs. Actual July 1, 2020 through April 8, 2021 report, Ms. Crannage seconded. Vote unanimous.

3. Checks: March 19 – April 8, 2021 – Check #13614 – Pearl River Shared Film Program – Billie Holiday. Check #13616 – Medicare Part B reimbursement. Check #13635 – The Hartford – Insurance for the year. Check #13653 – ProQuest – Annual renewal for Heritage Quest and Ancestry. Check #13666 – Boscobel – Grounds only. Ms. Kaiser moved to accept the Check Warrant for March 9, 2021 through April 8, 2021 in the amount of \$192,678.29, Ms. Koop 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 9 through April 8, 2021. Ms. Koop seconded. Vote unanimous. To approve three Payroll Warrants with the pay dates of March 10, March 24 and April 6, 2021. These warrants are for payrolls 19, 20 and 21 out of a total of 27 for the year. Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin reported that the Library will reopen doors for browsing on March 15, 2021. The free meals program at the Village Branch was commended by the Trustees.

Mr. Cobb moved to accept the April 13, 2021 Director's Report, Ms. DiCarlo seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Ms. Crannage moved to appoint Tommy Russo to the position of Senior Clerk. Mr. Cobb seconded. Vote unanimous. The Board of Trustees welcomed Mr. Russo.

2. **Policy** – Next meeting – June 8, 2021.

3. **Building & Grounds** No new information.

4. **Budget** – Ms. Kaiser moved to the following resolution: Approval of the proposed 2021-22 Operating Budget of \$6,338,126.35 which is tax levy inclusive of \$164,561. This is tax cap compliant. Ms. Crannage seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Nothing at this time.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:42 pm, Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, May 18, 7:30pm via GoToMeeting.

Submitted by: Tommy Russo, Clerk to the Board, April 30, 2021