



**MINUTES**  
**HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY**  
**BOARD MEETING via GoToMeeting**  
**May 18, 2021 at 7:30pm**

Board Members Present

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

Board Members Absent

Staff

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

Guests

Margaret Laier

**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. Kaiser moved to accept the Minutes of the April 13, 2021 Board of Trustees Meeting, Ms. Crannage seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. As of May 13, 2021, we should be 88% expended.

2. Line 07 – Miscellaneous - Credit from Trane. Line 1507 – Optical – Regular insurance plan, not pay as you go. Will adjust upwards for next year. Line 1611 – Audio Media-Adult – Low. Line 1612 – Audio Media- Children – Low. Line 1619

– Visual Media- Adult - Low. Line 1625 – Periodicals – All paid annual. Line 1707 – Service Contracts – Approximately \$10,000.00 to go to this line. Line 1710-1711 – Utilities – In line. Line 1715-1716 – Repair and Maintenance – In line. Line 1821-1822 – Telephone – Village phone is trending high. Line 1841 – Auditors – Add option B for 2022-2023. Line 1855 – Summer Reading-Children – Will be more. Line 1858 – King Con – Not this year. Line 1624 – Technology – Is low. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2020 through May 13, 2021 report. Ms. Crannage seconded. Vote unanimous.

3. Checks: April 9 – May 13, 2021 – Check #13668 – AAA – Previous Maintenance. Check #13673 – AAA – Previous Maintenance. Check #13682 - Lou Del Bianco. Check #13710 and 13711- 403B Retirement checks. Check #13712 – On Time Contracting – Roof work. Check #13740 – AAA – Previous Maintenance. Check #13775 – Omni – Pass Through. Check # 13690 through Check #13701 – Exceptional Child & Home, Inc. Ms. Kaiser moved to accept the Check Warrant for April 9 through May 13, 2021 in the amount of \$455,189.76. Mr. Cobb seconded. Vote unanimous.

4. Ms. Crannage moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep account from April 9 through May 13, 2021. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of April 21 and May 5, 2021. These warrants are for payrolls numbered 22 and 23, out of a total of 27 for the year. Ms. Koop seconded. Vote unanimous.

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

Ms. Depkin reported that the library will be closed just for Memorial Day, and not the Saturday before. The Library will be closed on July 5, 2021.

Ms. Crannage moved to accept the May 18, 2021 Director's Report, Ms. Kaiser seconded. Vote unanimous.

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

1. **Personnel** – Ms. Kaiser moved to appoint Kaitlyn Effaldana to the position of Library Clerk 9part-time). Ms. Crannage seconded. Vote unanimous. The Board of Trustees welcomed Ms. Effaldana.

2. **Policy** – Next meeting – June 8, 2021 @ 7:00 pm.

3. **Building & Grounds** – Ms. Koop moved to close the Library the Saturday before Labor Day. Mr. Cobb seconded. Vote unanimous.

4. **Budget** – Nothing at this time.

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

Nothing at this time.

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

Nothing at this time.

#### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:27 pm. Ms. Crannage seconded. Vote unanimous.

June 3, 2021, meeting in Board Room to ratify the Library Budget and Trustee votes.

The next regular scheduled meeting is Tuesday, June 8, 7:30pm in the Board Room of Community Room.

Submitted by: Tommy Russo, Clerk to the Board  
May 19, 2021