



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING in the Main Branch
June 8, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Bernadette Koop
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 7:34 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 May 18, 2021 Board of Trustees Meeting and remove the write-in ballot minutes from the Special Board of Trustees Meeting of June 3, 2021. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve the minutes of the June 3, 2021 Special Board Meeting. Mr. Cobb Seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of June 3, 2021, we should be 94% expended.

2. Line 08 – Lost Item Recovery – Books Paid For. Line 16 – Grants Misc. – None. Came from RCLS. Line 29 – E Rate Refund – We don't file anymore. Line 1606 – Standing Orders – Adult – Reduced Reference Materials. Line 1706 – Sewer Tax – Good. Line 1706 – 1707 – Sewer Tax and Service Contracts - Are trending high. Line 1715 – 1716 – Repair and Maintenance – In Line. Line 1821 - Village Telephone – Is trending high, records indicate all legitimate business calls. Line 1827 – Public Relations – Hybrid between E-Newsletter and Mailings – In Line. Line 1841 – Auditors – Trending high. . Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2020 through June 7, 2021 report. Ms. Crannage seconded. Vote unanimous.

3. Checks: May 19, 2021 – Page 1: No Questions. Page 2: Check #13809 – Peak Contracting – Roof Assessor. Check #13821 and #13823 – Need copies for Board of Trustees packet. - Check #13824 – Trane Service Group – US Omni. Check#13825 - U.S. OMNI & TSACG Compliance Services – US Omni. . Ms. Kaiser moved to accept the Check Warrant for May 13, through June 3, 2021 in the amount of \$120,589.87. Mr. Cobb 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 May 13 through June 3, 2021. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of May 19 and June 2, 2021. These warrants are for payrolls numbered 24 and 25, out of a total of 27 for the year. Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin discussed possible dates for Strategic Planning. These dates being: June 25, 2021 at 1PM, August 3, 2021 at 2PM, August 22, 2021 at 1PM.

Ms. Crannage moved to accept the June 8, 2021 Director's Report, Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

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

2. **Policy** – Mr. Cobb moved for changes to Items 1, 2,3,4,8, & 9 in the Policy Committee Preparation for June 8, 2021. Ms. Crannage seconded. Vote unanimous.

3. **Building & Grounds** – At the next Board of Trustees Meeting, July 13, Roof Assessment shall be reviewed.

4. **Budget** – Nothing at this time.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Ms. Kaiser moved to appoint Eileen Bookman to the Board of Trustees on this day, June 8, 2021. Ms. Crannage seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:26 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, July 13, 7:30pm in the Board Room of the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
June 9, 2021