



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING in the Main Branch
July 13, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Sonia Burgos Crannage

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 7:33 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

None received.

V. ORGANIZATIONAL MEETING

1. Mr. Freeman swore in Ms. Bookman as a member of the Board of Trustees. 2. Mr. Freeman moved to appoint the Clerk to the Board, Mr. Russo, as a back-up check signee. Ms. Kaiser seconded. Vote unanimous. 3. Ms. DiCarlo moved to add Ms. Bookman to the Personnel Committee. Ms. Kaiser seconded. Vote unanimous. 4. Ms. DiCarlo moved to appoint Mr. Cobb as Co-Chair of the Personnel Committee and Ms. Kaiser as Chair of the Policy Review Committee. Ms. Kaiser seconded. Vote unanimous.

VI. MINUTES

Mr. Cobb moved to accept the minutes of the June 8, 2021 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. As of July 30, 2021, we should be 100% expended.

2. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2020 through June 30, 2021 report. Mr. Cobb seconded. Vote unanimous.

3. Checks: June 4 – 30, 2021 – Page 1: Check #13847 – Devine Design – Website for Summer Reading Program. Check #13850 – DLW Storyteller – Website for Summer Reading Program. Page 2: Check #13858 – Hartford Steam Boiler – For Certification. Check #13861 – Kapco Adhesive Products Co. – Book jackets and covers. Check # 13867 – Midwest Tape – Hoopla Advance Pay. Check #13875 – Orange & Rockland – Ramapo Road – Payment for March/April 2021. Check # 13881 – Orange & Rockland – Ramapo Road – Payment for May/June 2021. Page 3: Check #13909 – Barco Products – Outdoor Furniture. Check #13910 – Data – Axel – City Directories. Check #13912 – Lift Tech Ltd. – 3rd Party Inspection, Elevators. Check #13914 & 13915 – Rick Stromoski – Two payments. Ms. Kaiser moved to accept the Check Warrant for June 4, 2021 through June 30, 2021 in the amount of \$159,596.19. 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 June 4 through July 8, 2021. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of June 16 and June 30, 2021. These warrants are for payrolls numbered 26 and 27 for the year. Ms. Bookman seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

Ms. Depkin discussed a Trustee Community Conversation to take place August 3, 2021 from 2:00 pm to 4:00 pm. There will be a Defensive Driving class taking place August 11 and 12, 2021 at the Main Library in the Community room (Rm. 301).

The staff made four curbside deliveries.

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

IX. COMMITTEE REPORTS

1. **Personnel** – Mr. Cobb moved to appoint Catherine Campos to the title of Librarian II. Ms. DiCarlo seconded. Vote unanimous.

Mr. Cobb moved to appoint Melanie Diaz to the title of Page. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Tim Tetrault to the title of Librarian 1 [full time]. Ms. Bookman seconded. Vote unanimous.

2. **Policy** – Next meeting – September 14, 2021

3. **Building & Grounds** – According to the Roof Assessment performed by Peak Consulting on May 13, 2021, Mr. Freeman moved that topic #1 for the Village Branch was deemed the most important and topics #6 and #8 for the Main Branch were deemed most important. Ms. Depkin seconded. Vote unanimous.

4. **Budget** – Nothing at this time.

X. OLD BUSINESS

Nothing at this time.

XI. NEW BUSINESS

Mr. Freeman moved to accept Ms. Depkin's extended invitation to all HKDPL staff and the Board of Trustees to attend a Family Picnic at Ms. Depkin's home on August 8, 2021 at either 2:pm or 3:00 pm. Ms. Kaiser seconded. Vote unanimous.

XII. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:39 pm. Ms. Bookman seconded. Vote unanimous.

The next regularly scheduled meeting is Tuesday, August 10 at 7:30pm in the Board Room of the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
August 6, 2021