



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING in the Main Branch
August 10, 2021 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
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 7:35 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. DiCarlo moved to accept the minutes of the July 13, 2021 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of August 10, 2021, being just under 1 ½ months into the fiscal year we are 8% expended.

2. Line 17 – Grants – RCLS – PPE from last year. Line 1502 - Worker Compensation and Line 1504 – Disability Insurance – Monthly benefits and through payroll. Line 1480 – Custodial Worker PT & Custodian I FT – Needs adjustment (By Mr. Contero). Line 1611 – Audio Media – Adult – Music that involved prior expense from June 30, 2021. Line 1619 – Visual Media – Adult – Involved prior expense from June 30, 2021. Line 1707 – Service Contracts – Quarterly maintenance contracts. Line 1716 – Repair & Maintenance – Village – Air Conditioning Issues. Line 1820 – Office Expense – Toner. Line 1821 – Telephone – Village – Regular usage, there was a lag in billing. Line 1844 – Accounting Fees/Adjs. – Quick Books. Line 1630 – ANSER – Quarterly expense for RCLS. Line 1632 – Anser Telecommunications – Telecom charges. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, through August 5, 2021 report. Mr. Cobb seconded. Vote unanimous.

3. Checks: July 14, 2021 through August 5, 2021. Page 1: No Questions. Page 2: Check #13954 – Trane Service Group – Software Upgrade. Check #13962 – Trane Service Group – Repair Labor. Check #13964 – AAA Cooleration Service – Boilers and Air Conditioning. Page 3: Check #13988 – Santiago Worldwide Inc. – Voting Machines. Check #13989 – SR Video Pictures – Promotional Video. Check #13991 – SR Video Pictures – Promotional Video. Check #13996 – SR Video Pictures – Promotional Video. Check #13998 – Trane Service Group – Monthly Service for June 2021. Check #14003 – Trane Service Group – Monthly Service for June 2021. Ms. Kaiser moved to accept the Check Warrant for July 9, through August 5, 2021 in the amount of \$216,747.78. 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 July 8 through August 5, 2021. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of July 14 and July 28, 2021. These warrants are for payrolls numbered 1 and 2 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin discussed the HERO Act Action Plan, which is a requirement for private employers only. It was the consensus that the Trustees would prefer a letter from an attorney regarding our compliance with Labor Law rather than create documentation in compliance with the Act. Additionally, the RCLS Free Access Plan was discussed.

Ms. Kaiser moved to accept the August 10, 2021 Directors report. Mr. Cobb seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

Personnel – Mr. Cobb moved to accept the resignation of Mark Zaino, Librarian I, effective on 8/20/2021. Ms. Kaiser seconded. Vote unanimous. The Trustees all wish him well.

Mr. Cobb moved to appoint Kenneth Eilen to the title of librarian I (full time), effective 9/7/2021. Ms. Koop seconded. Vote unanimous.

Mr. Cobb moved to accept the resignation, due to retirement, of Tim Heinsman, Custodian I, effective on 8/23/2021. Ms. DiCarlo seconded. Vote unanimous. The Trustees all wish him well and thank him for his service.

Mr. Cobb move to promote Rodney Moore to the title of Custodian I, effective 8/24/2021. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Darcy Louis to the title of Custodial Worker (full time), effective 8/24/2021. Ms. Koop seconded. Vote unanimous.

Mr. Cobb moved to appoint Carol Connell Cannon as a substitute Librarian I. Ms. DiCarlo seconded. Vote unanimous.

Mr. Cobb moved to accept the RCLS Plan of Service 2022 – 2026. Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to accept the RCLS Free Direct Access Plan 2022 – 2026. Ms. Koop seconded. Vote unanimous.

Policy – Next meeting, September 14, 2021 at 7:30 pm.

Buildings & Grounds – Nothing to report.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:19 pm. Ms. DiCarlo seconded. Vote unanimous.

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

Submitted by: Tommy Russo, Clerk to the Board
September 10, 2021