



MINUTES
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY
BOARD MEETING in the Main Branch
September 14, 2021 at 7:30pm

Board Members Present

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

Board Members Absent

Teriann DiCarlo

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 7:38 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. Koop moved to accept the Minutes of the August 10, 2021 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

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

2. As of September 9, 2021 (2 1/3 months) we should be 19% expended. As of September 14, 2021 (2 ½ months) we should be 21% expended.

3. Line 1502 – Workers Compensation – Paid quarterly; almost at 1/3 because of payout for Tim Hiensman’s retirement, i.e. unused vacation time. Line 1465 – Library Clerk/Typist Sub – High. Line 1477 – Custodial Overtime – is good. Line 1478 – Custodian I, FT – High due to retirement payout. Line 1480 – Custodial worker PT – A little high. Line 1611 – Audio Media – Adult & Line 1619 – Visual Media – Adult – Stocking up on current music and movies. Line 1620 – Visual Media – Children – Purchases from end of last year. Line 1707 – Service Contracts – A little high due to placing a Security Guard in the Village Branch while Andy worked I.T. Line 1716 – Repair and Maintenance – Village – A.C. unit coil replaced. Line 1844 – Accounting Fees/Adjustments – High due to Quick Books move back to desktop version from online version and \$60.00 fee from Paychex per payroll run. Line 1856 – Summer Reading – Teen – High, summer projects. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through September 9, 2021 report. Ms. Bookman seconded. Vote unanimous.

4. Checks: August 6, 2021 – September 9, 2021 – Check #14005 – AGHA Inc. – Purchase of PPE (Disposable Face Masks). Checks #14036 & #14037 – U.S. OMNI & TSACG Compliance Services – 403B Annuity Programs, Back to Back. Check #14042 – CLG Insurance Co. – Voided for D&O Insurance (Check sent to address no longer in use and subsequently returned, opted for EBT). Check #14054 – TD Card Services – Needs to be investigated; TD Bank Card Statement Closing Date of Aug. 20, 2021 (in packet). Ms. Kaiser moved to accept the Check Warrant for August 6, 2021 through September 9, 2021 **With The Exception of Check #14054, Dated August 31, 2021.** Mr. Cobb Seconded. Vote unanimous.

5. Ms. Kaiser moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep account from August 6 through September 9, 2021. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants with the pay dates of August 11, August 25, and September 8, 2021. These warrants are for payroll periods numbered 3, 4 and 5 of the current fiscal year. Ms. Bookman seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin reported a change in appointing David Hultgren to the title of Librarian I (substitute) due to his withdrawal of his application. Ms. Depkin also reported that the paperwork has been submitted for two construction grants to rehabilitate the roof at the Main Library and to rehabilitate the roof, repoint brickwork and restore original windows at the Village Library. Ms. Depkin reported the Website Redesign for the Library is looking good and should be up by year’s end.

Ms. Kaiser moved to accept the September 14, 2021 Director’s Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Mr. Cobb moved to appoint Kiera Bertrand to the title of Library Assistant (part time). Ms. Crannage seconded. Vote unanimous.

Mr. Cobb moved to appoint Marisol Cancel to the title of Clerk Typist (substitute). Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Ralph Reda to the title of Information Services Assistant I (part time). Ms. Bookman seconded. Vote unanimous.

2. **Policy** – Next meeting – October 12, 2021 at 7:00 pm.

3. **Buildings & Grounds** – Ms. Koop moved to approve the Public Library Construction Grant application #0386-22-9483 to rehabilitate the Main Library roof, submitted on 9/1/2021. Ms. Kaiser seconded. Vote unanimous.

Ms. Koop moved to approve the Public Construction Grant application #0386-22-9484 to rehabilitate the Village Library roof, brickwork and original windows, submitted on 9/1/2021. Ms. Crannage seconded. Vote unanimous.

4. **Budget** – Nothing at this time.

IX. OLD BUSINESS

Nothing at this time.

X. NEW BUSINESS

Ms. Kaiser announced the birth of her grandson, Elliott Sawyer Rivera, coming into the world at 7 lb. 14.3 oz. and that Baby and Mother are doing fine! Congratulations and well wishes from the Board and the Staff were expressed! Early Birthday wishes were extended to Ms. Depkin for her upcoming birthday on Thursday, September 16.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:34 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, October 12, 7:30 pm in the Board Room of the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
October 8, 2021