

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY  
Board of Trustees Meeting  
March 15, 2022  
7:30 p.m. Main Library  
Community Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

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

Board Members Absent

Eileen Bookman

Staff

Claudia Depkin, Director  
Victor Contero, Principal Account Clerk  
Tommy Russo, Clerk to the Board

Guests

Michael Haviland

**I. CALL TO ORDER**

Mr. Freeman called the meeting to order at 7:00 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

The Board welcomed Michael Haviland, President of Do Good Marketing.

**IV. COMMUNICATIONS**

None received.

**V. MINUTES**

Ms. DiCarlo moved to accept the Minutes of the February 8, 2022 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. As of March 10, 2022 (8 1/3 months) we should be 69% expended. As of March 15, 2022 (8 1/2 months) we should be 71% expended.

2. Line 1502 – Workers Compensation – High, salaries are in line. Line 1503 – Unemployment Insurance – High, salaries are in line. Line 1506 – Dental Insurance – Regular payment. Line 1477 – Custodial Overtime – Low. Line 1484 – Custodial Worker, FT – Week of salary paid in lieu of vacation. Line 1715 – Good. Line 1718 – Insurance – Invoice comes in April. Line 1821 – Telephone – Village – New phone system. Line 1822 – Telephone – Main – New phone system. Line 1843 – Dues – NYLA Memberships, bill

not in yet. Line 1850 – Special Progs – Adult – Summer programs, payments pending. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through March 10, 2022 report. Mr. Cobb seconded. Vote unanimous.

3. Checks: February 3 through March 10, 2022 – Check #14531 – Trane Service Group – Monthly maintenance. Check #14536 – ADT Commercial LLC – Safeguard, fire safety inspection (formerly Red Hawk) – Check # 14576 – White, Yolanda – Medicare Part B reimbursement. Ms. Kaiser moved to accept the Check Warrant for February 3, 2022 through March 10, 2022 in the amount of \$127,633.53. Ms. Koop 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 February 8 through March 11, 2022. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants with the pay dates of February 9, February 23, and March 9, 2022. These warrants are for payroll periods numbered 16, 17, and 18 of the current fiscal year. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve the transfer of \$10,000 from the TD Bank Sweep account to the Capitol account. Ms. Koop seconded. Vote unanimous.

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

Ms. Depkin proposed moving the next Board of Trustees Meeting to the third Tuesday of the month to April 19, 2022 due to her being unavailable the second week of the month. Ms. Koop moved to accept the March 15, 2022 Director's Report. Mr. Cobb seconded. Vote unanimous.

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

1. Ms. Kaiser moved to approve the Annual Report for Public and Association Libraries for 2021. Ms. Koop seconded. Vote unanimous.

2. **Personnel** – Ms. Crannage moved to approve Cary Campos to the title of Library Assistant (part time). Mr. Cobb seconded. Vote unanimous.

3. **Policy** – Ms. Kaiser moved to accept the revised Policy 4.4 Records Retention. Ms. Koop seconded. Vote unanimous.

4. **Buildings & Grounds** – Nothing at this time.

5. **Budget** – Ms. Kaiser moved to set the date of June 9, 2022 for the Annual Library District Vote and Trustee Election. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to set the dates for the Public Budget Information Sessions as May 9, 2022 at 7:00 pm in the Village branch and May 10, 2022 at 7:00 pm in the Main branch. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to formalize the Proposed FY 2022 -23 Operating Budget with a 4.9% COLA increase on April 19, 2022. Ms. Crannage seconded. Vote unanimous.

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

Nothing to report.

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

Ms. DiCarlo moved to enter into an Executive Session at 7:05 pm to discuss a Confidential Personnel matter. Ms. Koop seconded. Vote unanimous. Mr. Cobb moved to exit the Executive Session at 7:23 pm. Ms. Kaiser seconded. Vote unanimous.

A Budget Committee Meeting will be held Tuesday, April 19, 2022 at 6:30 pm, preceding the regular Board of Trustees Meeting, in the Community Room of the Main Library.

#### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:45 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, April 19, 2022 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
April 14, 2022