

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
June 14, 2022
7:30 p.m. Main Library
Board 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

None

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:37 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

Mr. Freeman read a letter addressed to Librarian Kenneth Eilen, from a nurse at Montefiore, thanking him and the Library for assistance with a patient who is one of our patrons. Mr. Freeman read a letter of gratitude to the Library from the North Rockland Central School District. Mr. Freeman read a letter addressed to Ms. Depkin from State Senator Reichlin-Melnick gifting the Library \$3,667 in Bullet Aid Funding.

V. MINUTES

Ms. Koop moved to accept the Minutes of the May 9, 2022 Budget Vote Public Information Session. Ms. DiCarlo seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the May 10, 2022 Budget Vote Public Information Session. Ms. Crannage seconded. Vote unanimous.

Mr. Cobb moved to accept the Minutes of the May 10, 2022 Board of Trustees Meeting. Ms. Crannage seconded. Vote unanimous.

Ms. Kaiser moved to accept the Minutes of the June 9, 2022 Special Board Meeting for the Annual Trustee Election and Budget Vote. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of June 9, 2022 (11 1/3 months) we should be 94% expended. As of June 14, 2022 (11 1/2 months) we should be 96% expended.

2. Line 17 – Grants – RCLS – Good. Line 22 – Commissions – Low, due to little use of vending machines. Line 1502 – Workers Compensation – Calculated from payroll. Line 1503 – Unemployment Insurance – Calculated from patrol. Will be increased to \$11,000 in next budget. Line 1604 – Overdrive – Will be increased to \$33,500 in next budget. Line 1707 – Service Contracts – Security is included. Security will have its own line next budget. Line 1710 – Utilities – Village – Water, heat, gas, electric. Line 1820 – Office Expense – High due to cost of recycled paper. Line 1852 – Special Programs – Teens – Low, impacted by not having King Con program. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through June 9, 2022 report. Ms. DiCarlo seconded. Vote unanimous.

3. Checks: May 7 through June 9, 2022 – Check #14787 – AAA Cooleration Service – Preventive maintenance at Village branch. In Main branch, lower level faucet resealed. Check #14792 – Veolia Water New York – New third party water company, formerly Suez. Check #14798 – Devine Designs – Design company for new website. Ms. Kaiser moved to accept the Check Warrant for May 7, 2022 through June 9, 2022 in the amount of \$195,696.13. 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 May 7 through June 9, 2022. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of May 18 and June 1, 2022. These warrants are for payroll periods numbered 23 and 24 of the current fiscal year. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin added to the Director's Report the appointment of Jay Bernard to the title of Custodial Worker (full time) effective July 1, 2022. Mr. Cobb moved to accept the June 14, 2022 Director's Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Ms. Crannage moved to promote Lori Salotto to the title of Assistant Library Director III (provisional), effective July 1, 2022. Ms. Coop Seconded. There was one (1) dissent. Ms. Crannage moved to appoint Jay Bernard to the title of Custodial Worker (full time), effective July 1, 2022. Ms. DiCarlo seconded. Vote unanimous.

2. **Policy** – Nothing to report.

3. Buildings & Grounds – Ms. Koop moved to withdraw the Public Library Construction Grant application #0386-22-9484 to repaint the Village Branch. Ms. DiCarlo seconded. Vote unanimous. Ms. Koop moved to close the Library on Saturday September 3rd for the Labor Day holiday. Ms. DiCarlo seconded. Vote unanimous.

4. Budget – Nothing to report.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Ms. Koop moved to enter Executive Session to discuss confidential personnel issues at 8:23 pm. Ms. DiCarlo seconded. Vote unanimous. Ms. Kaiser moved to exit the Executive Session at 8:45 pm. Ms. Crannage seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:46 pm. Ms. DiCarlo seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, July 12, 2022 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
July 8, 2022