

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
August 9, 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

Board Members Absent

Teriann DiCarlo  
Eileen Bookman

Staff

Claudia Depkin, Director  
Lori Salotto, Assistant 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 7:33 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

None received.

**V. MINUTES**

Mr. Freeman noted a spelling error in the Minutes of the Board of Trustees Meeting of July 12, 2022 concerning the meeting being adjourned in memory of Mrs. Rita DiCarlo. This error was corrected prior to being uploaded to the Library website. Ms. Koop moved to accept the Minutes of the July 12, 2022 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

## VI. FINANCIAL REPORTS

1. As of August 9, 2022 (1 1/3 months) we should be 11% expended.
2. Ms. Kaiser moved to approve the Prelim ADJ Final Profit & Loss Budget vs. Actual for July 2021 through June 2022. Ms. Crannage seconded. Vote unanimous.
3. Line 14 – Copy Machine – Rosman Road – Good. Line 23 – Passport Fees – Good. Line 1502 – Workers Compensation – Comes in with payroll. Line 1503 – Unemployment Insurance – The State over paid \$1,900.00. This payment is included here. Line 1506 – Dental Insurance – Comes in with payroll. Line 1507 – Optical – Optical – Comes in with payroll. Line 1815 – Debt Service Trustee – Annual fee for our loan through the Dormitory Authority. Final payment will be made in the fiscal year ending June 30, 2030. Line 1609 – Standing Orders – Elec. Da – 2 large payments to ProQuest. \$5,000.00 to RCLS. Line 1625 – Periodicals - \$900.00 payment for The New York Times. Line 1716 – Repair & Maintenance – Village – Carpet cleaning. Line 1720 – Inter Library Carrier – Mileage. Line 1821 – Telephone – Village – Leaf equipment lease, one Optimum bill and Blink for our internal mobile network. Line 1822 – Telephone – Main – Leaf equipment lease, one Optimum bill and Blink for our internal mobile network. Line – 1843 – Dues – Dues paid to the ALA, NYLA and the Sustainable Library Initiative. Line 1850 – Special Progs – Adult – Low, as programs plan ahead this will increase. Line 1852 – Special Programs – Teens – Low, as programs plan ahead this will increase. Line 1630 – ANSER – Quarterly fees. Line 1632 – Anser Telecommunications – Quarterly fees. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, through August 5, 2022 report. Mr. Cobb seconded. Vote unanimous.
4. Checks – July 8 through August 5, 2022 – Check #14968 – Keep It Clean – Carpet cleaning, Main Branch. Check #14967 – Keep It Clean – Upholstery cleaning, Main Branch. Check #14973 – Blink – Internal mobile network. Check #14979 – Legal fees. Check #15011 – It’s All Relative Genealogy LLC – Adult programs DNA testing seminar. Check #15012 – Keep It Clean – Carpet cleaning, Village Branch. Check #15021 – Strand, Miles – Adult program, guitar lessons. Check #15022 – Suffolk Cooperative Library System (SCLS) – Part of the Sustainable Library Initiative. Check #15025 – Tetreault, Timothy – Adult programs: Wine & Cheese Tasting and Books & Brews. Check #15027 – CLG Insurance Co. – Insurance for Directors & Officers. Ms. Kaiser moved to accept the Check Warrant for July 8 through August 5, 2022 in the amount of \$87,014.69. Ms. Koop 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 July 8 through August 5, 2022. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of July 13 and July 27, 2022. These warrants are for the 1<sup>st</sup> and 2<sup>nd</sup> payroll periods of the current fiscal year. Ms. Crannage seconded. Vote unanimous.

## VII. DIRECTOR'S REPORT

Ms. Depkin wished to correct a typographical error regarding the appointment of Matthew George to the title on “Page”, it should’ve been “Clerk I”. Ms. Depkin also meant to include the announcement of the HKDPL Family Picnic to be held on August 14 under the Pavilion at Haverstraw Bay Park. Ms. Depkin

wanted to add that the Custodial staff performed a repair to the cooling tower that should last until we secure a grant for its replacement. Ms. Koop moved to accept the August 9, 2022 Director's Report. Ms. Kaiser seconded. Vote unanimous.

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

**1. Personnel** – Ms. Crannage moved to accept the retirement of Joan Rosen. Mr. Cobb seconded. Vote unanimous. Ms. Crannage moved to appoint Gillian Breving to the title of Page. Mr. Cobb seconded. Vote unanimous. Mr. Cobb moved to appoint Matthew George to the title of Clerk I (substitute). Ms. Crannage seconded. Vote unanimous. Mr. Cobb moved to appoint Jaklin Sweis to the title of Librarian I (substitute). Ms. Crannage seconded. Vote unanimous.

**2. Policy** – Nothing to report.

**3. Buildings & Grounds** – Ms. Crannage moved to approve the Public Library Construction Grant application #0386-23-0109 to replace the cooling tower at the Main Library. Ms. Kaiser seconded. Vote unanimous.

**4. Budget** – Nothing to report.

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

A salary agreement between the Board of Trustees President and the Staff Association President was signed and accepted.

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

Nothing to report.

#### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:30 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, September 13, 2022 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
September 9, 2022