

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
September 13, 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 7:35 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. Koop moved to accept the Minutes of the July 12, 2022 Board of Trustees Meeting. Mr. Cobb seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. As of September 8, 2022 (2 1/3 months) we should be 19% expended. As of September 13, 2022 (2 1/2 months) we should be 21% expended.

2. Line 8 – Lost Item Recovery – Good. Line 25 – Donations – As we are only 2 months into the fiscal year, this should increase. Line 31 – Community Room – Good – Room usage increasing. Line 1471 – Library Aide Children’s PT – One employee covering for two retired staff. Line 1477 – Custodial Worker Overtime – Weekend maintenance on the cooling tower and coverage for staff on vacation. Line 1611 – Audio Media – Adult – Materials on order that have not been paid for yet. Also, demand has decreased due to new ways to consume audio, i.e., streaming services. Line 1625 – Periodicals – This will be higher next month due to the Wall Street Journal just having been renewed for 2 years. Line 1710 – Utilities – Village – Gas, water, electric and the Village branch does not have solar panels. Line 1718 – Insurance – Payment has not come due yet. Line 1827 – Public Relations – Low, no print newsletter. Line 1828 – Low due to the majority of training being done online. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, through September 9, 2022 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – August 6 through September 9, 2022 – Check #15060 – Library Mini Golf – Summer Reading Finale. Check #15071 – A & N Rappaport Lock & Alarm – Front door repair. Check #15073 – ADT Commercial LLC – Quarterly payment. Check #15083 – CIT rental fee for ScannX scanner. Check #15092 – MPLC – Movie licensing. Check #15115 – Let’s Groove Children’s Entertainment – Children’s program. Ms. Kaiser moved to accept the Check Warrant for July 8 through August 5, 2022 in the amount of \$144,275.14. 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 August 6 through September 9, 2022. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants with the pay dates of August 10, August 24, and September 7, 2022. These warrants are for the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> payroll periods of the current fiscal year. Ms. Koop seconded. Vote unanimous.

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

Ms. Depkin expressed what a wonderful time was had at the HKDPL Family Picnic. Ms. Depkin also lauded the Custodial Department for their exemplary work over two Sundays repairing leaks on the cooling tower. Mr. Cobb moved to accept the September 13, 2022 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

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

1. **Personnel** – Ms. Crannage moved to appoint Kaitlyn Effaldana to the title of Library Assistant (part time). Ms. Koop seconded. Vote unanimous.

2. **Policy** – Nothing to report.

3. **Buildings & Grounds** – Ms. Koop moved to accept a bid from Artistic Floors in the amount of \$10,920.00 to replace carpeting in the Teen, Circulation and Reference areas, as well as the stairs. Mr. Cobb seconded. Vote unanimous.

4. **Budget** – Nothing to report.

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

Nothing to report.

**X. NEW BUSINESS**

Ms. Kaiser moved to sign the Agreement for Integrated Library System Participation with the Ramapo Catskill Library System. Ms. Crannage seconded. Vote unanimous. Ms. Koop moved to sign the 2023 Menu of IT Services for Hybrid Support with the Ramapo Catskill Library System, subject to the Library Director's discretion for a comparable contract. Mr. Cobb seconded. Vote unanimous.

**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, October 11, 2022 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
October 7, 2022