

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
October 11, 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  
Teriann DiCarlo  
Eileen Bookman

Board Members Absent

Sonia Burgos Crannage

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 7:32 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

A notice was received from the Staff Association announcing new officers:

Catherine Campos: President  
Julio Morales: Vice President  
Erin Power: Secretary  
Sajan Thomas: Treasurer

**V. MINUTES**

Ms. Kaiser noted a duplicate entry on the Minutes of September 13, 2022 regarding Line 1477 – Custodial Worker Overtime on the Long Profit and Loss vs. Actual July 1 through September 9, 2022 report. This error was corrected prior to the Minutes being published to the Library website. Ms. Kaiser moved to accept the Minutes of the September 13, 2022 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of October 7, 2022 (3 1/4 months) we should be 27% expended. As of October 11, 2022 (3 1/3 months) we should be 28% expended.

2. Line 31 – Community Room – Good, Early vote polling. Line 1502 – Workers Compensation – Quarterly payments. Line 1507 – Optical – Regular Insurance, steady payment. Line 1815 – Debt Service Trustee – Semi-Annual Fees. Line 1601 – Books-Children’s – Low. Line 1604 – Overdrive – Low due to outstanding invoices from Teen Services. Line 1609 – Standing Orders-Elec. Da – Low, hasn’t come due yet. Line 1610 – Audio-Visual Media-Teens – Not as many video games borrowed due to teens having their own. Line 1612 – Audio Media-Children – Purchasing affected by Covid absences. Line 1620 – Visual Media-Children – Purchasing affected by Covid absences. Line 1714 – Custodial Supplies – Affected by rising cost of paper supplies. Line 1851 – Special Progs-Children’s – Low due to staff presenting programs instead of hiring presenters. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, through October 7, 2022 report. Ms. Bookman seconded. Vote unanimous.

3. Checks – September 10 through October 7, 2022 – Check #15141 – Orange & Rockland-Haverstraw – Normal. Check #15158 – Reliable Glass & Door Corp. – Repair to interior main entrance door. Check #15169 – Ideal Mobile Gaming LLC – Laser Tag. Check #15175 – NYS-OPRHP – For Stony Point Battlefield Hike; NYS Office of Parks, Recreation and Historical Preservation. Check #15186 – Reliable Glass & Door Corp. – Replacement of motor for exterior main entrance door. Check #15197 – Book Page – Digital subscription for free magazine for patrons. Check #15206 – Iselin, Stuart – Band leader for Forever Young band. Check #15215 – Pollack, Bruce – Drummer for Forever Young band. Ms. Kaiser moved to accept the Check Warrant for September 10 through October 7, 2022 in the amount of \$139,076.79. Mr. Cobb 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 September 10 through October 7, 2022. Ms. DiCarlo seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of September 21 and October 5, 2022. These warrants are for payroll periods numbered 6 and 7 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

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

Ms. Depkin highlighted the Library signing a contract with Frontline Data Services to provide IT support starting in 2023. Ms. Koop moved to accept the September 13, 2022 Director’s Report. Ms. DiCarlo seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

1. **Personnel** – Nothing to report.

2. **Policy** – Mr. Cobb moved to adopt the Local History Room Mission Statement as thus:

*The Local History Room at the Haverstraw King's Daughters Public Library's will collect, organize, preserve and provide access to a non-circulation collection of materials with historic significance to the Library, the Town of Haverstraw and its residents. The Library will hold these materials in trust for future generations.*

Ms. Kaiser seconded. Vote unanimous.

**3. Buildings & Grounds** – Nothing to report.

**4. Budget** – Ms. Kaiser moved to adopt the RCLS Budget for 2023. Ms. Koop seconded. Vote unanimous.

**IX. OLD BUSINESS**

On Saturday, October 15, 2022 the Board Room was dedicated in honor of Patricia Soto.

**X. NEW BUSINESS**

The library collected books at the Fall Fest on Saturday, October 15, 2022 to sell, with the profits going to charity.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:11 pm. Ms. Bookman and Ms. DiCarlo seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, November 15, 2022 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
November 11, 2022