

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
November 15, 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
Eileen Bookman

Board Members Absent

Staff

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

Guests

Donalee Berard of Berard & Associates, CPA's P.C.

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

Ms. Donalee Berard was welcomed to the meeting.

IV. COMMUNICATIONS

None received.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the October 11, 2022 Board of Trustees Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of November 10, 2022 (4 1/3 months) we should be 36% expended. As of November 15, 2022 (4 1/2 months) we should be 38% expended.

2. Line 20 – Fines – Village and Line 21 – Fines – Rosman Center – This is a combined lump sum divided between the two branches; 25% for the Village and 75% for the Main. Line 1477 – Custodial Overtime – Vacation and sick leave. Line 1601 – Books – Children’s – Expenses are pending due to books on order. Line 1610 – Audio/Visual Media – Teens – Pending orders not yet received. Line 1700 – Processing – Book covers and jackets, CD cases; ordered when supplies are needed for restocking. Line 1710 – Utilities – Village – Gas, electricity and water. Line 1711 – Utilities – Main – Less than Village due to solar panels and better insulation as it is a newer building. Line 1821 – Telephone – Village – High. Line 1630 – ANSER – Quarterly fees. Line 1632 – Anser Telecommunications – Licenses for the year. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, through November 10, 2022 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – October 8 through November 10, 2022 – Check #313 – NYS Employees’ Health Insurance – Payment for November. Check #314 – NYS Employees’ Health Insurance – Payment for December. Check #15246 – Trane Service Group – Monthly servicing, credit from last year used. Check #15251 – Ashcroft’s Lock & Door Hardware – New keys. Check #15284 – AAA Cooleration Service – Filter and belt restock, autumn boiler service, water valve replacement in lower level Ladies room. Check #15290 – DTM Installation Corp – Installation of silent night alarm panel. Check #15320 – Uline – Chair mats for midlevel. Check #15330 – DTM Installation Corp – Service call. Check #15346 – Showcases – CD cases with sleeves for Processing. Ms. Kaiser moved to accept the Check Warrant October 8 through November 10, 2022 in the amount of \$1,124,844.73 Ms. DiCarlo 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 October 8 through November 10, 2022. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of October 19 and November 2, 2022. These warrants are for payroll periods numbered 8 and 9 of the current fiscal year. Ms. Bookman seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Mr. Cobb moved to accept the October 11, 2022 Director’s Report. Ms. DiCarlo seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Mr. Cobb moved to appoint Kevin Rodriguez to the title of Page. Ms. Kaiser seconded. Vote unanimous.

2. Policy – Nothing to report at this time.

3. Buildings & Grounds – Ms. Koop moved to approve the use of capitol and/or operating funds to match the CREST grant to replace the cooling tower. Mr. Cobb seconded. Vote unanimous.

4. Budget – Ms. Kaiser moved to accept the Financial Statements and Schedules Audit Report for the year ended June 30, 2022, prepared by Berard and Associates CPA’s P.C. Ms. DiCarlo seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:42 pm. Ms. Bookman seconded. Vote unanimous.

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

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