

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
December 13, 2022  
7:30 p.m. Main Library  
Board Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President  
Gail Kaiser  
Sonia Burgos Crannage  
Teriann DiCarlo

Board Members Absent

Stephen Cobb  
Bernadette Koop  
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 7:30 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 sent to Ms. Depkin from Dr. Alex Boafa of La Constance Center for Global Health thanking the library for the donation of books to support Kids in Schools in Ghana, West Africa.

V. MINUTES

Ms. Crannage moved to accept the Minutes of the November 15, 2022 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of December 8, 2022 (5 1/4 months) we should be 44% expended. As of December 13, 2022 (5 1/2 months) we should be 46% expended.

2. Line 31 – Community Room – Good. Line 1502 – Workers Compensation – When payment comes due. Line 1507- Optical – When payment comes due. Line 1477 – Custodial Overtime – Slightly high due to coverage for vacations and sicknesses, Sunday work and work during closure to install carpet. Line 1601 – Books Children – Pending orders not yet received due to shipping delays. Line – 1602 – Books-Teens – Pending orders not yet received due to shipping delays. Line 1711 – Utilities-Main – High. Line 1715 – Repair & Maintenance-Main – Low. Line 1716 – Repair & Maintenance-Village – Low. Line 1821 – Telephone-Village – The Blink service for both branches is addressed and charged to the Village. We will make this a combined service for next year. Line 1841 – Auditors – These charges are complete and the bill has been paid. Line 1850 – Special Prog-Adult – High due to Fall Fest and the introduction of additional programs. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through December 8, 2022 report. Ms. DiCarlo seconded. Vote unanimous.

3. Checks – November 11 through December 8, 2022 – Check #15360 – ADT Commercial LLC – Battery Replacement. Check #15364 - ADT Commercial LLC – 12 month fire monitoring. Check #15368 - ADT Commercial LLC – Quarterly Safeguard fire protection. Check #15371 – Capalbo & Son, Inc. – Carpet replacement. Check #15379 – Foster & Foster, Inc. – Part of audit report. Check #15425 – Uline – Chair mats for midlevel. Ms. Kaiser moved to accept the Check Warrant November 11 through December 8, 2022 in the amount of \$166,300.63 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 November 11 through December 8, 2022. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of November 16 and November 30, 2022. These warrants are for payroll periods numbered 10 and 11 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

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

Ms. DiCarlo moved to accept the November 15, 2022 Director's Report. Ms. Kaiser seconded. Vote unanimous.

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

1. **Personnel** – Ms. Kaiser moved to accept the resignation of Kiera Bertrand with best wishes and a heartfelt thank you for her service. Ms. Crannage seconded. Vote unanimous.

Ms. Kaiser moved to establish the title of Information Services Assistant I (substitute). Ms. DiCarlo seconded. Vote unanimous.

Ms. Kaiser moved to appoint Julia Bruen, Frank Dailey and Swapna John to the title of Clerk (substitute). Ms. DiCarlo seconded. Vote unanimous.

Ms. Kaiser moved to appoint Hilary Disla to the title of Page. Ms. Crannage seconded. Vote unanimous.

2. **Policy** – Ms. Kaiser moved to approve the new Policy 5.7. Trustee Education. Ms. Crannage seconded. Vote unanimous.

3. **Buildings & Grounds** – Nothing to report at this time.

4. **Budget** – Nothing to report at this time.

**IX. OLD BUSINESS**

It was noted that NYS requires employees and volunteers to complete the Sexual Harassment Prevention Training *every year. This includes all members of the Board of Trustees.*

**X. NEW BUSINESS**

Nothing to report.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:32 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, January 10, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
January 6, 2023