

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
January 10, 2023  
7:30 p.m. Main Library  
Board Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President  
Gail Kaiser  
Bernadette Koop  
Sonia Burgos Crannage  
Teriann DiCarlo  
Eileen Bookman

Board Members Absent

Stephen Cobb

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 7:38 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 Senator James Skoufis thanking Ms. Depkin, the HKDPL staff and the Board of Trustees for the many years of collaboration and support in service to shared constituents in his time representing Senate District 39 as he and his team transition to representing new Senate District 42.

**V. MINUTES**

Ms. DiCarlo moved to accept the Minutes of the December 13, 2022 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of January 6, 2023 (6 1/5 months) we should be 52% expended. As of January 10, 2023 (6 1/3 months) we should be 53% expended.

2. Line 1502 – Workers Compensation – Paid Quarterly. Line 1507 – Optical – Paid Quarterly. Line 1477 – Custodial Overtime – High due to Covid and vacation time taken. Line 1602 – Books-Teens – Payments pending on orders awaiting receipt. Line 1612 – Audio Media-Children – Low due to waning interest as a result of streaming services and the internet. Line 1710 – Utilities-Village – High Orange and Rockland costs, older building not as energy efficient as the Main branch. Line 1841 – Auditors – This work has been completed. Line 1633 – IT Support – This is a new line created for Frontline Data Services. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through January 6, 2023 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – December 8, 2022 through January 6, 2023 – Check #15442 – ESI – Annual payment for employee counselling services. Check #15444 – Children’s Plus Inc. – Children’s books. Check #15445 – Data-Axle – Annual payment for reference solutions data base. Check #15459 – AAA Cooleration Service – For warm contactors, refrigerant and sealant. Check #15463 – AAA Cooleration Service – Bi-annual payment for yearly contract. Check #15466 – AAA Cooleration Service – Bi-annual maintenance service agreement. Check #15493 – TK Elevator – Quarterly platinum maintenance contract payment. Ms. Kaiser moved to accept the Check Warrant December 9, 2022 through January 6, 2023 in the amount of \$89,882.95 Ms. Bookman 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 December 9, 2022 through January 6, 2023. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of December 14 and December 28, 2022. These warrants are for payroll periods numbered 12 and 31 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

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

Ms. Depkin wanted to add that AARP will be conducting Tax Aide for Rockland in Community Room 301 on Tuesdays, beginning February 7 and ending April 11. There will be two sessions per day, 2 pm – 4 pm and 4 pm – 6 pm. Ms. Crannage moved to accept the December 13, 2022 Director’s Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Ms. Crannage moved to appoint Leia Leon to the title of Page. Ms. Kaiser seconded. Vote unanimous.

**2. Policy** – Nothing to report at this time.

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

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

## **IX. OLD BUSINESS**

Nothing to report.

**X. NEW BUSINESS**

Nothing to report.

**XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:22 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, February 14, 2023 at 7:30 pm in the Community Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board

February 10, 2023