

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, February 14, 2023
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
Bonnie Koop
Eileen Bookman

Board Members Absent

Sonia Burgos Crannage
Teriann DiCarlo

Staff

Claudia Depkin, Director
Lori Salotto, Assistant Director
Victor Contero, Principal Account Clerk

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

Mr. Freedman read a letter to the library from Catholic Charities Community Services thanking the library for its donation of six bags of food to help to support and “Meet the Need” of individuals and families that the Catholic Charities serves. Mr. Freeman also 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. Dr. Boafa indicated that the books were successfully donated to Achimota School, one of the Premier Colleges in Ghana, West Africa.

V. MINUTES

Ms. Koop moved to accept the Minutes of the January 10, 2023 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of February 9, 2023 (7 1/3 months) we should be 61% expended. As of February 14, 2023 (7 ½ months) we should be 63% expended.

2. Line 1500 – NYS Retirement – Bill arrives late March/early April. Salaries are in line 59% total in category. Line 1477 – Custodial Overtime – High; funds from line 1480 – Custodial Worker PT can be used. Line 1600 – Books-Adult – Materials still on order. Line 1601 – Books-Children’s – Focus on moving forward. Line 1602 – Books-Teens – Staff member out, orders placed that are still pending. Line 1610 – Audio-Visual Media-Teens – Good. Line 1625 – Periodicals – Big renewal coming in May. Line 1700 – Processing – Cases and stickers, not much more expected. Line 1710 – Utilities-Village – Adjusted to correct 60.3%. Line 1711 – Utilities-Main – Adjusted to correct 45.1%. Line 1850 – Special Progs-Adult – High, correcting pass-through (See Budget under Committee Reports). Line 1852 – Special Programs-Teens – Low. Line 1853 – Summer Reading-Adults – No expense yet. Line 1855 – Summer Reading-Children – No expense yet. Line 1856 – Summer Reading-Teen – No expense yet. Line 1623 – Internet Public – High, because while Frontline has installed new lines we are still paying Optimum during the switch-over. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through February 9, 2023 report. Mr. Cobb seconded. Vote unanimous.

3. Checks – December 8, 2022 through January 6, 2023 – Check #15504 – Donna M. Rose, Rec. of taxes – Sewer tax (we don’t pay real estate tax). Check #15506 – Donna M. Rose, Rec. of taxes – School tax. Check # 15540 – Long Island University – Continuing education. Check #15570 – AAA Cooleration Service – Toilet head backup replacement. Check #15595 – Prastien, Ian – Defensive Driving Program. Check #16606 – Willow Lane Education – Children’s books. – Check #15613 – CCP Office Technology Solutions – Feed for Scannx. Check #15630 – Stromoski, Rick – Let’s Draw Program. Ms. Kaiser moved to accept the Check Warrant January 7, 2022 through February 9, 2023 in the amount of \$248,803.02. 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 January 7 through February 9, 2023. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants with the pay dates of January 11, January 25, and February 8, 2023. These warrants are for payroll periods numbered 14, 15, and 16 of the current fiscal year. Ms. Bookman seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Mr. Cobb moved to accept the January 10, 2023 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Mr. Cobb moved to appoint Yesenia Abreu to the position of Library Aide (Children’s Programs/Part Time). Ms. Koop seconded. Vote unanimous. Mr. Cobb moved to appoint Jesse Knapp to the position of Library Clerk I, Technical Services. Ms. Bookman seconded. Vote unanimous. Mr. Cobb moved to appoint Jamie Moreno to the position of Library Clerk I, Circulation. Ms. Kaiser seconded. Vote unanimous. Mr. Cobb moved to appoint Pamela White to the position of Library Clerk I, Circulation. Ms. Koop seconded. Vote unanimous.

2. Policy – Nothing to report at this time.

3. Buildings & Grounds – Ms. Kaiser moved to approve the selection of a contractor for the construction of two tutor rooms, getting it right the first time, in the Children's Department at the Main Library. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve the selection of a contractor for the installation of a walk-up service window in the Circulation Department at the Main Library. Mr. Cobb seconded. Vote unanimous. Contractor quotes were discussed for the aforementioned work. A vote will be held in the next Board of Trustees Meeting.

4. Budget – Ms. Kaiser moved to approve the reallocation of \$577.50 from income line 20-Fines-Village and \$1,732.50 from income line 21-Fines-Rosman Road to expense line 1850-Special Programs, Adult. These are pass-through funds paid by credit card for Empire State Defensive Driving from 7 /1 /22 to 12/31 /22. Ms. Bookman 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 8:32 pm. Mr. Cobb seconded. Vote unanimous.

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

Submitted by: Tommy Russo, Clerk to the Board
March 10, 2023