

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

**Board of Trustees Meeting**

**March 16, 2023 (Rescheduled from March 14, 2023)**

**7:30 p.m. Main Library**

**Board Room**

Board Members Present

Richard S. Freeman, President  
Stephen Cobb  
Gail Kaiser  
Teriann DiCarlo  
Bonnie Koop

Board Members Absent

Sonia Burgos Crannage  
Eileen Bookman

Staff

Claudia Depkin, 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 7:37 pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited. A moment of silence was observed to remember Kenneth Balban, former Board of Trustees member and friend of the Library, who passed away February 18, 2023.

**III. RECEPTION OF VISITORS**

There were no visitors.

**IV. COMMUNICATIONS**

There were no communications.

**V. MINUTES**

Mr. Cobb moved to accept the Minutes of the February 14, 2023 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

**VI. FINANCIAL REPORTS**

1. As of March 10, 2023 (8 1/3 months) we should be 69% expended. As of March 16, 2023 (8 ½ months) we should be 71% expended.

2. Line 1504 – Disability Insurance – Payout every month, some service, some payroll. Line 1477 – Custodial Overtime – High due to fill-ins for staff that is out. Line – 1602 – Books-Teens – Low, will be reflected next month upon receipt of pending orders. Line – 1604 – Overdrive – Low due to some spending from the central library fund. Line 1619 – Visual Media-Adult – Low due to pending payments on pending orders. Line 1620 – Visual Media-Adult – Low due to pending payments on pending orders. Line 1718 – Insurance – Low, annual payments mad in April/May. Line 1827 – Public Relations – Low due to decreased mailings, i.e. print newsletter. Line 1835 – Conferences – Low, there are two upcoming attendees. Line 1841 – Auditors – Reports throughout the year, should be finished for this fiscal year. Line 1843 – Dues – Low, NYLA renewals were made this month. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through March 10, 2023 report. Ms. Koop seconded. Vote unanimous.

3. Checks – February 10 through March 10, 2023 – Check #15644 – Sticktogether Products LLC – Sticker posters for Children’s Services. Check #15655 – Entertainment on Wheels – Teen program, mobile video game van. Check #15657 – Entertainment on Wheels – Teen program, mobile video game van. Check #15665 – Moser, Larry – Upcoming Fiddler’s Green concert on March 25, 2023. Check #15687 – Playaway Products – Music players for Children’s Services. Ms. Kaiser moved to accept the Check Warrant February 10 through March 10, 2023 in the amount of \$161,244.62. 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 February 10 through March 10, 2023. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates February 22 and March 8, 2023. These warrants are for payroll periods numbered 17 and 18 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

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

Ms. DiCarlo moved to accept the February 14, 2023 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Mr. Cobb moved to appoint Lucien Slade to the position of Page. Ms. Kaiser seconded. Vote unanimous.

**2. Policy** – Ms. Kaiser moved to approve the *Annual Report for Public and Association Libraries - 2022* to the New York State Library. Ms. Koop seconded. Vote unanimous.

**3. Buildings & Grounds** – Ms. DiCarlo moved to approve the selection of On-Time Contracting Nyack for the installation of a walk-up service window in the Circulation Department at the Main Library. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve the selection of On-Time Contracting Nyack for the construction of two tutor rooms in the Children's Department at the Main Library. Ms. DiCarlo seconded. Vote unanimous.

**4. Budget** – Ms. Kaiser moved to set the Annual Budget Vote and Trustee Election for June 8, 2023 from 10 am to 9 pm. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to set the Annual Budget Public Information Sessions for May 8, 2023 at 7 pm at the Village Branch and May 9, 2023 at 7 pm at the Main Library. 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 8:19 pm. Mr. Cobb seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, April 11, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
April 7, 2023