

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
April 11, 2023
7:30 p.m. Main Library
Board Room**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

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

Board Members Absent

Stephen Cobb
Bonnie Koop

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 7:36 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 to the Library from LuAnn Kelley, Associate Director of the Catholic Charities Community Services thanking the Library for its donation of 2 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 Joanne Dwyer, Director of Food Industry Relations & Business Development of the Regional Food Bank of Northeastern New York thanking Ms. Depkin and HKDPL for our support in donating 28 pounds of food and grocery items to the food bank.

V. MINUTES

Ms. DiCarlo moved to accept the Minutes of the March 16, 2023 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of April 6, 2023 (10 1/5 months) we should be 85% expended. As of April 11, 2023 (10 1/3 months) we should be 86% expended.

2. Line 23 – Passport Fees – Low due to appointments made and then cancelled. Line 1502 – Workers Compensation – High, increased for next year. Line 1503 – Unemployment Insurance – High, increased for next year. Line 1504 – Disability Insurance – Low, next payment is due for April, May and June. Line 1602 – Books-Teens – Low due to department head being out and the current spending freeze. Line 1604 – Overdrive – Low, payments pending. Line 1609 – Standing Orders-Elec. Data – Comes annually throughout the year. Line 1610 – Audio-Visual Media-Teens – Good. Line 1611 Audio Media-Adult – Low, reduced for next year. Line 1612 Audio Media-Children – Low, reduced for next year. Line 1701 – Circulation – Low. Line 1726 – Equipment Replacement Fund – Low. Line 1825 – Postage – High, increased for next year. Line 1850 – Special Progs-Adult – High, increased for next year. Line 1852 – Special Programs-Teens – Low due to department head being out. Line 1623 – High, increased for next year. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through April 6, 2023 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – March 11 through April 6, 2023 – Check #15734 – Exceptional Child & Home, Inc. – Uncashed checks from previous budget year reissued. Check #15759 – The Hartford – Annual payment. Check #15772 – Playaway Products – DVD’s for Children’s Dept. Check #15786 – Playaway Products – Audio for Children’s Dept. Check #15803 – CV Plumbing, Heating & Air Conditioning – Sprinkler Inspection. Check #15807 – Engel, David – Kick-off for Summer Reading Club for both branches. Check #15817 – Annual fee for Library website calendar. Ms. Kaiser moved to accept the Check Warrant March 11 through April 6, 2023 in the amount of \$408,659.61. 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 March 11 through April 6, 2023. Ms. DiCarlo seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates March 22 and April 5, 2023. These warrants are for payroll periods numbered 19 and 20 of the current fiscal year. Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin wanted to add to the report the retirement of Ceyda Paul and express great appreciation for her time and service to the HKDPL family. Ms. DiCarlo moved to accept the April 11, 2023 Director’s Report. Ms. Bookman seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Ms. Crannage moved to accept the retirement of Ceyda Paul effective May 2, 2023 and thank her for her 20 years of service.

2. Policy – Nothing at this time.

3. Buildings & Grounds – Nothing at this time.

4. Budget – Ms. Kaiser moved to approve:

a. Whereas, the adoption of the 2023-2024 budget for the Haverstraw King's Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Haverstraw King's Daughters Public Library voted and approved to exceed the tax levy limit for 2023-2024 by at least the sixty percent of the board of trustees as required by state law on April 11, 2023. Ms. DiCarlo seconded. Vote unanimous.

b. The reallocation of \$172.50 from income line 20-Fines-Village and \$637.50 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 for the session on April 1, 2023. Ms. Bookman seconded. Vote unanimous.

c. The Proposed Fiscal Year 2023-24 Operating Budget in the amount of \$6,752,507. Ms. Crannage seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

The Annual Budget Public Information Sessions will take place on Monday, May 8, 2023 from 7 pm to 8 pm in the Village Branch and Tuesday, May 9, 2023 from 7 pm to 8 pm in the Main Branch.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:46 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, May 9, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
May 5, 2023