

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
May 9, 2023
7:30 p.m. Main Library
Board Room**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Bonnie Koop
Teriann DiCarlo
Sonia Burgos Crannage
Eileen Bookman

Board Members Absent

Gail Kaiser

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 7:32 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

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. Line 01 – Taxes Received General - \$1,597,206.71 received. Line 20 – Fines-Village – Fax revenue included in this line. Line 21 – Fines-Rosman Center – Fax revenue included in this line. Line 1505 – Medical Insurance – Paid monthly, billed one month ahead. Will go down in July. Line 1447 – Low, will include two new hires. Line 1477 – Custodial Overtime – High because Line 1480 – Custodial Worker PT is zero. Line 1727 – RCLS Membership Fee – Hasn't been paid yet. Line 1849 – Museum Passes – Done for this fiscal year. Line 1623 – Internet Public – High as we transition to a new I.P. Ms. Crannage moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through May 5, 2023 report. Mr. Cobb seconded. Vote unanimous.

2. Checks – April 7 through May 5, 2023 – Check #15867 – American Minutemen Sewer & Drain Service – New riser for access to Village septic tank. Check #15872 – David Zuidema Inc. Septic – New riser for access to Village septic tank. Check #15874 – Exemplis LLC – New chairs for Community Room. Check #15889 – TK Elevator – Quarterly maintenance. Check #15894 – Child's World – Children's books. Check #15913 – U.S. Omni & TSACG Compliance Services – Replacement check to replace check lost in the mail. Check #15922 – U.S. Omni & TSACG Compliance Services – Mailed day of payroll. Check #15923 – U.S. Omni & TSACG Compliance Services – Mailed day of payroll. Ms. Crannage moved to accept the Check Warrant April 7 through May 5, 2023 in the amount of \$194,702.29. Ms. Koop seconded. Vote unanimous.

3. Ms. Bookman moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep Account from April 7 through May 4, 2023. Ms. Crannage seconded. Vote unanimous. Ms. DiCarlo moved to approve two Payroll Warrants with the pay dates April 19 and May 3, 2023. These warrants are for payroll periods numbered 21 and 22 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Koop moved to accept the May 9, 2023 Director's Report. Ms. Bookman seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Ms. Crannage moved to appoint Patricia Wargo to the position of Library Clerk I. Ms. DiCarlo seconded. Vote unanimous. Ms. Crannage moved to establish the title of Library Aide - Children's - Spanish Speaking. Ms. Koop seconded. Vote unanimous.

2. Policy – There will be a Policy Committee meeting on Tuesday, June 13, 2023 at 6:30 pm preceding the regular Board of Trustees meeting.

3. Buildings & Grounds – Ms. Koop moved to close the Library on Saturday September 3, 2023 for the Labor Day holiday weekend. Ms. Bookman seconded. Vote unanimous.

4. Budget – Nothing at this time.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Crannage moved to adjourn the meeting at 8:19 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, June 13, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
June 9, 2023