

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
June 13, 2023  
7:30 p.m. Main Library  
Board Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President  
Gail Kaiser  
Bonnie Koop  
Teriann DiCarlo  
Sonia Burgos Crannage  
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 7:30 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. Koop moved to accept the Minutes of the May 8, 2023 Budget Vote Public Information Session. Ms. Bookman seconded. Vote unanimous.

Ms. DiCarlo moved to accept the Minutes of the May 9, 2023 Budget Vote Public Information Session. Ms. Koop seconded. Vote unanimous.

Ms. DiCarlo moved to accept the Minutes of the May 9, 2023 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

Ms. Koop moved to accept the Minutes of the June 8, 2023 Special Board of Meeting for the Annual Trustee Election and Budget Vote. Ms. Bookman seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of June 8, 2023 (11 ¼ months) we should be 94% expended. As of June 13, 2023 (11 ½ months) we should be 96% expended. This represents an average of 95%.

2. Line 4 – Interest Income – Good. Line 8 – Lost Item Recovery – Good. Line 13 – Copy Machine-Village – Good. Line 14 – Copy Machine-Rosman Road – Good. Line 31 – Community Room – Good. Line 1502 – Workers Compensation – High, increased for next fiscal year. Line 1503 – Unemployment Insurance – High, new filing being challenged. Increased for next fiscal year. Line 1507 – Optical – High, increased for next fiscal year. Line 1445 – Library Clerk, FT – Low, new hire. Line 1447 – Library Clerk, FT – Low, new hire. Line 1477 – Custodial Overtime – High. Line 1480 – Custodial Worker, PT – Balances out Line 1477. Line 1604 – Overdrive – Low, payments pending. Line 1609 – Standing Orders-Elec. Data – Annual fees for data bases. Line 1619 – Visual Media-Adult – Good, DVD's. Line 1625 – Periodicals – High, New York Times subscription increased. This line has been increased for next fiscal year. Line 1700 – Processing – High, this line has been increased for next fiscal year. Line 1701 – Utilities-Village – Decent. Line 1711 – Utilities-Main – Good. Line 1714 – Custodial Supplies – Good. Line 1718 – This line has been increased for next fiscal year. Line 1821 – Telephone-Village – High due to new system and rental of equipment. This line will be combined with Line 1822 – Telephone-Main for the next fiscal year. Line 1842 – Election – Low, bills not yet received. Line 1843 – Dues – Low. Line 1850 – Special Progs-Adult – Good. Line 1851 – Special Progs-Children's – Good. Line 1623 – Internet Public – High. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through June 8, 2023 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – March 11 through April 6, 2023 – Check #15946 – Art Kids Academy – Mexican Folk Art Program. Check #15949 – Collaborative Summer Library Program – Activity packs for statewide reading program. Check #15965 – Willow Lane Educational – Teen books. Check #15995 – Star Press of Pearl River, Inc. – Printing of our newsletter. Ms. Kaiser moved to accept the Check Warrant May 5 through June 8, 2023 in the amount of \$217,622.84. 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 May 5 through June 8, 2023. Ms. Bookman seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of May 17 and May 31, 2023. These warrants are for payroll periods numbered 23 and 24 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous. Ms. Kaiser moved to approve the reallocation of \$1,629.24 from income lines 20-Fines- Village (\$407.31) and 21-Fines-Rosman Road (\$1,221.93) to expense lines: Adult Programs (Defensive Driving-\$240), Lost Items (\$339.24), and Passports & Photos (\$1,050). These are pass-thru funds paid by credit card using Square Inc. Services. The amounts reflect the funds for April and May 2023. Ms. Crannage seconded. Vote unanimous.

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

Ms. Koop moved to accept the June 13, 2023 Director's Report. Ms. Kaiser seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Ms. Crannage moved to appoint Evelyn Bruen to the title of Page. Ms. Koop seconded. Vote unanimous.

Ms. Crannage moved to appoint Eishal Haq to the title of Page. Ms. Bookman seconded. Vote unanimous.

Ms. Crannage moved to appoint Mia Rock to the title of Page. Ms. DiCarlo seconded. Vote unanimous.

Ms. Crannage moved to appoint Swapna John to the title of Information Services Assistant I (part time). Ms. Kaiser seconded. Vote unanimous.

**2. Policy** – Draft of revised Policy 1.4. Materials Selection Policy, revised Form 1.4.a Statement of Concern Form, new Policy 2.13. Notary Public, new Policy 2.14. Programs and Form 2.14a. Request for Administrative Assessment of Programming. All to be reviewed for approval at next Board of Trustees Meeting.

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

**4. Budget** – Nothing 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 8:51 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, July 18, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
July 14, 2023