

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
July 18, 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  
Stephen Cobb

Board Members Absent

Sonia Burgos Crannage  
Eileen Bookman

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 7:41 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. ORGANIZATIONAL MEETING**

Mr. Freeman moved and cast one vote to continue the Slate of Officers for the 2023-2024 budget year as in the previous budget year:

- Richard S. Freeman, President
- Stephen Cobb, Vice President
- Gail Kaiser, Financial Officer
- Bernadette Koop, Secretary

Vote unanimous.

Mr. Freeman moved to approve the following designations for the 2023-2024 budget year:

- Tommy Russo-Clerk to the Board
- Richard S. Freeman, Gail Kaiser & Tommy Russo -Check Signees
- Berard & Associates -Accounting Firm
- James Birnbaum, Reda, Composto & Birnbaum, LLP-Attorney
- TD Bank -Official Depository
- 2<sup>nd</sup> Tuesday of the month – Official Meeting Date
- Journal News and Rockland County Times - Official Newspapers

Vote unanimous.

Mr. Freeman moved to approve the following Slate of Committees for the 2023-2024 budget year:

**Personnel**

- Stephen Cobb, Co-Chair
- Sonia Burgos Crannage, Co-Chair
- Eileen Bookman
- Teriann DiCarlo
- Gail Kaiser

**Budget**

- Gail Kaiser, Chair
- Teriann DiCarlo
- Bernadette Koop

**Buildings & Grounds**

- Bernadette Koop, Chair
- Stephen Cobb
- Sonia Burgos Crannage

**Policy Review**

- Gail Kaiser, Chair
- Stephen Cobb
- Bernadette Koop
- Eileen Bookman

Vote unanimous.

The President of the Board is ex-officio member of **all** committees.

**VI. MINUTES**

Ms. Kaiser moved to accept the Minutes of the June 13, 2023 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

**VII. FINANCIAL REPORTS**

1. As of July 13, 2023 (1/2 month) we should be 4.2% expended. As of July 18, 2023 (2/3 month) we should be 5.6% expended.

2. Line 1502 – Workers Compensation – Increased for this fiscal year. Line 1503 – Unemployment Insurance – Increased for this fiscal year. Line 1505 – Medical Insurance – Includes insurance and incentive payments. Line 1507 – Optical – Increased for this fiscal year. Line 1477 – Custodial Overtime – Increased for this fiscal year to accommodate abolishment of Line 1480 – Custodial Worker PT. Line 1490 – Pages – High for now due to longer summer hours, will decrease. Line 1625 – Periodicals – High last year due to price increases of newspaper subscriptions. Line 1710 – Utilities-Village – High last year, increased for this year. Line 1715 – Repair & Maintenance-Main – Good. Line 1822 – Telephone Services – Line 1821 abolished and combined for this line with an increase. Line 1840 – Legal Fees – High, finalizing a personnel matter, expected to come down. Line 1844 – Accounting Fees/Adjs – Just paid annual fees. Line 1623 – Internet Public – Increased for this year. Ms. Kaiser moved to approve the Prelim Long Profit & Loss vs. Actual July 2022 through June 2023 report. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 2023 report. Ms. Koop seconded. Vote unanimous.

3. Checks – June 9 through July 13, 2023 – Check # 16029 – Asch, Joanie – Election poll worker. Check #16031 – Coleman, Ashton – Board of Elections tech for Trustee Election and Budget Vote. Check #16034 – Fucci, Barbara – Election poll worker. Check #16039 – Rivest, Robert – Teen Summer Party. Check #16040 – Rockland BOCES Board of COOP EDUC SVCS – Summer 2023 Newsletter. Check #16041 – Settles, Cynthia – Election poll worker. Check #16042 – Sheridan, Andrew – Board of Elections tech for Trustee Election and Budget Vote. Check #16043 – Thorpe, Corinna – Election poll worker. Check #16045 – Zajac, John – Election poll worker. Check #16060 – Jester Jim Inc. – Reading Club Finale. Check #16062 – Mitchell, Anne – Children’s Introduction to Opera. Check #16069 – Santiago Worldwide Inc. – Delivery and pick up of election equipment. Check #16083 – KSCPP – Korean Society Lantern Cultural Program. Check #16091 – AAA Cooleration Service, Inc. – Drinking fountain repairs. Check #16093 – Clarity Water Technologies, LLC – ¼ of bill for 3 year contract for water testing. Ms. Kaiser moved to accept the Check Warrant June 9 through July 13, 2023 in the amount of \$63,116.58. 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 June 9 through July 13, 2023. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants: two with the pay dates of June 14 and June 28, for the payroll periods numbered 25 and 26 of the previous fiscal year and one with the pay date of July 12, 2023, for the first pay period of the new and current fiscal year. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve the reallocation of \$836.68 from income lines 20-Fines-Village (\$209.17) and 21-Fines-Rosman Road (\$627.51) to expense lines: Adult Programs (Programs-\$95 & Defensive Driving-\$210), Lost Items (\$346.68), and Passports & Photos (\$185). These are pass-thru funds paid by credit card using Square Inc. Services. The amounts reflect the funds for June 2023. Ms. DiCarlo seconded. Vote unanimous.

### **VIII. DIRECTOR'S REPORT**

Ms. Koop moved to accept the July 18, 2023 Director’s Report. Ms. DiCarlo seconded. Vote unanimous.

### **IX. COMMITTEE REPORTS**

**1. Personnel** – Mr. Cobb moved to appoint Carl Yvon to the title of Clerk (Substitute). Ms. Kaiser Seconded. Vote unanimous.

**2. Policy** – Ms. Kaiser moved to accept amendments to Policy 1 .4. Materials Selection. Mr. Cobb seconded. Vote unanimous.

Mr. Cobb moved to accept amendments to Form 1 .4.a. Statement of Concern. Ms. Koop seconded. Vote unanimous.

Ms. Koop moved to accept Policy 2.13. Notary Public. Ms. DiCarlo seconded. Vote unanimous.

Ms. DiCarlo moved to accept Policy 2.14. Programs. Ms. Kaiser Seconded. Vote unanimous.

Ms. Kaiser moved to accept Form 2.14.a. Statement of Concern - Programming. Mr. Cobb seconded. Vote unanimous.

**3. Buildings & Grounds** – Ms. Koop moved to approve the following resolution: The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughters Public Library. Ms. DiCarlo seconded. Vote unanimous.

**4. Budget** – Nothing at this time.

**X. OLD BUSINESS**

Nothing to report.

**XI. NEW BUSINESS**

Nothing to report.

**XII. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 9:03 pm. Mr. Cobb seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, August 15, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
August 11, 2023