

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
August 15, 2023  
7:30 p.m. Main Library  
Board Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

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

Board Members Absent

None

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 July 18, 2023 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. Ms. Kaiser moved to approve the Adjusted Prelim Long Profit & Loss vs. Actual July 2022 through June 2023 report. Mr. Cobb seconded. Vote unanimous.

2. As of August 11, 2023 (1 1/3 months) we should be 11% expended. As of August 15, 2023 (1 ½ months) we should be 12.5% expended.

3. Line 13 – Copy Machine-Village – Good. Line 1505 – Medical Insurance – These were incentive payments from July. This will stabilize. Line 1610 – Audio-Visual Media-Teens – All one bill for video games. Line 1611 – Audio-Visual Media-Adult – All one bill for video games. Line 1820 – Office Expense – A little high, mostly toner. Line 1822 – Telephone Services – Appears high due to services for both branches now being combined. Line 1843 – Dues – For Rotary Club, ALA, etc. and 403(b) and 457(b) compensation plans. Line 1844 – Accounting Fees/Adjs – Includes annual annuities to USOMNI-TSACG. Line 1851 – Special Progs-Children’s – Payment for programs for July through September. Line 1623 – Internet Public – Expense for both branches. Line 1630 – ANSER – Quarterly fees. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through August 11, 2023 report. Ms. Crannage seconded. Vote unanimous.

4. Checks – July 14 through August 11, 2023 – Check #16126 – Keep It Clean – Carpet cleaning. Check #16150 – De La Paz, Anna – Latina program. Check #16156 – Geddes, Jill – Ukulele for Kids program. Check #16158 – Henriquez, Pauline – Zumba program. Check #16163 – Let’s Groove Children’s Entertainment – Let’s Groove with MISS LISA children’s program. Ms. Kaiser moved to accept the Check Warrant July 14 through August 11, 2023 in the amount of \$154,409.21. Ms. Bookman seconded. Vote unanimous.

5. Ms. Kaiser moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep Account from July 14 through August 11, 2023. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of July 26 and August 9, 2023 for payroll periods #2 and #3 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

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

Ms. Crannage moved to accept the August 15, 2023 Director’s Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Ms. Crannage moved to appoint Natalie Lowry to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

**2. Policy** – Ms. Kaiser moved to accept revised Policy 5.5. Discrimination, Harassment and Retaliation Prevention Policy. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to accept revised Form 5.5.a. Harassment Complaint Form. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to accept Policy 5.7. Lactation Accommodation. Ms. Bookman seconded. Vote unanimous.

Ms. Kaiser moved to accept the Establishment of a 457(b) Deferred Compensation Plan:

WHEREAS, the Haverstraw King's Daughters Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for the voluntary participation of all eligible employees; and

WHEREAS, the Haverstraw King's Daughters Public Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law;\* and

WHEREAS, the Haverstraw King's Daughters Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Haverstraw King's Daughters Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Haverstraw King's Daughters Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Haverstraw King's Daughters Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission. Ms. Koop seconded. Vote unanimous.

**3. Buildings & Grounds** – A Grant for the cooling tower will be received in thirty days.

**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 8:22 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, September 12, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
September 8, 2023