

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
September 12, 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

Board Members Absent

Stephen Cobb  
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 7:33 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 August 15, 2023 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of September 7, 2023 (2 ¼ months) we should be 19% expended. As of September 12, 2023 (2 1/3 months) we should still be 19% expended.

2. Line 13 – Copy Machine-Village – Good. Line 17 – Grants-RCLS – Good. Line 1505 – Monthly insurance cost. Line 1490 – Pages – More pages during the summer months. Line 1610 – Audio-Visual Media-Teens – Mostly video games. Line 1827 – Public Relations – Newsletter, promotional tote bags and pens. Line 1844 – Accounting Fees/Adjs – Includes annual annuities to USOMNI-TSACG. Line 1851 – Special Progs-Children’s – Good, programs are well attended. Line 1633 – IT Support – Fixed quarterly cost. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2022 through September 7, 2023 report. Ms. Koop seconded. Vote unanimous.

3. Checks – August 12 through September 7, 2023 – Check #16208 – MPLC – Motion picture license to publicly show movies, TV programs and other content. Check #16219 – ULINE – 2 chair mats for Circulation desk. Check #16230 – CLG Insurance Co. – Directors and Officers insurance. Check #16234 – Exemplis LLC – Chair carts for new Community Room chairs. Check #16257 – Star Press of Pearl River, Inc. – Newsletter printing. Check #16265 – AAA Cooleration Services, Inc. – Preventive maintenance. Check #16275 – NRG Business Marketing – Gas supplier after acquiring our former supplier, Direct Energy. Ms. Kaiser moved to accept the Check Warrant August 12 through September 7, 2023 in the amount of \$213,346.81. Ms. DiCarlo 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 August 12 through September 7, 2023. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of August 23 and September 6, 2023 for payroll periods #4 and #5 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

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

Ms. DiCarlo moved to accept the September 12, 2023 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Ms. Kaiser moved to appoint Altagracia Gutierrez to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to appoint Jennifer Hernandez to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to appoint Juliana Muñoz to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to appoint Abosede Omotosho to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to appoint Michael Otero to the title of Clerk (Substitute). Ms. Koop seconded. Vote unanimous.

**2. Policy** – Nothing at this time.

**3. Buildings & Grounds** – Waiting on funding for the cooling tower.

**4. Budget** – Ms. Kaiser moved to accept following resolution regarding joining the New York Liquid Asset Fund:

**WHEREAS**, the Participant, pursuant to the provisions of the General Municipal Law and its investment policy, after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Participant to invest a portion of its public funds on a cooperative basis pursuant to the terms of a Municipal Cooperation Agreement dated as of April 29, 2016 among the Red Hook Central School District, as Lead Agent, various other municipal corporations, under the trade name "New York Liquid Asset Fund" ("NYLAF");

**NOW, THEREFORE**, be it resolved by the Board of Trustees (the "Finance Board") of the Participant, located in Rockland County, State of New York, as follows:

**Section 1.** The terms, conditions and provisions of the Agreement attached hereto are hereby approved. The Financial Officer (the "Chief Fiscal Officer") of the Participant is hereby authorized to execute and deliver the Agreement, and the Chief Fiscal Officer is hereby authorized to affix the seal of the Participant thereto and attest such seal. The Chief Fiscal Officer is hereby authorized to from time to time effect and consent to such changes to the Agreement in the form attached hereto as may be necessary or convenient in order to further carry out the purposes of the Agreement or to clarify or correct the terms thereof. The Chief Fiscal Officer is hereby authorized to delegate the foregoing duties to his or her designees as authorized by the Law (as that term is defined in the Agreement), which designee is an authorized employee officer of the Participant. Upon the execution in full and delivery of the Agreement, the Participant shall become a Participant, as that term is defined in the Agreement.

**Section 2.** Notwithstanding any term or provision of the Agreement to the contrary, the Participant may withdraw from the Agreement at any time upon thirty (30) days written notice to the Governing Board of NYLAF by the Chief Fiscal Officer and thereafter the Participant shall cease to have any rights or obligations under the Agreement.

**Section 3.** This resolution shall be effective immediately upon its due adoption by the Finance Board.

Ms. DiCarlo seconded. Vote unanimous.

#### **IX. OLD BUSINESS**

Nothing to report.

#### **X. NEW BUSINESS**

Berard and Associates, CPA's are scheduled to come in October to perform the Library's annual audit.

#### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:31 pm. Ms. Koop seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, October 10, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
October 6, 2023