

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
October 10, 2023  
7:30 p.m. Main Library  
Board Room**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

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

Board Members Absent

Sonia Burgos Crannage

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**

Mr. Freeman read a letter to the Library from LuAnn Kelley, Associate Director of the Catholic Charities Community Services thanking the Library for its donation of a food bag received in August to help to support and "Meet the Need" of individuals and families that the Catholic Charities serves. Mr. Freeman then read a letter sent to Ms. Depkin from Connie Burke, Corresponding Secretary of the Shatemuc Chapter of the Daughters of the American Revolution, thanking Ms. Depkin for her gracious hospitality and her informative talk about the goals of the library and how they are being achieved at a Shatemuc Chapter meeting held at the library on September 9, 2023 in the Community Room of the Main Library.

## **V. MINUTES**

Ms. DiCarlo moved to accept the Minutes of the September 12, 2023 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of October 6, 2023 (3 1/5 months) we should be 27% expended. As of October 10, 2023 (3 1/3 months) we should be 28% expended.

2. Line 04 – Interest Income – Good. Line 13 – Copy Machine-Village – Good. Line 17 – Grants-RCLS – Good. Line 1610 – Audio-Visual Media-Teens – Mostly video games. Line 1625 – Periodicals – Includes annual subscription to the New York Times that recently came due. Line 1710 – Utilities-Village – Slightly high. Line – 1715 – Repair & Maintenance-Main – Includes recent painting of the stairwell walls. Line 1720 – Inter Library Carrier – Mileage allowance for travel between the two branches and other library related local travel. Line 1820 – Office Expense – Majority is ink and toner. Line 1827 – Public Relations – Includes the printing of the two most recent print newsletters. Line 1623 – Internet Public – Presently high, while we have Frontline for this service we currently are using Optimum as a backup. In the future Optimum will be discontinued. This line will come down when this redundancy is eliminated. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through October 6, 2023 report. Mr. Cobb seconded. Vote unanimous. At this time (7:57 pm) Mr. Cobb had to exit the meeting to tend to a personal matter.

3. Checks – September 8 through October 6, 2023 – Check #16293 – Rockland BOCES Board of Coop Educ Services – Layout of our print newsletter. Check #16318 – For chair stacking carts for new chairs for the Community Room. Check #16329 – NRG Business Marketing – Gas and electric (Used to be Direct Energy). Check #16630 – Rogue Bear Press – Children’s Halloween program, Monster Hunt and Scavenger Hunt. Check #16369 – Book Page – Annual magazine subscription. Ms. Kaiser moved to accept the Check Warrant September 8 through October 6, 2023 in the amount of \$100,131.83. Ms. Bookman 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 September 8 through October 6, 2023. Ms. DiCarlo seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of September 20 and October 4, 2023 for payroll periods #6 and #7 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

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

Ms. Bookman moved to accept the October 10, 2023 Director’s Report. Ms. DiCarlo seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

**1. Personnel** – Nothing at this time.

**2. Policy** – Nothing at this time.

**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 8:14 pm. Ms. DiCarlo seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, November 14, 2023 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
November 10, 2023