

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
November 14, 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
Teriann DiCarlo
Eileen Bookman

Board Members Absent

Bonnie Koop
Sonia Burgos Crannage

Staff

Claudia Depkin, Director
Victor Contero, Principal Account Clerk
Tommy Russo, Clerk to the Board

Guests

Donalee Berard of Berard & Associates, CPA's P.C.
David Raiken of Berard & Associates, CPA's P.C.

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:31 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

Ms. Donalee Berard and Mr. David Raiken were welcomed to the meeting.

IV. COMMUNICATIONS

There were no communications.

V. MINUTES

Ms. DiCarlo moved to accept the Minutes of the October 10, 2023 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of November 10, 2023 (4 1/3 months) we should be 36% expended. As of November 15, 2023 (4 1/2 months) we should be 38% expended.

2. Line 04 – Interest Income – Good. Line 08 – Lost Item Recovery – Good. Line 13 – Copy Machine-Village – Good. Line 17 – Grants-RCLS – Good. Line 1601 – Books-Children’s – Low, will increase as books are purchased in batches. Line 1602 – Low. Line 1619 – Visual Media-Adult – Low, may have been affected by the SAG-AFTRA strikes and new motion picture and television series releases being held back. Line 1710 – Utilities-Village – High. Line 1820 – Office Expense – High, mostly toner for copiers/printers. Line 1851 – Special Progs-Children’s – Reflects booked programs paid in advance. Line 1853 – Summer Reading-Adults – Reflects spending from last summer, will remain stable until spending for May – June 2024 program. 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. Line 1624 – Technology – Good. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through November 10, 2023 report. Ms. Bookman seconded. Vote unanimous. At this time (8:02 pm) Mr. Cobb had to exit the meeting to tend to a personal matter.

3. Checks – October 7 through November 10, 2023 – Check #16404 – Midwest Tape LLC – Fee for Hoopla streaming service. Check #16412 – Postmaster-Monsey – Bulk mail for newsletter. Check #16425 – AAA Cooleration Service, Inc. – Work on Village branch boiler and restocking of filters and belts. Check #16432 – Devine Design – Annual fee for website host. Check #16455 – Stanis, JJ and Company – Combined October and November payments for dental, optical and long term disability insurance. October invoice hadn’t been sent. Check #16472 – Mad Science of Northeast NJ – 20% down payment for Children’s Program. Check #16477 – Mad Science of Northeast NJ – Remaining 80% for December Children’s Program. Ms. Kaiser moved to accept the Check Warrant October 7 through November 10, 2023 in the amount of \$1,344,828.28. 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 October 7 through November 10, 2023. Ms. Bookman seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of October 18 and November 1, 2023 for payroll periods #8 and #9 of the current fiscal year. Ms. Bookman seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. DiCarlo moved to accept the November 14, 2023 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Mr. Cobb moved to accept, with gratitude, the retirement of Mary Paloglou. Ms. DiCarlo seconded. Vote unanimous.

Mr. Cobb move to establish the title of Public Information Specialist (Part Time). Ms. Kaiser seconded. Vote unanimous.

Mr. Cobb moved to appoint Samanta Remigio as Library Assistant (Part Time). Ms. Bookman seconded. Vote unanimous.

2. Policy – Nothing at this time.

3. Buildings & Grounds – Ms. Kaiser moved to accept the proposal from Landover Cooling Tower Service in the amount of \$118,965 to replace the cooling tower at the Main Library. Ms. Bookman seconded. Vote unanimous.

4. Budget – Nothing at this time.

IX. OLD BUSINESS

Ms. Kaiser moved to accept the following RCLS Resolutions:

- a. RCLS Budget: Accept the 2024 Ramapo Catskill Library System Budget. Ms. DiCarlo seconded. Vote unanimous.

- b. ILS Migration: WHEREAS Haverstraw King's Daughters Public Library (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and

WHEREAS the Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby agrees with the DA and votes in favor of switching integrated library system providers from SirsiDynix to ByWater Solutions. Ms. DiCarlo seconded. Vote unanimous.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:59 pm. Ms. Bookman seconded. Vote unanimous.

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

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