

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
December 12, 2023
7:30 p.m. Main Library
Community Room**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Gail Kaiser
Teriann DiCarlo
Sonia Burgos Crannage

Board Members Absent

Bonnie Koop
Eileen Bookman

Staff

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

Guests

Larry Hay

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

Mr. Hay was welcomed to the meeting.

IV. COMMUNICATIONS

Mr. Hay, appearing via Zoom, discussed the book "The Family of Hay", written by Charles J. Colcock. Mr. Hay is a 4th generation Hay whose ancestor Colonel Ann Hawkes Hay served in the Orange County, New York militia overseeing operations in the Haverstraw Bay of the Hudson River during the Revolutionary War. Mr. Hay discovered 35 copies of this book and wanted to donate a copy to the Haverstraw King's Daughters Public Library.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the November 14, 2023 Board of Trustees Meeting. Mr. Cobb seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of December 8, 2023 (5 1/3 months) we should be 44% expended. As of December 12, 2023 (5 1/2 months) we should be 44% expended.

2. Line 08 – Lost Item Recovery – Good. Line 13 – Copy Machine-Village – Good. Line 20 – Fines-Village – Good. Line 23 – Passport Fees – Good. Line 1609 – Standing Orders-Elec Dbase – Low, pending coming due. Line 1610 – Audio-Visual Media-Teens – Good, many new releases due to holiday season acquired. Line 1625 – Periodicals – Many subscriptions renewed. Line 1714 – Custodial Supplies – Mostly restocking. Line 1715 – Repair and Maintenance-Main – High. Line 1716 – Repair and Maintenance-Village – Good. Line 1825 – Postage – Good. Line 1828 – Training – Good, due to in house and online training. Line 1830 – Travel – Reflects recent travel to conferences. Line 1841 – Auditors – Reflects payment for annual audit report. Line 1843 – Dues – Reflects annual memberships having come due. Line 1844 – Accounting Fees/Adjs – Includes payroll fees. Line 1851 – Special Progs-Children’s – Good. Line 1623 – Internet Public – Presently high, while we have Frontline for this service we currently are using Optimum as a backup. Optimum is to be discontinued in January 2024. This line will come down when this redundancy is eliminated. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through December 8, 2023 report. Ms. DiCarlo seconded. Vote unanimous.

3. Checks – November 10 through December 8, 2023 – Check #16510 – ESI – Employee Assistance Program. Check #16530 – Star Press of Pearl River, Inc. – Quarterly newsletter. Check #16531 – Willow Lane Education – Teen books. Ms. Kaiser moved to accept the Check Warrant November 10 through December 8, 2023 in the amount of \$63,684.72. Ms. Crannage 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 November 10 through December 8, 2023. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of November 15 and November 29, 2023 for payroll periods #10 and #11 of the current fiscal year. Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin wanted to add to the Personnel section of the report that we would like to appoint Joseph Grimaldi to the title of Page. Ms. Dicarolo moved to accept the December 12, 2023 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Ms. Crannage moved to appoint Michelle Derderian as Information Services Assistant (Part Time). Mr. Cobb seconded. Vote unanimous.

Ms. Crannage moved to appoint Mary Paloglou as Clerk-Typist (Part Time). Mr. Cobb seconded. Vote unanimous.

Ms. Crannage moved to appoint Joseph Grimaldi to the title of Page. Mr. Cobb seconded. Vote unanimous.

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

Mr. Cobb presented, on Mr. Hays' behalf, a copy of "The Family of Hay" to Ms. Depkin, Library Director. This volume will be available to view in the Local History Room of the Library.

Ms. DiCarlo moved to enter into an Executive Session at 8:32 pm to discuss a confidential personnel matter. Ms. Kaiser seconded. Vote unanimous. Ms. Crannage moved to exit the Executive Session at 9:11 pm. Ms. Kaiser Seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 9:12 pm. Ms. DiCarlo seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, January 9, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
January 5, 2024