

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
January 9, 2024
7:30 p.m. via Zoom**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Gail Kaiser
Bonnie Koop
Sonia Burgos Crannage
Teriann DiCarlo
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 7:37 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. Crannage moved to accept the Minutes of the December 12, 2023 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of January 5, 2024 (6 1/6 months) we should be 51% expended. As of January 9, 2024 (6 1/3 months) we should be 53% expended.

2. Line 04 – Interest Income – Good. Line 23 – Passport Fees – Good. Line 1612 – Audio Media-Children – Low due to streaming platforms, items on order yet to be received. Line 1716 – Repair & Maintenance-Village – Good. Line 1720 – Inter Library Carrier – Travel expense between branches for the past summer through December. Line 1820 – Office Expense – High due to the cost of toner. Line 1841 – Auditors – Bill for audit report for the State Comptroller’s Office will come in 4 – 6 weeks, will be on target by the end of March of this year. Line 1851 – Special Progs-Children’s – Good. Line 1852 – Special Progs-Teens – Low. 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, 2023 through January 5, 2024 report. Mr. Cobb seconded. Vote unanimous.

3. Checks – December 9, 2023 through January 5, 2024 – Check #16546 – AAA Cooleration Service, Inc. – Performed valve replacement and restocking. Check #16549 – AtoZdatabases – 1st year payment on a 3 year subscription license agreement. Check #16552 – Berard & Associates CPA’s P.C. – Audit book. Check #16560 – First Citizens Bank Equipment Finance – Leasing for scanner. Check #16561 – Foster & Foster, Inc. – Audit reports. Check #16564 – Hudson Microimaging, Inc. – DVD storage system for digitized materials for the local history room. Check #16571 – Mad Science of Northeast NJ – Payment for 2 remaining presentations. Check #16573 - NRG Business Marketing – October payment for gas and electric (Used to be Direct Energy). Check #16587 – American Minuteman Sewer & Drain Svce. – Emergency repair of water drain overflow. Check #16590 – American Minuteman Sewer & Drain Svce. – Emergency repair of water drain overflow. Check #16615 – Penworthy Company – Children’s books. Check #16620 – Proquest – Payment for electronic data base. Check #16628 – TK Elevator – Emergency repair of patron elevator. Ms. Kaiser moved to accept the Check Warrant December 9 through January 5, 2024 in the amount of \$181,648.15. 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 December 8, 2023 through January 5, 2024. Ms. Bookman seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of December 13 and December 27, 2023 for payroll periods #12 and #13 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin wished to make a correction to page 2 of the Director’s Report regarding Children’s Services wherein it was written, “We continue to present programs in person and online. 1,223 people attended 42 programs in **November**.” The correction is: “We continue to present programs in person and online. 1,223 people attended 42 programs in **December**.” Ms. Depkin also wished to make an addition to page 6 regarding statistics for Technical Services. The statistics were reported as such:

	Received	On Order
Books	391	397
Audio	n/a	n/a
Video & Games	n/a	n/a

The additional information is:

	Received	On Order
Books	391	397
Audio	1	20
Video & Games	26	17

Ms. Crannage moved to accept the January 9, 2024 Director’s Report. Ms. Koop 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 – Ms. Kaiser moved to accept following resolution regarding the Tax Cap Override:

Whereas, the adoption of the 2024-2025 budget for the Haverstraw King’s Daughters Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Haverstraw King’s Daughters Public Library voted and approved to exceed the tax levy limit for 2024-2025 by at least the sixty percent of the board of trustees as required by state law on January 9, 2024.

Ms. Bookman seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:37 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, February 13, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
February 9, 2024