

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
February 13, 2024  
7:30 p.m. via Zoom**



**HAVERSTRAW  
KING'S DAUGHTERS  
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President  
Stephen Cobb  
Bonnie Koop  
Sonia Burgos Crannage  
Teriann DiCarlo  
Eileen Bookman

Board Members Absent

Gail Kaiser

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 7:43 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. Bookman moved to accept the Minutes of the January 9, 2024 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of February 9, 2024 (7 1/3 months) we should be 64% expended.
2. Line 1477 – Custodial Overtime – Good. Line 1600 – Books-Adult – Good. Invoices pending. Line 1601- Good. Invoices pending. Line 1602 – Books-Teens – Good. Invoices pending. Line 1609 – Standing Orders-Elec Dbse – Low, comes in as an annual subscription, payment pending. Line 1852 – Postage – High due to newsletter, will increase for next budget. Line 1844 – Accounting Fees/Adjs – Monthly payroll costs, W2 forms for 2023 tax year. Line 1853 – Summer Reading-Adults – Low, will increase in coming months. Line 1856 – Summer Reading-Teens – Low, will increase in coming months. Line 1624 – Good – We’re updating current computers with solid state drives to increase their life span instead of purchasing new computers. Ms. Koop moved to approve the Long Profit & Loss vs. Actual July 1, 2023 through February 9, 2024 report. Ms. Crannage seconded. Vote unanimous.
3. Checks – January 6, 2024 through February 9, 2024 – Check #16639 – University Corp. for Atmospheric Research – Traveling climate exhibit displayed in our gallery. Check #16703 – NYS Dept of Environmental Conservation – Monthly seedlings and plants for Arbor Day. Check #16724 – Baker & Taylor – Children’s books. Check #16725 – Brainfuse Online Instruction – Online tutoring program. Mr. Cobb moved to accept the Check Warrant January 6 through February 9, 2024 in the amount of \$278,122.51. Ms. Bookman seconded. Vote unanimous.
4. Ms. Crannage moved to approve the attached list of transfers made from the TD Bank Sweep Account from January 6 through February 9, 2024. Ms. Bookman seconded. Vote unanimous. Ms. Crannage moved to approve three Payroll Warrants with the pay dates of January 10, January 24, and February 7, 2024 for payroll periods #14, #15, and #16 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

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

Ms. Depkin, in the Personnel Report, wished to add the announcement of the resignation of Darcy Louis, effective March 2, 2024, who is embarking on a new career and wishing him the best in his new endeavor. Mr. Cobb moved to accept the February 13, 2024 Director’s Report. Ms. Koop seconded. Vote unanimous.

## **VIII. COMMITTEE REPORTS**

1. **Personnel** – Ms. Crannage moved to establish the position of Librarian II. Ms. Bookman seconded. Vote unanimous. Mr. Cobb move to accept the resignation of Darcy Louis, thanking him for his service and wishing him all the best in his new career. Ms. DiCarlo seconded. Vote unanimous.
2. **Policy** – Nothing at this time.
3. **Buildings & Grounds** – Installation of the new cooling tower commenced on February 12, 2024, paid for with a NYS Construction Grant.
4. **Budget** – Ms. Koop moved to set the Budget Public Information Sessions for Monday May 13, 2024 at 7pm at the Village Branch and Tuesday May 14, 2024 at 7pm at the Main Library. Mr. Cobb seconded. Vote unanimous.

**IX. OLD BUSINESS**

Nothing to report.

**X. NEW BUSINESS**

Nothing to report.

**XI. ADJOURNMENT**

Ms. Crannage moved to adjourn the meeting at 8:16 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, March 12, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board

March 8, 2024