

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
March 12, 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  
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 7:32 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. Koop moved to accept the Minutes of the February 13, 2024 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of March 8, 2024 (8 ¼ months) we should be 69% expended. As of March 12, 2024 (8 ½ months) we should be 70% expended.

2. Line 04 – Interest Income – Good. Line 13 – Lost Item Recovery – Good. Line 13 – Copy Machine-Village – Good. Line 14 – Copy Machine-Main – Good. Line 23 – Passport Fees – Good. Line 31 – Community Room – Good. Line 1505 – Medical Insurance – Good, on point to exact payout. Line 1490 – Pages – Reflects rate increase effective December 31, 2023. Line 1600 – Books-Adult – Good. Line 1604 – Overdrive – Seemingly low, most purchases are for adults. Ms. Salotto explained that there are limitations on holds between libraries and how she oversees this to obtain titles for our patrons. Ms. Kaiser wished to express kudos, on behalf of The Board, to Ms. Salotto for all of her efforts regarding this program. Line 1610 – Audio-Visual Media-Teens – Good. Line 1700 – Processing – Reflects new e-library cards and new book covers. Line 1701 – Circulation – Good. Line 1706 – Sewer Tax – High, will be increased for next year. Line 1716 – Repair & Maintenance-Main – High due to recent boiler issues. Line 1727 – RCLS Membership Fee – One-time payment, complete for this year. Line 1822 – Telephone Services – Includes new system being leased. Line 1825 – Postage – Meter was just filled, should be the last time for this year. Line 1828 – Training – Low due to free online training courses, will be decreased for next year. Line 1843 – Dues – High, while finished for this year, this will be increased for next year. Line 1844 – Accounting Fees/Adjs – High due to increased payroll fees, this will be increased for next year. Line 1851 – Special Progs-Children’s – Good. Line 1852 – Special Programs-Teens – Low due to involvement of volunteers for activities. 1623 – Internet Public – High, will be increased for next year. Line 1624 – Technology – Low, will increase with purchase of new computers with current funds. Will be decreased next year. Line – 1640 – Office equipment – Presently low, will increase when we reupholster a number of chairs in the midlevel Teen room and the upper level newspaper reading area. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2023 through March 8, 2024 report. Ms. Bookman seconded. Vote unanimous.

3. Checks – January 6, 2024 through February 9, 2024 – Check #16777 – NRG Business Marketing – Third party billing company for heating. Check #16790 – AAA Cooleration Service, Inc. – Boiler and water fountain repairs. Check #16794 - AAA Cooleration Service, Inc. – Repair of rotted drain line. Check # 16812 – Rosman Center LLC – Reconciliation for commons charges. Check #16813 – Rosman Center LLC – Regular monthly maintenance charges. Check #16832 – GCD Auto Studio – Down payment for chair reupholstering. Check #16837 – Lift Tech Ltd. – Fee for third party witness for elevator hydraulic system inspection. Ms. Kaiser moved to accept the Check Warrant December 9 through January 5, 2024 in the amount of \$185,142.87. Mr. Cobb 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 February 10 through March 8, 2024. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of February 21 and March 6, 2024 for payroll periods #17 and #18 of the current fiscal year. Ms. DiCarlo seconded. Vote unanimous.

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

Mr. Cobb moved to accept the March 12, 2024 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

### **VIII. COMMITTEE REPORTS**

**1. Personnel** – Mr. Cobb moved to accept the retirement of Patrice Gottfried with regrets and thanks for her service to the Library. Seconded by the entire Board of Trustees. Vote unanimous. Mr. Cobb moved to appoint Rashid Williams to the position of Custodial Worker. Ms. Kaiser seconded. Vote unanimous.

**2. Budget** – Ms. Kaiser moved to set the Budget Vote and Trustee Election for June 6, 2024 from 10 am-9 pm at both library locations. Ms. DiCarlo seconded. Vote unanimous.

**3. Buildings & Grounds** – Ms. DiCarlo moved to approve a resolution to submit a Community Development Block Grant funds for fiscal year 2023. Mr. Cobb seconded. Vote unanimous.

**4. Policy** – Ms. Bookman move to approve the Annual Report for Public and Association Libraries for 2023. Ms. Kaiser seconded. Vote unanimous.

### **IX. OLD BUSINESS**

Nothing to report.

### **X. NEW BUSINESS**

Ms. Kaiser moved to enter into an Executive Session at 8:34 pm to discuss a confidential personnel matter. Ms. Koop seconded. Vote unanimous. Mr. Cobb moved to exit the Executive Session at 8:44 pm. Ms. Koop seconded. Vote unanimous.

### **XI. ADJOURNMENT**

Ms. Kaiser moved to adjourn the meeting at 8:44 pm. Ms. DiCarlo seconded. Vote unanimous.

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

Submitted by: Tommy Russo, Clerk to the Board  
April 12, 2024