

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
April 16, 2024
7:30 p.m.**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Gail Kaiser
Bonnie Koop
Teriann DiCarlo

Board Members Absent

Sonia Burgos Crannage
Eileen Bookman

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 7:33 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

Mr. Freeman read a letter the Library received from a "secret admirer", as it was not signed. The letter expressed a deep appreciation for the Library and its staff and was replete with colorful writing and decorative swirls and hearts.

V. MINUTES

Ms. Koop moved to accept the Minutes of the March 12, 2024 Board of Trustees Meeting. Ms. DiCarlo seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of April 12, 2024 (9 1/3 months) we should be 78% expended. As of April 16, 2024 (9 ½ months) we should be 79% expended.

2. Line 04 – Interest Income – Good. Line 08 – Lost Item Recovery – Good. Line 13 – Copy Machine-Village – Good. Line 14 – Copy Machine-Main – Good. Line 17 – Grants-RCLS – Good. Line 20 – Fines-Village – Good. Line 21 – Fines-Main – Good. Line 23 – Passport Fees – Good. Line 31 – Community Room – Good. Line 1500 – NYS Retirement – High, will be increased for next fiscal year. Line 1505 – Medical Insurance – High, but on point to exact payout. Line 1609 – Standing Orders-Elec Dbse – Annual Licenses; low, anticipating renewals. Line 1610 – Audio-Visual Media-Teens – Good. Sewer Tax – High, will be increased for next year. Line 1716 – Repair & Maintenance-Village – High, reflects roof repair. Line 1718 – Insurance – Low, anticipating bill. Line 1825 – Postage – High, account just filled and will last into next fiscal year. Line 1827 – Public Relations – High, will cover last newsletter of the current fiscal 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. 1623 – Internet Public – High, will be increased for next year. Line 1641 – Furniture & Fixtures – High, reflects the cost of chair re-upholstery. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2023 through April 12, 2024 report. Mr. Cobb seconded. Vote unanimous.

3. Checks – March 9, 2024 through April 12, 2024 – Check #16862 – Rockland BOCES Board of Cop Educ Services – Layout for newsletter. Check #16893 – Precision Roofing – Village roof repair. Check #16895 – Riley, Thomas – Writer Workshop program instructor. Check #16897 – AAA Cooleration Service, Inc. – Installation of new slow flushometer and replacement of leaking gas valve in the Village branch. Check #16905 – DTM Installations Corp. – Annual fee for security monitoring. Check #16939 – Library Market – Annual subscription for Library Calendar on our website. Check #16948 – Smart Apple Media – Children’s books. Ms. Kaiser moved to accept the Check Warrant March 9 through April 12, 2024 in the amount of \$550,484.85. 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 March 9 through April 12, 2024. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of March 20 and April 3, 2024 for payroll periods #19 and #20 of the current fiscal year. Mr. Cobb seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Kaiser wished to commend the library staff upon reading the Director’s report and reading about how much they put in to what they do for the library. Ms. Kaiser finds the talent and creativity of the staff outstanding. 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 George Varghese from the position of Library Clerk I. Ms. Koop seconded. Vote unanimous. Mr. Cobb moved to appoint Sabrina Kowalski to the position of Librarian (substitute). Ms. Kaiser seconded. Vote unanimous.

2. Budget – Ms. Kaiser moved to approve the Proposed Fiscal Year 2024-25 Operating Budget in the amount of \$6,909,168. Ms. Koop seconded. Vote unanimous.

3. Buildings & Grounds – Ms. Koop moved to approve closing the Library on Saturday, August 31, 2024 for the Labor Day holiday weekend. Ms. DiCarlo seconded. Vote unanimous.

4. Policy – Nothing at this time.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Mr. Cobb moved to enter into an Executive Session at 8:19 pm. Ms. Kaiser seconded. Vote unanimous.

Ms. Kaiser moved to exit the Executive Session at 8:28 pm. Ms. DiCarlo seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:29 pm. Ms. Koop seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, May 14, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
May 10, 2024