

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
May 14, 2024
7:30 p.m.**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Gail Kaiser
Bonnie Koop
Sonia Burgos Crannage
Teriann DiCarlo

Board Members Absent

Stephen Cobb
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 7:37 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 to Ms. Depkin and Ms. Salotto from Evy McUmbert of the National Center for Atmospheric Research expressing their gratitude and appreciation to the library for hosting their NCAR Traveling Climate Exhibit: "Real People, Real Climate, Real Changes" from November 6 to December 30, 2023.

V. MINUTES

Ms. DiCarlo moved to accept the Minutes of the April 16, 2024 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of May 10, 2024 (10 1/3 months) we should be 86% expended. As of May 14, 2024 (10 ½ months) we should be 88% expended.

2. Line 1604 – Overdrive – Good. Line 1625 – Periodicals – High. Covers Annual subscriptions for New York Post, New York Times, Rockland Journal News, and multiple magazine subscriptions through EBSCO. Will be increased for the next fiscal year. Line 1715 – Repair & Maintenance-Main – High, will make to end of the current fiscal year. Line 1716 – Repair & Maintenance-Village – High, will make to end of fiscal year. Line 1718 – Insurance – Low. Estimate pending for new insurance company. Line 1820 – Office Expense – High, mostly toner and copy paper. Line 1822 – Telephone Services – High, will be increased for the next fiscal year. Line 1825 – Postage – High. Recently filled, will be good through the end of the current fiscal year. Line 1827 – Public Relations – High, will cover last newsletter of the current fiscal year. Line 1844 – Accounting Fees/Adjs – High due to increased payroll fees, this will be increased for next fiscal year. Line 1623 – Internet Public – High, will be increased for next fiscal year. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2023 through May 10, 2024 report. Ms. Crannage seconded. Vote unanimous.

3. Checks – April 13, 2024 through May 10, 2024 – Check #1044 – Backstage Library Works – Microfilm project funded by grant. Check #1045 – Uline – Materials for microfilm project. Check #1047 – Trane Technologies – To wire new cooling tower into our system. Project funded by grant. Check #16965 – Today’s Business Solutions Inc. – Annual agreement for new printing software system. Check #16991 – AAA Cooleration Service, Inc. – Installation of new flushometer on mid-level. Check #16993 – Replacement of gas lighter for Lochinvar boiler. Check #17013 – Ramapo Catskill Library System-General – Quarterly payment. Check #17015 – SSI Cards – For new laminated library cards. Check #17032 – AWE – Purchase of Early Learning computer modules for Children’s Department. Ms. Kaiser moved to accept the Check Warrant March 9 through April 12, 2024 in the amount of \$192,507.62. 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 April 13 through May 10, 2024. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of April 17 and May 1, 2024 for payroll periods #21 and #22 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Kaiser moved to accept the May 14, 2024 Director’s Report. Ms. Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Nothing at this time.

2. Budget – Nothing at this time.

3. Buildings & Grounds – Nothing at this time.

4. Policy – Ms. Kaiser moved to approve the revisions to Policy 2.6 Internet. Ms. Koop seconded. Vote unanimous.

Ms. Kaiser moved to approve the revisions to Policy 2.10 Fees for Faxing, Photocopying, Printing and Scanning. Ms. DiCarlo seconded. Vote unanimous.

Ms. Kaiser moved to amend the Personnel Manual Section 712. Personal Appearance. Ms. Crannage 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 8:30 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, June 11, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
June 7, 2024