

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
June 11, 2024
7:30 p.m.**



**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 7:33 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 May 14, 2024 Board of Trustees Meeting. Ms. Kaiser seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of June 7, 2024 (11 1/4 months) we should be 94% expended. As of June 11, 2024 (11 1/3 months) we should be 94% expended.

2. Line 1477 – Custodial Overtime – Slightly high due to sickness, family leave, and an overlap between a resignation and appointing a replacement. Line 1601 – Books-Children’s – Low, orders are pending. Line 1619 – Visual Media-Adult – Low, not purchasing as many duplicates due to decreased demand. Line 1700 – Processing – Low, will be reduced for next fiscal year. Line 1701 – Circulation – Low, mostly displays and library cards. Line 1715 – Repair & Maintenance-Main – Good. – Line 1828 – Training – Low, mostly free online courses and webinars, will be reduced for next fiscal year. Line 1843 – Dues – High, organizations have increased their fees. Line 1850 – Special Progs-Adult – Low. Line 1852 – Special Progs-Teens – Low, will increase next year with more Teen programs and the return of King Con. Line 1623 – Internet Public – High, will be increased for next fiscal year. Line 1624 – Technology – High, will be increased for next fiscal year. Line 1640 – Office Equipment – Low, will go up with the purchase of a new printer set to arrive. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1, 2023 through June 7, 2024 report. Ms. Bookman seconded. Vote unanimous.

3. Checks – May 11, 2024 through June 7, 2024 – Check #17068 – Philadelphia Insurance Companies – Our new insurance company. Ms. Kaiser moved to accept the Check Warrant May 11 through June 7, 2024 in the amount of \$86,181.10. Ms. Crannage 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 May 11 through June 7, 2024. Mr. Cobb seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of May 15 and May 29, 2024 for payroll periods #23 and #24 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. DiCarlo moved to accept the June 11, 2024 Director’s Report. Ms. Bookman 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** – Nothing at this time.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Nothing to report.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:28 pm. Ms. Bookman seconded. Vote unanimous.

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

Submitted by: Tommy Russo, Clerk to the Board
July 5, 2024