

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
July 9, 2024
7:30 p.m.**



**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 7:36 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. ORGANIZATIONAL MEETING

Mr. Freeman moved and cast one vote to continue the Slate of Officers for the 2024-2025 budget year as in the previous budget year:

- Richard S. Freeman, President
- Stephen Cobb, Vice President
- Gail Kaiser, Financial Officer
- Bernadette Koop, Secretary

Vote unanimous.

Mr. Freeman moved to approve the following designations for the 2024-2025 budget year:

- Tommy Russo-Clerk to the Board
- Richard S. Freeman, Gail Kaiser & Tommy Russo -Check Signees
- Berard & Associates - Accounting Firm
- James Birnbaum, Reda & Birnbaum, LLP-Attorney
- TD Bank -Official Depository
- 2nd Tuesday of the month – Official Meeting Date
- Journal News and Rockland County Times - Official Newspapers

Vote unanimous.

Mr. Freeman moved to approve the following Slate of Committees for the 2024-2025 budget year:

Personnel

- Stephen Cobb, Co-Chair
- Sonia Burgos Crannage, Co-Chair
- Eileen Bookman
- Teriann DiCarlo
- Gail Kaiser

Budget

- Gail Kaiser, Chair
- Teriann DiCarlo
- Bernadette Koop

Buildings & Grounds

- Bernadette Koop, Chair
- Stephen Cobb
- Sonia Burgos Crannage

Policy Review

- Gail Kaiser, Chair
- Stephen Cobb
- Bernadette Koop
- Eileen Bookman

Vote unanimous.

The President of the Board is ex-officio member of all committees.

VI. MINUTES

Ms. Bookman moved to accept the Minutes of the June 11, 2024 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Line 01 – Taxes Received General – Good. Line 17 – Grants-RCLS – Good. Line 1601 – Books-Childrens – Good, under budget. – Line 1602 – Books-Teens – Good, under budget. Line 1602 – Overdrive – Good, under budget. Line 1852 – Special Programs-Teens – Low for this fiscal year but expected to increase for the new fiscal year with more programs anticipated. Line 1623 – Internet Public – Increased for this year. Ms. DiCarlo moved to approve the Prelim Long Profit & Loss vs. Actual July 2023 through June 2024 report. Ms. Bookman seconded. Vote unanimous. Mr. Cobb moved to approve the Long Profit & Loss vs. Actual July 2024 report. Ms. Crannage seconded. Vote unanimous.

2. Checks – June 8 through July 3, 2024 – Check #333 – NYS Employees’ Health Insurance – Monthly payment. Check #17153 – Philadelphia Insurance Companies – New insurance company, monthly payment. Check #17155 – Guardian Life Insurance Company of America – Disability insurance and Paid Family Leave insurance, monthly payment. Check #17173 – GS Bubbles LLC – “Bubble Bus” for closing party for Summer Reading Program taking place August 10, 2024. Mr. Cobb moved to accept the Check Warrant June 8 through July 3, 2024 in the amount of \$208,409.22. Ms. Crannage seconded. Vote unanimous.

3. Ms. Koop moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep Account from June 8 through July 3, 2024. Ms. Crannage seconded. Vote unanimous. Ms. DiCarlo moved to approve two Payroll Warrants with the pay dates of June 12 and June 26, 2024 for payroll periods #25 and #26, the last periods of the fiscal year. Ms. Bookman seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

Ms. Depkin wished to add, with regards to Personnel, that we would like to appoint Jerry Graham to the title of Librarian I (substitute). Ms. Bookman moved to accept the July 9, 2024 Director’s Report. Mr. Cobb seconded. Vote unanimous.

IX. COMMITTEE REPORTS

1. Personnel – Mr. Cobb moved to appoint Jaelyn Gomez to the title of Librarian II. Ms. Crannage seconded. Mr. Freeman wished to recuse himself from this motion. Ms. Crannage moved to appoint Jerry Graham to the title of Librarian I (substitute). Mr. Cobb seconded. Vote unanimous.

2. Budget – Nothing at this time.

3. Buildings & Grounds – Ms. Koop moved to approve finalizing Public Library Construction Grant application #0386-23-0109 to replace the Cooling Tower. The project was completed in accordance with the requirements of Education Law §4-73-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12. Ms. Crannage seconded. Vote unanimous. Mr. Cobb moved to approve the Public Library Construction Grant application #0386-25-1114 to modernize the public elevator at the Main Library. The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughter's Public Library. Ms. Koop seconded. Vote unanimous.

4. Policy – Nothing at this time.

X. OLD BUSINESS

Nothing to report.

XI. NEW BUSINESS

Nothing to report.

XII. ADJOURNMENT

Ms. DiCarlo moved to adjourn the meeting at 8:15 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, August 13, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
August 9, 2024