

**MINUTES  
HAVERSTRAW KING'S DAUGHTERS  
PUBLIC LIBRARY  
Board of Trustees Meeting  
August 13, 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

Board Members Absent

Stephen Cobb  
Teriann DiCarlo  
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**

There were no communications.

## **V. MINUTES**

Ms. Crannage moved to accept the Minutes of the July 9, 2024 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

## **VI. FINANCIAL REPORTS**

1. As of August 9, 2024 (1 1/3 months) we should be 11% expended. As of August 13, 2024 (1.4 months) we should be 12% expended.

2. Line 17 – Grants-RCLS – Good. Line 20 – Fines-Village – Good. Line 1505 – Medical Insurance – Monthly payment, also includes medical reimbursement payments from July. Line 1715 – Repair & Maintenance-Main – Good. Line 1825 – Postage – Low due to reimbursement from LARC. Line 1844 – Accounting Fees/Adjs – High due to payment of annual credit card fee. Line 1855 – Summer Reading-Children – Good. Line 1858 – King Con – Good. Line 1630 – High, purchase of Speakers, computers, and monitors. Ms. Kaiser moved to approve the Pre-ADJ Profit & Loss Budget vs. Actual for July 2023 through June 2024 report. Ms. Crannage seconded. Vote unanimous. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through August 9, 2024 report. Ms. Koop seconded. Vote unanimous.

3. Checks – June 8 through July 3, 2024 – Check #17186 – TK Elevator – Quarterly payment for full maintenance contract. Check #17188 – Trane Service Group – Monthly service. Check #17191 – Frontline Data Services – Monthly bill and printer and security cameras. Check #17220 – Gale Gilligan, Inc. – Cartoonist for King Con. Check # 17221 – Making Faces Parties – Face painting for king Con. Check #17232 – Anytime Parties – Painting class for Teens and Adults. Check #17238 – Keep It Clean – Carpet cleaners. Check #17260 – Reliable Glass & Door Corp. – Sensor repair for front entrance automatic doors. Check #17279 – NRG Business Marketing – Gas supplier. Ms. Kaiser moved to accept the Check Warrant July 4 through August 9, 2024 in the amount of \$236,938.35. 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 July 4 through August 9, 2024. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve three Payroll Warrants with the pay dates of July 10, July 24, and August 7, 2024 for payroll periods #1, #2, and #3 of the current fiscal year. Ms. Crannage seconded. Vote unanimous.

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

Ms. Koop moved to accept the August 13, 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 revisions to Policy 2.5 Unattended Child Policy. Ms. Koop 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 8:21 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, September 10, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board  
September 6, 2024