

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
September 10, 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

Board Members Absent

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 7:35 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 September 10, 2024 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of September 6, 2024 (2 ½ months) we should be 18% expended. As of September 10, 2024 (2 1/3 months) we should be 19.4% expended.

2. Line 1707 – Service Contracts – Quarterly payments. Line 1715 – Repair & Maintenance-Main – Good. Line 1825 – Postage – In a negative due to reimbursement from LARC. Line 1827 – Public Relations – Quarterly newsletter. 1828 – Training – High from Staff Development Day. Line 1835 – Conferences – High, Staff members registered for 2024 NYLA Conference. Line 1850 – Special Progs-Adult – High, lots of new programs, including concerts. Line 1858 – King Con – High, finished for this year. Line 1630 – ANSER – High, includes 3rd quarter payment to RCLS. Line 1640 – Office Equipment – High, purchase of new computers, monitors, etc. and upgrades done by Frontline. Ms. Kaiser moved to approve the Long Profit & Loss vs. Actual July 1 through September 6, 2024 report. Mr. Cobb seconded. Vote unanimous.

3. Checks – August 10 through September 6, 2024 – Check #17288 – Orange & Rockland-Haverstraw – Good. Check #17297 - Orange & Rockland-Ramapo Road – High due to high temperatures this summer and the fact that this is a sealed building and the system is always running. Check #17302 – Everon, LLC – Formerly ADT and Red Hawk Industries, fire detection monitoring. Check #17310 – Rockland BOCES Board of Coop Educ SVCS – Newsletter design. Check #17332 – Philadelphia Insurance Companies – Monthly payment. Check #17342 – Berger, Marc – Marc Berger & Ride, Sunday concert on September 22. Ms. Kaiser moved to accept the Check Warrant August 10 through September 6, 2024 in the amount of \$83,670.80. 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 August 10 through September 6, 2024. Ms. Koop seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of August 21 and September 4, 2024 for payroll periods #4 and #5 of the current fiscal year. Ms. Crannage seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin wished to add that RCLS will be hosting a budget meeting via Zoom on September 18 % 24 at 6:30 pm. Ms. Kaiser moved to accept the September 10, 2024 Director's Report. Ms. Crannage seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Mr. Cobb moved to appoint Melissa Mounier to the title of Librarian I (substitute). Ms. Koop seconded. Vote unanimous. Ms. Crannage moved to appoint Eileen Dennis to the title of Librarian I (FT). Mr. Cobb seconded. Vote unanimous.

2. **Budget** – Nothing at this time.

3. **Buildings & Grounds** – Nothing at this time.

4. Policy – Ms. DiCarlo moved to approve removing Election Day as a floating holiday/comp day, beginning in 2025. Ms. Kaiser 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 8:23 pm. Ms. Crannage seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, October 8, 2024 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
October 4, 2024