

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
October 14, 2025
7:30 pm**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Bonnie Koop
Sonia Burgos Crannage
Teriann DiCarlo
Eileen Bookman

Board Members Absent

Gail Kaiser
Stephen Cobb

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 7:32 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 the library received from Ms. Juliana Leach commending Craig Scott, our Local History Librarian. Mr. Scott assisted Ms. Leach in obtaining information regarding birth records from the 1800's, specifically for an Erastus Allison. Mr. Scott found, in Ms. Leach's words, "Exactly what I needed: the birth date and date of death."

Mr. Freeman also read a letter the library received from Amaris Scalia of the North Rockland Central School District lauding Frank Erlanger, one of our Children's Librarians. Ms. Scalia expressed the District's deep appreciation for Mr. Erlanger's participation in the News12 backpack event that was held at West Haverstraw Elementary School on August 19, 2025.

V. MINUTES

Ms. Bookman moved to accept the Minutes of the September 9, 2025 Board of Trustees Meeting. Ms. Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

Due to the absence of a quorum for the September 9, 2025 Board of Trustees Meeting, the Financial Reports were not reviewed. As such, those September reports as well as the reports for October were both reviewed here.

1. After 10 weeks, July 1 through September 5, 2025, we are 19% expended. After 15 weeks, July 1 through October 10, 2025, we are 29% expended.

3. Line 1700 – Processing – Down, good. Line 1856 – Summer Reading-Teen – Down, double payment made, credit issued. Line 1858 – King Con – Good, spending complete for the year. Ms. DiCarlo moved to approve the Long Profit & Loss vs. Actual July 1 through September 5, 2025 report and the Long Profit & Loss vs. Actual July 1 through October 10, 2025. Ms. Koop seconded. Vote unanimous.

4. Checks – August 8 through September 5, 2025 – Check #18524 – DTM Installations Corp. – Payment for 6 months of surveying. Check #18525 – DTM Installations Corp. – Payment for service call to repair the sliding glass entrance door and perform regular maintenance. Ms. Koop moved to accept the Check Warrant – August 8 through September 5, 2025 in the amount of \$96,665.76. Ms. Crannage seconded. Vote unanimous.

Checks – September 6 through October 10, 2025 – Check #18580 – Trane Service Group – Monthly contract fee. Check #18598 – Check #18613 – Brotherhood Winery – Payment for Adult Services program. Check #18615 – Clarity Water Technologies, LLC – Quarterly payment. Check #18617 – Culligan Quench – Rental fee for filtered water coolers for the staff rooms both branches. Check #18650 – Kootz Band, LLC – Payment for band for Sunday Concert. Ms. Koop moved to accept the Check Warrant – September 6 through October 10, 2025 in the amount of \$267,533.58. Ms. Crannage seconded. Vote unanimous.

5. Ms. Bookman moved to approve the attached list of transfers made from the TD Bank Sweep Account from August 8 through September 5, 2025. Ms. DiCarlo seconded. Vote unanimous. Ms. DiCarlo moved to approve two Payroll Warrants with the pay dates of August 20 and September 3, 2025 for payroll periods #4 and #5 of the current fiscal year. Ms. Koop seconded. Vote unanimous. Ms. Crannage moved to approve the attached list of transfers made from the TD Bank Sweep Account from September 6 through October 10, 2025. Ms. Bookman seconded. Vote unanimous. Ms. Crannage moved to approve two Payroll Warrants with the pay dates of September 17 and October 1, 2025 for payroll periods #6 and #7 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Koop moved to accept the October 14, 2025 Director's Report. Ms. DiCarlo seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Ms. Crannage moved to rename Budget Line 1457 from Public Rel Spec, PT to Human Resources Generalist, PT. Ms. Koop seconded. Vote unanimous. Ms. Crannage moved to appoint Jennifer Zales to the position of Human Resources Generalist (part-time). Ms. Bookman seconded. Vote unanimous.

2. Policy – Nothing at this time.

3. Buildings & Grounds – Nothing at this time.

4. Budget – Ms. DiCarlo moved to approve the RCLS 2026 Operating Budget. Ms. Koop seconded. Vote unanimous. Ms. Bookman moved to appoint Teriann DiCarlo to Co-Chair of the Budget Committee. Ms. Crannage seconded. Vote unanimous.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Reported earlier.

XI. ADJOURNMENT

Ms. Crannage moved to adjourn the meeting at 8:12 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, November 11, 2025 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
November 7, 2025