

Tappan Free Library Board Meeting Minutes – January 18, 2024

Present:

Thano Schoppel, Vice President
Beatrice Somenshein, Trustee
Raleigh Tozer, Trustee
TJ Mignone, Trustee
Gina Harris, Secretary
Sara Nugent, Director

Absent:

Kathleen Keefe-Cooperman, President
Victoria Caramante, Treasurer

I. Call to Order

T. Schoppel called to order the meeting of the Tappan Free Library Board of Trustees at 7:00PM on Thursday, January 18, 2024 announcing a quorum.

II. Approval of Minutes

B. Somenshein made the following motion, seconded by G. Harris, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the December 21, 2023 Board meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante's report was reviewed, after discussion,

G. Harris made the following motion, seconded by B. Somenshein, and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report as submitted.

Check detail report was reviewed and checks signed by R. Tozer.

V. Caramante and S. Nugent will meet to continue investment plan discussion.

IV. Director's Report

S. Nugent's report reviewed and discussed.

V. Committee Reports

a) **Maintenance/Landscape**

Initial discussion on possible future projects to mitigate flooding.

b) **Human Resources/Personnel** – no report

Discussion on proposal to increase insurance buy-out for employees electing to use alternative health insurance plans. After discussion

and agreeing that payment timing and document requirements will remain as outlined,

TJ Mignone made the following motion, seconded by B. Somenshein and approved, with none opposed and one abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves increasing the employee health insurance buy-out to \$2700 per year effective immediately.

VII. Old Business

None

VIII. New Business

2024 Town of Orangetown Contract for Services Agreement

G. Harris made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves and authorizes Kathleen Keefe-Cooperman to execute the 2024 contract with the Town of Orangetown for library services in amount of \$730,715.

No public comment

VIII. Adjournment TJ Mignone motioned to adjourn the Board meeting of the TFL and seconded by G. Harris all in favor. Meeting adjourned at 7:11PM.



Tappan Free Library Board Meeting Minutes – February 15, 2024

Present:

Thano Schoppel, Vice President
Beatrice Sonnenshein, Trustee
Raleigh Tozer, Trustee
TJ Mignone, Trustee
Kathleen Keefe-Cooperman, President
Victoria Caramante, Treasurer

Sara Nugent, Director

Absent:

Gina Harris, Secretary

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:11PM on Thursday, February 15, 2024 announcing a quorum.

II. Approval of Minutes

V. Caramante made the following motion, seconded by B. Sonnenshein, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the January 18, 2024 Board meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante's report was reviewed, after discussion,

T. Schoppel made the following motion, seconded by B. Sonnenshein and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report as submitted.

Check detail report was reviewed and signed by K. Keefe-Cooperman and checks signed by V. Caramante.

V. Caramante reviewed proposed investment plan. After discussion and revisions,

TJ Mignone made the following motion, seconded by T. Schoppel with four in favor and two opposed, motion carries:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby authorizes Victoria Caramante, Kathleen Keefe-Cooperman and Sara Nugent to open a new CD at Chase in the amount of \$124,000 from the Operating account for a 2-month term at 5%, a CD at ConnectOne in the amount of \$150,000 from the Capital Projects account for an 11-month term at 5.35%, and a CD in the amount of \$50,000 from the Maines account for an 11-month term at 5.35%.

Further discussion regarding collateralization and/or options for additional account categories to secure funds beyond the FDIC limits will be taken on with Chase immediately.

IV. Director's Report

S. Nugent's report reviewed and discussed. No action.

V. Committee Reports

a) Maintenance/Landscape

Reviewed the submitted Johnson Controls 3-year maintenance agreement. After discussion,

V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts and approves the three-year agreement with Johnson Controls as submitted and authorizes Kathleen Keefe-Cooperman to execute the agreement.

b) Human Resources/Personnel

J. Yore submitted her resignation and R. O'Conner has been hired as a PT substitute with training expected to begin during the week of February 26.

VII. Old Business

259 funding meeting with other So. Orangetown representatives was reviewed. After discussion, V. Caramante made the following motion, seconded by T. Schoppel and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves joining with the four So. Orangetown libraries in to put forth a public vote via 259 referendum in 2024 and to request an increase to \$308,000 to support Tappan Library.

VIII. New Business

none

No public comment

VIII. Adjournment B. Sonnenshein motioned to adjourn the Board meeting of the TFL and seconded by TJ Mignone all in favor. Meeting adjourned at 8:04PM.

**Tappan Free Library Board of Trustees
Annual Meeting Minutes
February 16, 2024 7PM**

Present:

Dr. Kathleen Keefe-Cooperman, President
Thano Schoppel, Vice President
Victoria Caramante, Treasurer
Beatrice Sonnenshein, Trustee
Raleigh Tozer, Trustee
TJ Mignone, Trustee

Sara Nugent, Director

Absent:

Gina Harris, Secretary

A. Call to Order

K. Keefe-Cooperman, called to order the Annual Meeting of the Tappan Free Library Board of Trustees at 7:01pm on February 15th, 2024 at the Tappan Free Library announcing a quorum present.

B. Approval of Minutes from the 2023 Annual Meeting

V. Caramante made the following motion, seconded by B. Sonnenshein and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the 2023 Annual meeting as submitted.

C. Approval of 2023 New York State Annual Report

V. Caramante made the following motion, seconded by B. Sonnenshein and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees does hereby accept and approve the 2023 New York State Annual Report as submitted.

D. 2024 Committee Assignments

V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Library Board of Trustees does hereby approve the Committee assignments for 2024.

Committee assignments are as follows:

Personnel: V. Caramante, R. Tozer, G. Harris and K. Keefe-Cooperman

Maintenance: T. Schoppel, B. Sonnenshein and G. Harris

Budget/Finance: R. Tozer, V. Caramante and TJ Mignone

E. 2023 Budget and Finance Committee/Treasurer's Report

V. Caramante reported 2023 spending was in line and under budget. During 2023 a capital projects account was established. No amounts were drawn under the \$100K line of credit so there is a zero-balance outstanding as of December 31, 2023.

B. Sonnenshein made the following motion, seconded by T. Schoppel and approved unanimously with none opposed and no abstentions:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts and approves the Treasurer's Annual Report for 2023.

F. Director's Report

The Director's report was reviewed. In addition to the stats in the NYS Annual Report, 2023 infographic was presented and it was noted that our State Assemblyman awarded \$20,000 in bullet aid. Repairs to the front path and installation of the new security system have been completed.



V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and no abstentions:
BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts and approves the Director's report for 2023.

G. Old Business
 None

H. New Business
 None

I. No Pubic Comment

J. Adjournment
 With no further business V. Caramante motioned to adjourn the Annual Board meeting of the TFL and seconded by T. Schoppel with all in favor. Meeting adjourned at 7:09pm.

Tappan Free Library Board Meeting Minutes – March 21, 2024

Present:

TJ Mignone, Trustee
Kathleen Keefe-Cooperman, President
Beatrice Sonnenshein, Trustee

Sara Nugent, Director

Absent:

Glira Harris, Secretary
Victoria Caramante, Treasurer
Raleigh Tozer, Trustee
Thana Schoppel, Vice President

Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:12pm on Thursday, March 21, 2024 announcing no quorum was present. All business was tabled.

K. Keefe-Cooperman adjourn the Board meeting of the TFL adjourned at 7:13pm.



Tappan Free Library Board Meeting Minutes – April 18, 2024

Present:

Thano Schoppel, Vice President
Kathleen Keefe-Cooperman, President
Gina Harris, Secretary
Victoria Caramante, Treasurer
TJ Mignone, Trustee
Sara Nugent, Director

Absent:

Beatrice Sonnenshein, Trustee
Rafeigh Tozer, Trustee

Guests: David Raiken, Auditor Berard & Associates
George Morfogen, Manager Berard & Associates

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:04pm on Thursday, April 18, 2024 announcing a quorum.

II. Approval of Minutes

With a lack of quorum at the March 21, 2024 meeting no minutes for approval.

V. Caramante made the following motion, seconded by T. Schoppel, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the February 16, 2024 regular and Annual meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

G. Morfogen and D. Raiken presented the 2023 audit results and provided the Board with a clean unqualified opinion of 2023 financials. D. Raiken will issue the final bound audit copies. K. Keefe-Cooperman and S. Nugent signed the letter of engagement and V. Caramante signed the form 8879 allowing Berard & Associates to file the 990 electronically.

V. Caramante made the following motion, seconded by K. Keefe-Cooperman, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the 2023 Audit report and the 2023 990 as presented and prepared by Berard & Associates.

V. Caramante's report reviewed the financial report noting expenses were on track with no significant deviations. After discussion,

T. Schoppel made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

V. Caramante noted current Chase CDs are maturing in early May and after discussion

V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees authorizes V. Caramante, K. Keefe-Cooperman and S. Nugent to reinvest the balance of the maturing Chase CDs into a new 2 month CD with Chase.

Check detail report was reviewed and signed by K. Keefe-Cooperman and checks signed by V. Caramante.

IV. Director's Report

S. Nugent's report reviewed and discussed.

V. Committee Reports

a) **Maintenance/Landscape**

S. Nugent provided a status update on the condition of the storm drain. After discussion,

V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves up to \$1,500 for expenses for repairs to the storm drain and to hire Rack Solid to do the work.

b) Human Resources/Personnel

None

VII. Old Business

None

VIII. New Business

K. Keefe Cooperman led discussion on changes and possible restructuring options for Board membership, meeting frequency, and effects on Bylaw and general operations. Discussion to continue in May.

No public comment

VIII. Adjournment T. Schoppel motioned to adjourn the Board meeting of the TFL and seconded by TJ Mignone all in favor. Meeting adjourned at 8:16 PM.

Tappan Free Library Board Meeting Minutes – May 16, 2024

Present:

Thano Schoppel, Vice President
Gina Harris, Secretary
Victoria Caramante, Treasurer
TJ Mignone, Trustee
Beatrice Sonnenshein, Trustee
Raleigh Tozer, Trustee

Sara Nugent, Director

Absent:

Kathleen Keefe-Cooperman, President

I. Call to Order

T. Schoppel called to order the meeting of the Tappan Free Library Board of Trustees at 7:01 pm on Thursday, May 16, 2024 announcing a quorum.

II. Approval of Minutes

V. Caramante made the following motion, seconded by G. Harris, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the April 18, 2024 meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante noted current Chase CDs are maturing on 6/29/2024 and after discussion,

V. Caramante made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees authorizes V. Caramante, K.Keefe-Cooperman and S. Nugent that upon maturity date of current CD to reinvest the funds in a new 2 month Chase CD.

After discussion of the funding needs for the 2025 operating budget,

V. Caramante made the following motion, seconded by TJ Mignone, and approved unanimously, with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees approves a request for a 3% increase in funding to Orangetown to support the 2025 Operating Budget.

V. Caramante's report reviewed the financial report noting expenses were on track with no significant deviations. After discussion,

G. Harris made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and signed by V. Caramante. Checks and bank reconciliations were signed by V. Caramante.

IV. Director's Report

S. Nugent's report reviewed and discussed.

V. Committee Reports

a) **Maintenance/Landscape**

None

b) **Human Resources/Personnel**

None

VII. Old Business

None

VIII. New Business

Annual Board training will be scheduled for the fall.

Future Board meetings will occur on the third Monday of the month. Next meeting will be Monday, July 15 at 7pm.

T. Schoppel thanked R. Tozer and expressed appreciation for his years of service noting that he will be greatly missed.

No public comment

VIII. Adjournment T. Schoppel motioned to adjourn the Board meeting of the TFL and seconded by G. Harris all in favor. Meeting adjourned at 7:15pm.

Tappan Free Library Board Meeting Minutes – August 22, 2024

Present:

Kathleen Keefe-Cooperman, President
Thano Schoppel, Vice President
Victoria Caramante, Treasurer
Beatrice Sonnenshein, Trustee

Sara Nugent, Director

Absent:

Gina Harris, Secretary
TJ Mignone, Trustee

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:00pm on Thursday, August 22, 2024 announcing a quorum.

K. Keefe-Cooperman appointed Greg DeCola to fill the vacant trustee term.

V. Caramante made the following motion, seconded by K. Keefe-Cooperman, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves the appointment of Greg DeCola to serve the remainder of the unexpired vacant term ending December 31, 2025.

II. Approval of Minutes

V. Caramante made the following motion, seconded by B. Sonnenshein, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the May 16, 2024 meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante reviewed meeting with J. Bencick and submitted funding requests for 2025 operating budget, after discussion,

V. Caramante made the following motion, seconded by T. Schoppel, and approved unanimously, with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees approves revising and reducing Orangetown funding request to 1% to support the 2025 Operating Budget.

V. Caramante noted current Chase CDs are maturing on at the end of the month and after review of current rate lists and discussion,

K. Keefe-Cooperman made the following motion, seconded by T. Schoppel and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees authorizes V. Caramante, K.Keefe-Cooperman and S. Nugent that upon maturity date of current CD to reinvest the funds in a new 3 month Chase CD.

V. Caramante's report reviewed the financial report noting expenses were on track with no significant deviations. After discussion,

B. Sonnenshein made the following motion, seconded by T. Schoppel and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and signed by V. Caramante. Checks and bank reconciliations were signed by K. Keefe-Cooperman.

IV. Director's Report

S. Nugent's report reviewed and discussed and noted the mandatory 2-hour trustee training on Legal Issues related to Association Libraries will be held on Wednesday, October 30th at 6:30pm.

V. Committee Reports

a) Maintenance/Landscape

None

b) Human Resources/Personnel

After discussion of the Personnel Committee's proposed change to vacation leave for administrative level EXEMPT employees

V. Caramante made the following motion, seconded by B. Sonnenshein and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the proposed change to the vacation leave policy for administrative level Full Time Employees who are classified as EXEMPT and authorizes S. Nugent to update the Employee Handbook to reflect the change.

VII. Old Business

None

VIII. New Business

The Board reviewed the proposed changes and recognizes August 22 as the date of notice with the vote on proposed changes to be held during the regular September meeting.

The current Long-Range Plan is set to expire December 31st, 2024. In light of the ILS migration and other contributing factors,

T. Schoppel made the following motion, seconded by V. Caramante, and approved unanimously, with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees approves a one-year extension of the current Long-Range Plan and set a new expiration date of December 31, 2025.

Discussion regarding reconfiguring staff area space to allow for a new office. S. Nugent will report back with estimates.

New Board meeting day/time will be the 3rd Monday of the month with a 6pm start time. Next meeting, Monday September 16.

No public comment

VIII. Adjournment K. Keefe-Cooperman motioned to adjourn the Board meeting of the TFL and seconded by T. Schoppel all in favor. Meeting adjourned at 7:15pm.

Tappan Free Library Board Meeting Minutes – September 16, 2024

Present:

Kathleen Keefe-Cooperman, President
Thano Schoppel, Vice President
Victoria Caramante, Treasurer
Beatrice Sonnenshein, Trustee
Gina Harris, Secretary
TJ Mignone, Trustee
Greg DeCola, Trustee

Sara Nugent, Director
Any Berg, Assistant Director

Guest: Tara Borden

I. Call to Order

T. Schoppel called to order the meeting of the Tappan Free Library Board of Trustees at 6:00 pm on Monday, September 16, 2024 announcing a quorum.

II. Approval of Minutes

V. Caramante requested that G. DeCola be stricken as absent from the August 22 minutes since he was appointed during that meeting.

V. Caramante made the following motion, seconded by B. Sonnenshein, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the August 22, 2024 meeting as corrected.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante's reviewed the financial report noting expenses were on track for 2024. She also reported the 3-month CDs were renewed and will watch for changes to interest rates. She noted she testified at the Town Board meeting for the 2025 funding request. At B. Sonnenshein request, V. Caramante will look into Webster Bank and report findings at the next meeting.

T. Schoppel made the following motion, seconded by G. Harris, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and signed by V. Caramante. Checks were signed by V. Caramante and bank reconciliations were reviewed and signed by V. Caramante.

IV. Director's Report

S. Nugent's report reviewed and discussed. S. Nugent introduced our new Assistant Director, Anya Berg. Also reminded the Board that training is set for Wednesday, Oct 30 at 6:30pm at the Blauvelt Library. S. Nugent will find online options for those who cannot attend in-person.

V. Committee Reports

a) **Maintenance/Landscape**

No report

b) **Human Resources/Personnel**

S. Nugent reported J. Hotelling has been hired as a part time circulation clerk.

VII. Old Business

After discussion of the proposed revisions to Bylaw as introduced at the August meeting,

V. Caramante made the following motion, seconded by T. Schoppel, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves and adopts the revisions to the "Bylaws of the Tappan Free Library" as submitted.

After discussion of the proposed addition to the *Conflict of Interest Policy*,

V. Carmante made the following motion, seconded by T. Schoppel, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves and adopts the revisions as submitted to the Conflict of Interest policy with an effective September 16, 2024.

All of the Board members, Director and Assistant Director signed the annual Conflict of Interest Policy affirmation page.

After discussion the proposal submitted by Butler Rowland and Mays, S. Nugent will seek a second estimate from Lighthouse.

VIII. New Business

Holiday dinner will be held on Friday, December 6 at 6pm.

No public comment

VIII. Adjournment K. Keefe-Cooperman motioned to adjourn the Board meeting of the TFL and seconded by V. Carmante, all in favor. Meeting adjourned at 6:12pm

Tappan Free Library Board Meeting Minutes – October 21, 2024

Present:

Kathleen Keefe-Cooperman, President

Victoria Caramante, Treasurer

TJ Mignone, Trustee

Greg DeCola, Trustee

Sara Nugent, Director

Absent:

Beatrice Sonnenshein, Trustee

Gina Harris*, Secretary

Thano Schoppel, Vice President

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 6pm on Monday, October 21, 2024 announcing a quorum.

II. Approval of Minutes

V. Caramante made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the September 16, 2024 meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante's reviewed the financial report noting expenses continue to be on track for 2024. She also reported on findings from investigation and based on z-scores noted the need to seek alternatives banking institutions for future investments.

After discussion regarding Chase CDs and upcoming maturity date,

V. Caramante made the following motion, seconded by TJ Mignone, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees approves reinvesting \$149k into a new CD with Chase upon current CD maturity date.

K. Keefe-Copperman made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and signed by V. Caramante. V. Caramante reviewed and signed checks and bank reconciliations.

IV. Director's Report

S. Nugent's report reviewed and discussed.

S. Nugent reminded the Board that training is set for Wednesday, Oct 30 at 6:30pm at the Blauvelt Library.

V. Committee Reports

a) **Maintenance/Landscape**

S. Nugent reported she has asked for proposal for several repair projects around the building. S. Nugent will review one repair job with T. Schoppel for guidance.

b) **Human Resources/Personnel**

K. Keefe-Cooperman will call a Personnel Committee meeting prior to the November 18th meeting. S. Nugent will collect requested information for the Committee's review and supply it to the Committee prior to the meeting date.

VII. Old Business

After discussion and review of Lighthaus's proposal,

V. Caramante made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby does approve the work as outlined in the scope of Phase 1 of the proposal and authorizes S. Nugent to engage with Lighthouse.

VIII. New Business

After discussion of the 2025 RCLS Budget documentation, RCLS's resolution for establishing "Member Library Service Fee" and a review RCLS's 990 net income over the past several years,

V. Caramante made the following motion, seconded by G. DeCola approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby votes "not to accept" the 2025 RCLS Budget.

K. Keefe-Cooperman announced G. Harris has resigned as trustee.*

K. Keefe-Cooperman appointed G. DeCola, TJ Mignone and B. Sonnenshein as the Nominating Committee to present slate of officers for election.

K. Keefe Cooperman made the following motion, seconded by V. Caramante approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby announce the election of trustees and officers will occur on November 18, 2024.

K. Keefe-Cooperman announced there will not be a regular Board meeting in December.

Community Room applications have been approved for Amy Palmerini on behalf of the GS troop 40050 on Nov 21, 2024 & Feb 27, 2025. No word from the Assemblyman's office regarding the request to use the room.

No public comment

VIII. Adjournment V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by K. Keefe Cooperman, all in favor. Meeting adjourned at 6:27pm

Tappan Free Library

Board Meeting Minutes – November 25, 2024

Present:

Kathleen Keefe-Cooperman, President
Victoria Caramante, Treasurer
TJ Mignone, Trustee
Greg DeCola, Trustee

Sara Nugent, Director
Anya Berg, Assistant Director

Absent:

Beatrice Sonnenshein, Trustee
Thano Schoppel, Vice President

No public comment

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 6:02pm on Monday, November 25, 2024 announcing a quorum.

II. Approval of Minutes

V. Caramante made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the October 21, 2024 meeting as submitted.

III. Budget and Finance Committee/Treasurer's Report

V. Caramante's reviewed the financial reports noting expenses continue to be on track for 2024. The proposed 259 referendum for 2025 funding and allocation were reviewed and after discussion,

V. Caramante made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves a request for a combined additional \$150,000 in operating funds through the 259 Referendum to support the five libraries within SOCDSD for 2025 with the allocations as presented of which Tappan Free Library would receive \$46,759.

The Board reviewed the need to pass tax cap override language for 2025 and after discussion,

V. Caramante made the following motion, seconded by G. DeCola, and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby adopt the NYS required tax cap override language for 2025 Operating Budget:

Whereas, the adoption of the 2025 Operating Budget for the Tappan Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore

BE IT RESOLVED THAT the Board of Trustees of the Tappan Free Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on Monday, November 25, 2024.

K. Keefe-Cooperman made the following motion, seconded by G. DeCola approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and signed by V. Caramante and V. Caramante signed checks and bank reconciliations.

IV. Director's Report

S. Nugent's report reviewed and discussed.

V. Committee Reports

a) **Maintenance/Landscape – no report**

b) **Human Resources/Personnel**

Executive Session

At 6:23pm V. Caramante made a motion to enter into Executive Session to discuss employment of a particular person, seconded by G. Decola approved unanimously with none opposed and none abstaining:

S. Nugent and A. Berg were asked to leave the room.

At 6:41pm V. Caramanted made a motion to exit Executive Session and reconvene the regular meeting at 6:41pm, seconded by TJ Mignone approved unanimously with none opposed and none abstaining.

S. Nugent and A. Berg were invited back into the room.

V. Caramante reported the Personnel Committee meet to review the 2025 salary recommendations and

V. Caramante made the following motion, seconded by TJ Mignone and approved, with none opposed and one abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves all of the Personnel Committee's recommendations for 2025 salary increases and an added 3.5% bonus for the Director.

VII. Old Business

After discussion and review of Lighthouse's five submitted options,

V. Caramante made the following motion, seconded by G. DeCola approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby does approve the selection of Option 5 with additions and approves continuation of the work as outlined in Phase 1 of Lighthouse's agreement.

c) **Nomination Committee**

V. Caramante and TJ Mignone reported the Committee met and have submitted the following Slate of Officers for 2025:

Kathleen Keefe-Cooperman, President

Thano Schoppel, Vice President

Victoria Caramante, Treasurer

TJ Mignone, Secretary

VIII. New Business

After review and discussion of the newly proposed Trustee Application

TJ Mignone made the following motion, seconded by V. Caramante approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby does approve the adoption of the Trustee Application.

S. Nugent will post on the website.

No public comment

VIII. Adjournment K. Keefe-Cooperman motioned to adjourn the Board meeting of the TFL and seconded by V. Caramante all in favor. Meeting adjourned at 6:46pm

Tappan Free Library Board Meeting Minutes – December 6, 2024

Present:

Kathleen Keefe-Cooperman, President
Victoria Caramante, Treasurer
Thano Schoppel, Vice President
TJ Mignone, Trustee

Sara Nugent, Director

Absent:

Beatrice Sonnenshein, Trustee
Greg DeCola, Trustee

No public comment

I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 6:00pm on Friday, December 6, 2024 announcing a quorum. K. Keefe-Cooperman requested that V. Caramante run the meeting due to lack of voice.

II. Approval of Minutes

V. Caramante made the following motion, seconded by K. Keefe-Cooperman approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby accepts and approves the minutes from the November 18, 2024 meeting as submitted.

III. Election of 2025 Officers and trustee to the Board of Trustees

V. Caramante reviewed the slate of officers for 2025, but prior to the election, T. Schoppel announced he will be stepping down on 12.31.24. With no nominations from the floor, V. Caramante recommended voting on officers as presented, leaving the VP office vacant as of Jan 1, 2025. All were in agreement and the slate of officers for 2025: Kathleen Keefe-Cooperman: President, VACANT: Vice President, Victoria Caramante: Treasurer, TJ Mignone: Secretary and V. Caramante to fill a 5-year term as trustee, leaving one open trustee seat vacant.

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone and approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby votes to accept the revised slate of Officers for 2025 and accepts the results of the election of the Officers to the Board of Trustees as presented for a one-year term starting on January 1st, 2025 ending December 31, 2025 and for V. Caramante to serve a 5-year trustee term.

Trustees expressed appreciation for T. Schoppel's years of service and dedication to the Library and the community. He said he would like to remain involved and offered to continue as liaison between the library and the THS as well as continue to do historic walks.

IV. Budget and Finance Committee/Treasurer's Report

V. Caramante's noted the total amount included in the motion from October 24, 2024 for the CD rollover was incorrect and in need of correction. After discussion, V. Caramante made the following motion, seconded by K. Keefe-Cooperman, approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Free Library Board of Trustees hereby approves the correction to the amount reported in the motion of 10.24.24 and approves reinvesting the correct amount of \$125k into a new CD with Chase upon current CD maturity date.

K. Keefe-Cooperman made the following motion, seconded by T. Schoppel approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby accepts the Treasurer's Report.

Check detail report was reviewed by the Board and checks signed by V. Caramante. Bank reconciliations were unavailable due to the early meeting date.

V. Director's Report

S. Nugent's report reviewed and discussed.

VI. Committee Reports

- a) **Maintenance/Landscape – no report**
- b) **Human Resources/Personnel**

V. Caramante noted the need to consult with Greenwald regarding some general employment matters.

VII. Unfinished Business

After discussion of revised plan and review of Lighthouse's proposal for phases 2 and 3, TJ Mignone made the following motion, seconded by T. Schoppel approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves engaging with Lighthouse for phase 2 and 3 of work as outlined in the proposal and authorizes S. Nugent to sign the agreement.

VIII. New Business

After discussion of associated expenses related to reconfiguration project,

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone approved unanimously with none opposed and none abstaining:

BE IT RESOLVED THAT the Tappan Library Board of Trustees hereby approves the transfer of \$50,000 from the Operating Savings account to the Capital Projects account to fund anticipated expenses associated with the construction project.

No public comment

VIII. Adjournment K. Keefe-Cooperman motioned to adjourn the Board meeting of the TFL and seconded by TJ Mignone all in favor. Meeting adjourned at 6:09pm