

## **Tappan Free Library Board Meeting Minutes – January 13, 2025**

### **Present:**

Kathleen Keefe-Cooperman, President  
TJ Mignone, Trustee  
Greg DeCola, Trustee  
Beatrice Sonnenshein, Trustee  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee

Sara Nugent, Director  
Any Berg, Assistant Director

### **Absent:**

Victoria Caramante, Treasurer

### **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 Monday, January 13, 2025 announcing a quorum.

### **II. Appointment of new Trustees and Vice President**

K. Keefe-Cooperman introduced and congratulated the three new trustees on their appointments: Serving unexpired terms, A. Kalin term to expire 12.31.2025, B. Sonnenshein term to expire 12.31.2026 and serving a full term, Pamela Pekar term to expire 12.31.2029

K. Keefe-Cooperman announced B. Sonnenshein has agreed to fill the vacant Vice President seat with a one-year term expiring 12.31.2025.

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 Free Library Board of Trustees hereby approves the appointment of Amelia Kalin, Beatrice Sonnenshein and Pamela Pekar as Trustees and appoints Beatrice Sonnenshein to serve as Vice President for 2025.

### **III. Approval of Minutes**

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 Free Library Board of Trustees hereby accepts and approves the minutes from the December 6, 2024 meeting as submitted.

### **IV. Budget and Finance Committee/Treasurer's Report**

In V. Caramante's absence, S. Nugent reviewed the financial agenda items.

After discussion of the proposed 2025 Operating Budget,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby adopts the 2025 Budget as presented.

After discussing the soon to mature CDs currently with ConnectOne,

K. Keefe-Cooperman made the following motion, seconded by TJ Mignone approved

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby approves closing out both CDs at ConnectOne at date of maturity and depositing the funds back into the Maines and Capital Projects accounts at Webster Bank.

P. Pekar suggested investigating Visions Credit union as an option for CDs.

Check detail report was reviewed by the Board and signed by K. Keefe-Cooperman. K. Keefe-Cooperman signed checks.

#### **V. Director's Report**

S. Nugent's report reviewed and discussed.

NYS opened the report this past week. All financial and programming data has been entered and checked. RCLS still needs to provide collection statistics which they say will be available during the week of January 20.

S. noted Berard & Associates will begin audit soon, first visit early February, on site Board presentation is confirmed for Monday, April 21.

#### **VI. Committee Reports**

a) **Maintenance/Landscape** – new members G. DeCola and A. Kalin.

G. DeCola will create a building maintenance schedule.

b) **Human Resources/Personnel** – new members K. Keefe-Cooperman, V. Caramante, P. Pekar

#### **VII. Unfinished Business**

None

#### **VIII. New Business**

K. Keefe-Cooperman put forth the Board of Trustees meeting dates for 2025 without objection.

After discussion on the Open Meetings policy,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts and adopts the Open Meeting Policy as presented.

**No public comment**

#### **VIII. Adjournment**

B. Sonnenshein motioned to adjourn the Board meeting of the TFL and seconded by G. DeCola all in favor. Meeting adjourned at 6:27pm.

**Tappan Free Library Board of Trustees**  
**Annual Meeting Minutes**  
**February 25, 2025 6PM**

**Present:**

Dr. Kathleen Keefe-Cooperman, President  
Beatrice Sonnenshein, Vice President  
Victoria Caramante, Treasurer  
TJ Mignone, Secretary  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee

Sara Nugent, Director  
Anya Berg, Assistant Director

**Absent:**

Greg DeCola, Trustee

**A. Call to Order**

K. Keefe-Cooperman, called to order the Annual Meeting of the Tappan Free Library Board of Trustees at 6:00pm on February 25, 2025 at the Tappan Free Library announcing a quorum present.

**B. Approval of Minutes from the 2024 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 2024 Annual meeting as submitted.

**C. Approval of 2024 New York State Annual Report**

A. Kalin 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 2024 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, K. Keefe-Cooperman, P. Pekar

Maintenance: G. DeCola and A. Kalin

Budget/Finance: V. Caramante and TJ Mignone, K. Keefe-Cooperman

**E. 2024 Budget and Finance Committee/Treasurer's Report**


V. Caramante reported 2024 spending was in line and under budget. Income for 2024 was approximately \$928K and we were about \$60K underbudget. Approximately \$16K in income interest was made in 2024.

B. Sonnenshein 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 Treasurer's Annual Report for 2024.

**F. Director's Report**

The Director's report was reviewed. In addition to the stats in the NYS Annual Report, 2024 infographic was presented. S. Nugent noted funding from Assemblyman McGowan 2023 award was received and the vacant position of Assistant Director was filled. Staff did a great job preparing and training for ILS migration.



# TAPPAN LIBRARY

## 2024 YEAR IN REVIEW

**Total VISITS:**  
32,186

**Total combined COLLECTION USE:**  
44,480

**Total PHYSICAL collection use:** 27,930      **Total E-MATERIAL use:** 16,520

### PROGRAMMING BREAKDOWN

NUMBER OF SESSIONS:	NUMBER OF ATTENDEES:
Ages 0-5: 153	Ages 0-5: 2050
Ages 6-11: 64	Ages 6-11: 1106
Ages 12-18: 27	Ages 12-18: 183
Ages 19 and up: 247	Ages 19 and up: 2389
<b>Total SESSIONS:</b> 491	<b>Total ATTENDEES:</b> 8,768

It is reported in 2024 Annual Report the program statistics calculations:  
Visited by over 1200 children participating in Tappan Library sponsored "Scavenger Hunts" and over 500 in St. George's sponsored scavenger hunts.  
Participated in community outreach events connecting with over 700 residents.

**Total NOTARY SESSIONS: 371**

**Total WIFI SESSIONS: 52,734**

Introduced shared museum passes among other St. George's libraries benefiting patrons.  
Launched online platform allowing patrons to download museum passes directly from home.  
Added offline digital archive to the Wall Street Journal and New York Times.  
Partnered with St. George's Museum and Orangeburg Museum to offer community concert.  
Upgraded all public and staff email boxes to Windows 11 to increase security.  
Staff prepared, trained and successfully managed migration to new system by 1/5.

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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 Library Board of Trustees hereby accepts and approves the Director's report for 2024.

#### G. Unfinished Business

None

#### H. New Business

V. Caramante expressed her thanks on behalf of the Board for the work the staff does throughout the year.

#### I. No Public Comment

#### J. Adjournment

With no further business V. Caramante motioned to adjourn the Annual Board meeting of the TFL and seconded by B. Sonnenshein with all in favor. Meeting adjourned at 6:03pm.

## Tappan Free Library Board Meeting Minutes – February 24, 2025

### **Present:**

Kathleen Keefe-Cooperman, President  
TJ Mignone, Secretary  
Beatrice Sonnenshein, Vice President  
Victoria Caramante, Treasurer  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee

Sara Nugent, Director  
Any Berg, Assistant Director

### **Absent:**

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 6:03 pm on Monday, February 24, 2025 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 13, 2025 meeting as submitted.

### **III. Budget and Finance Committee/Treasurer's Report**

V. Caramante reviewed the YTD finances, noting the funding from the Town was received and deposited immediately. Further investigation for the Maines fund is needed.

After discussion of the CDs

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 authorizes Victoria Caramante, Kathleen Keefe-Cooperman and Sara Nugent to renew the CD with Chase in the amount of \$125,000 for a 3-month term.

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby authorizes Victoria Caramante, Kathleen Keefe-Cooperman and Sara Nugent to transfer \$124,000 from the Operating Account to Chase to open a new CD at Chase in the amount of \$124,000 for a 3-month term.

Check detail report was reviewed by the Board and signed by TJ Mignone. K. Keefe-Cooperman signed checks.

B. Sonnenshein 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 as submitted.

### **IV. Director's Report**

S. Nugent's report reviewed.

Additionally, S. Nugent requested a revision to a previously approved motion to amend the 259 allocation for Tappan from \$46,759 to \$46,760

V. Caramante made the following motion, seconded by A. Kalin 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 funding through the 259 Referendum to support the five libraries within SOCSO for 2025/2026 with the allocations as presented of which Tappan Free Library would receive \$46,760.

**VI. Committee Reports**

- a) **Maintenance/Landscape** –No Report
- b) **Human Resources/Personnel**– No Report

**VII. Unfinished Business**

**VIII. New Business**

**2025 Town of Orangetown Contract for Services Agreement**

V. Carmante 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 2025 contract with the Town of Orangetown for library services in amount of \$738,022.

After discussion and review of proposals submitted for office renovation,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby selects Greenbush Construction and DeLeonardis Electrical to provide contracting services for construction project.

After review and discussion,

P. Pekar 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 does hereby approve and adopt the Emergency/Disaster Plan as submitted.

Conflict of Interest policies for 2025 were distributed and signed by all Trustees in attendance.

No public comment

**VIII. Adjournment**

P. Pekar motioned to adjourn the Board meeting of the TFL and seconded by B. Sonnenshein all in favor. Meeting adjourned at 6:21 pm.

## **Tappan Free Library Board Meeting Minutes – April 21, 2025**

### **Present:**

Kathleen Keefe-Cooperman, President  
TJ Mignone, Secretary  
Beatrice Sonnenshein, Vice President  
Victoria Caramante, Treasurer  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee  
Greg DeCola, Trustee

Sara Nugent, Director  
Any Berg, Assistant Director

### **Guests(arrived at 6:30pm):**

David Raiken and George Morfogen, Berard & Associates

### **No public comment**

### **I. Call to Order**

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 6pm on Monday, April 21, 2025 announcing a quorum.

### **II. Approval of Minutes**

V. Caramante made the following motion, seconded by G. DeCola 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 24, 2025 meeting as submitted.

### **III. Budget and Finance Committee/Treasurer's Report**

V. Caramante discussed YTD and other financial matters. After discussion of the CDs and upcoming maturity dates,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby authorizes the renewal of the two CD with Chase in the amount of \$125,000 and 124,000, respectively, for a 2-month term.

After discussion of updating bank signatories for the Webster account,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby authorizes B. Sonnenshein and TJ Mignone be added to the Webster checking account and that T. Schoppel. W. Sheridan and R. Tozer be removed effective immediately.

Check detail report was reviewed by the Board and signed by TJ Mignone. V. Caramante signed checks.

B. Sonnenshein 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 as submitted.

### **IV. Director's Report**

After discussion on recent HVAC equipment failures, it was decided to hold off on replacing the heater until more information can be obtained, but to move forward with the proposal.

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby approves moving forward with the HVAC proposal to add glycol and replace the air vent and air vent valves.

### **VI. Committee Reports**

a) **Maintenance/Landscape** –No Report

b) **Human Resources/Personnel**- PC meeting to immediately follow the Board meeting.

## **VII. Unfinished Business**

None.

## **VIII. New Business**

None.

## **No public comment**

## **VIII. Adjournment**

V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by G. DeCola all in favor. Meeting adjourned at 6:27pm.

After adjournment the auditors arrived and it was decided to reconvene the meeting.

## **X. Readjournment**

V. Caramante motioned to reconvene the Board meeting of the TFL and seconded by A. Kalin all in favor. Meeting adjourned at 6:31pm.

D. Raiken presented the 2024 audit results and provided the Board with a clean unqualified opinion of 2024 financials. G. Morfogen provided a brief overview of the Review vs Audit process as an alternating year option. Berard will provide a cost comparison for consideration.

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby accepts and approves the 2024 Audit report as prepared and presented by Berard & Associates.

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby accepts and approves the 2024 990 as prepared by Berard & Associates.

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby authorizes K. Keefe-Cooperman to sign the 8879 permitting electronic submission of the 990 and representation letter from Berard & Associates.

## **XI. Adjournment**

V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by TJ Mignone all in favor. Meeting adjourned at 7:02pm.



## Tappan Free Library Board Meeting Minutes – May 12, 2025

### **Present:**

Kathleen Keefe-Cooperman, President  
TJ Mignone, Secretary  
Beatrice Sonnenshein, Vice President  
Victoria Caramante, Treasurer  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee

Sara Nugent, Director  
Anya Berg, Assistant Director

### **Absent:**

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 6:15pm on Monday, May 21, 2025 announcing a quorum.

### **II. Approval of Minutes**

V. Caramante made the following motion, seconded by P. Pekar 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 21, 2025 meeting as submitted.

### **III. Budget and Finance Committee/Treasurer's Report**

V. Caramante discussed YTD income and expenses reporting no significant deviation in spending plan.

After discussion of the need to revise the last month's motion to a 4-month term, not 2-month term,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby authorizes the renewal of the two CD with Chase in the amount of \$125,000 and 124,000, respectively, for a 4-month term.

K. Keefe-Cooperman, B. Sonnenshein, V. Caramante, TJ Mignone, and S. Nugent signed the new Webster master signature card. V. Caramante signed the 8879 form. K. Keefe Cooperman and S. Nugent signed Berard & Associates representation letter.

After discussion of the 2026 Town funding request and with the approved 259 funding increase,

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 requesting 0% in additional town Funding for the 2026 Budget year.

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

A. Kalin made the following motion, seconded by B. Sonnenshein 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.

### **IV. Director's Report**

Report was reviewed.

S. Nugent reported upcoming trustee training session on Wednesday, June 25<sup>th</sup> from 10-12 entitled Staff Salaries & Benefits: Strengthening the Future of Your Library by Investing in Your Staff from 10-12 noon, location TBD.

**VI. Committee Reports**

a) **Maintenance/Landscape** –No Report

b) **Human Resources/Personnel**- No report

B. Sonnenshein requested a change in Committee reporting and notification.

**VII. Unfinished Business**

None.

**VIII. New Business**

None.

**No public comment**

**VIII. Adjournment**

B. Sonnenshein motioned to adjourn the Board meeting of the TFL and seconded by V. Caramante all in favor. Meeting adjourned at 6:43pm.

## Tappan Free Library Board Meeting Minutes – June 16, 2025

### **Present:**

Kathleen Keefe-Cooperman, President  
Beatrice Sonnenshein, Vice President  
TJ Mignone, Secretary  
Victoria Caramante, Treasurer  
Amelia Kalin, Trustee  
Pamela Pekar, Trustee

Sara Nugent, Director  
Anya Berg, Assistant Director

### **Absent:**

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 6:03pm on Monday, June 16, 2025 announcing a quorum.

### **II. Approval of Minutes**

B. Sonnenshein made the following motion, seconded by P. Pekar 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 12, 2025 meeting as submitted.

K. Keefe-Cooperman reminded the Board of the duties of trustees and the importance of keeping Board matters confidential. The Trustee Handbook was distributed as a resource for all trustees.

### **III. Budget and Finance Committee/Treasurer's Report**

V. Caramante discussed YTD income and expenses reporting no significant deviation in spending plan. Check detail report was reviewed by the Board and signed by V. Caramante and TJ Mignone. V. Caramante signed checks and signed bank reconciliations. V. Caramante discussed the cost savings for an off-year financial review and all were in favor of the change. S. Nugent was asked to seek a quote for another auditing firm.

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 Library Board of Trustees hereby accepts the Treasurer's report as submitted.

V. Caramante noted the maturity date for the two Chase CDs is prior to the next regular Board meeting in September. After discussion, and noting a two-week gap between maturity date and meeting date, TJ Mignone made the following motion, seconded by P. Pekar approved unanimously with none opposed and none abstaining:

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby does not approve renewing the Chase CDs upon maturity date.

### **IV. Director's Report**

Report was reviewed. The Board discussed and reviewed the proposed long-range plan. S. Nugent will work on formatting and present to the Board for final approval in September. S. Nugent will have the building power washed in preparation for fall exterior painting.

After discussing a revision to the 2025 holiday schedule,

V. Caramante made the following motion, seconded by P. Pekar, motion failed to pass with 2 in favor (Kalin/Pekar), 4 oppose (Keefe-Cooperman/Mignone/Caramante/Sonnenshein)

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby approves closing on July 5 and August 30, 2025.

A. Kalin recommending reviewing holiday closings for the upcoming year at the December meeting.

S. Nugent reminded trustees of the upcoming LARC training 6/25 at 930am.

**VI. Committee Reports**

- a) **Maintenance/Landscape** – B. Sonnenshein will contact T. Schoppel about the condition of the Little Free Library.
- b) **Human Resources/Personnel**- No report

**VII. Unfinished Business**

None.

**VIII. New Business**

None.

**No public comment**

**VIII. Adjournment**

V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by P. Pekar all in favor. Meeting adjourned at 6:39pm.

Next regular meeting, Monday, September 15<sup>th</sup> at 6pm