

# Tappan Free Library

## Board Meeting Minutes – January 19, 2023

### Present:

Dr. Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
Valerie Kersting, Secretary  
Raleigh Tozer, Vice President  
Gina Harris, Trustee  
Beatrice Sonnenshein, Trustee

Sara Nugent, Director

### Absent:

Victoria Caramante, Treasurer  
William Sheridan, Trustee

Guest: TJ Mignone

### I. Call to Order

Dr. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:00PM on Thursday, January 19, 2023 announcing a quorum.

### II. Approval of Minutes

T. Schoppel made the following motion, G. Harris seconded by, 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 19, 2022 Board meeting.

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

V. Caramante submitted the Treasurer's Report

Financial statements show the full year, January through December, 2022. You will see revenues exceeded our budgeted income of \$863,650, in particular due to the increase voted to the school district levy by the public. Revenues were \$730,715 from The Town of Orangetown; \$153,974 from the South Orangetown Central School District, a positive of \$26,474. Interest income was \$3378.00, much higher than the budgeted \$335.00. For the year, TFL expenses were \$751,607, lower than the \$825,150 budgeted. Combined with other income/expense TFL was under budget by \$124,500 for 2022. This is a result of the unfilled Assistant Director/Head of Reference and maintenance positions (those were budgeted for in 2022, but remain unfilled).

No amounts were drawn under the \$100K line of credit so there is a zero balance outstanding as of January 2023. As a reminder, the line of credit was established in 2019 to provide enhanced liquidity for the TFL and matures in April 2025. You will also see the 2022 comparison to 2021 showing we are generally tracking consistently when preparing the budget and planning for revenues/expenses. Cash balance was approximately \$556,000. Many thanks to Sara and Bill for carefully monitoring the budget.

The TFL Board and management will continue to assess the impact of changes at RCLS and any potential changes to insurance costs. We are working with the SOCSO libraries to determine if another levy increase will be requested via the school district budget vote process.

With the Town Board approving a 0% budget increase for 2023, you will see proposed revenue of \$895,015 for 2023, not accounting for any potential request of the public via a school district vote to increase the library tax levy. Expense proposals are in line with 2022 expenses except where adjustments are proposed to address technology, which is proposed to be \$21,000 higher than in 2022. You will see a reduction in the amount budgeted for repairs and the RCLS/Automation lines on the expense side to help offset this change.

After reviewing the Treasurer's report for December,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts the January 2023 Treasure's Report as submitted.

After reviewing the proposed 2023 Operating Budget:

G. Harris 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 approves the 2023 Operating Budget as submitted.

Check detail report from December 19, 2022 – January 19m 2023 was reviewed and signed by Dr. Keefe-Cooperman.

R. Tozer updated the Board with Treasury Bill options given the now unpredictable future of the state of Treasury Bills in relation to the debt ceiling. He will continue to work with our representative from Webster Bank and report back next month.

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

S. Nugent's report reviewed and discussed.

S. Nugent request approval to purchase an AED using Bullet Aid that Elijah Reichlin-Melnick had secured for our library for 2022-2023. The Board was in agreement and suggested S. Nugent reach out to the SOAC to see if they will provide staff training on the device.

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

##### **a) Maintenance/Landscape**

The proposal for Johnson Controls work on AHU1 & AHU2s was reviewed. After discussion

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby accepts and approves Johnson Controls proposal for the repair and replacement of valves and actuators in the amount of 7,341.71.

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

#### **VII. Old Business** – none

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

##### **a) 2023 Town Contract for Services**

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 Free Library Board of Trustees hereby approves and authorizes Kathleen Keefe-Cooperman to execute the 2023 contract with the Town of Orangetown for library services in amount of \$730,715.

##### **b) Trustee Resignation**

The Board accepted, with deep regret, William Sheridan's resignation from the Board of Trustees and expressed their gratitude for his years of service and expertise during his tenure as Trustee. The Board will find a way to show their appreciation for his service.

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

**BE IT RESOLVED THAT** in accordance to the Bylaws of the Tappan Free library, the Tappan Free Library Board of Trustees hereby accepts the resignation of William Sheridan as Trustee and appoints TJ Mignone to fulfil W. Sheridan's remaining term effective January 19, 2023.

#### **VIII. Adjournment**

K. Keefe-Cooperman motioned to adjourn the Board meeting of the TFL and seconded by B. Sonnenshein all in favor. Meeting adjourned at 7:29 PM.

**Tappan Free Library Board of Trustees**  
**Annual Meeting Minutes**  
**February 16, 2023 7PM**

**Present:**

Dr. Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
Beatrice Sonnenshein, Trustee  
Gina Harris, Trustee  
Raleigh Tozer, Trustee  
TJ Mignone, Trustee

Sara Nugent, Director

**Absent:**

Victoria Caramante, Treasurer  
Valerie Kersting, Secretary

**A. Call to Order**

K. Keefe-Cooperman, called to order the Annual Meeting of the Tappan Free Library Board of Trustees at 7:02PM on February 16<sup>th</sup>, 2023 at the Tappan Free Library announcing a quorum present.

**B. Approval of Minutes from the 2022 Annual Meeting**

T. Schoppel made the following motion, seconded by G. Harris 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 2022 Annual meeting as submitted.

**C. Bylaws Amendment**

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby accepts and approves amending Article II, Section 1 of the Tappan Free Library Bylaws.

**D. Approval of 2022 New York State Annual Report**

B. Sonnenshein made the following motion, seconded by G. Harris 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 2022 New York State Annual Report as submitted.

**E. 2023 Committee Assignments**

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 does hereby approve the Committee assignments for 2023.

Committee assignments are as follows:

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

Maintenance: T. Schoppel, B. Sonnenshein

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

**F. 2022 Budget and Finance Committee/Treasurer's Report**

V. Caramante submitted a written report: As of December, 2022 Year Revenues for the TFL were \$896,181.14, a 5.4% increase over 2021 revenues. School District funding of approximately \$154K was received in November. Expenses totaled \$751,067. Cash balances equaled \$514,595, of which \$53,100 is restricted under a bequest. No amounts were drawn under the \$100K line of credit so there is a zero balance outstanding as of December 31, 2022. As a reminder, the line of credit was established to provide enhanced liquidity for the TFL. Retaining the LOC is recommended.

The Board will explore investing funds externally in treasury bills and will explore earmarking a portion of fund balance for capital reserves.

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

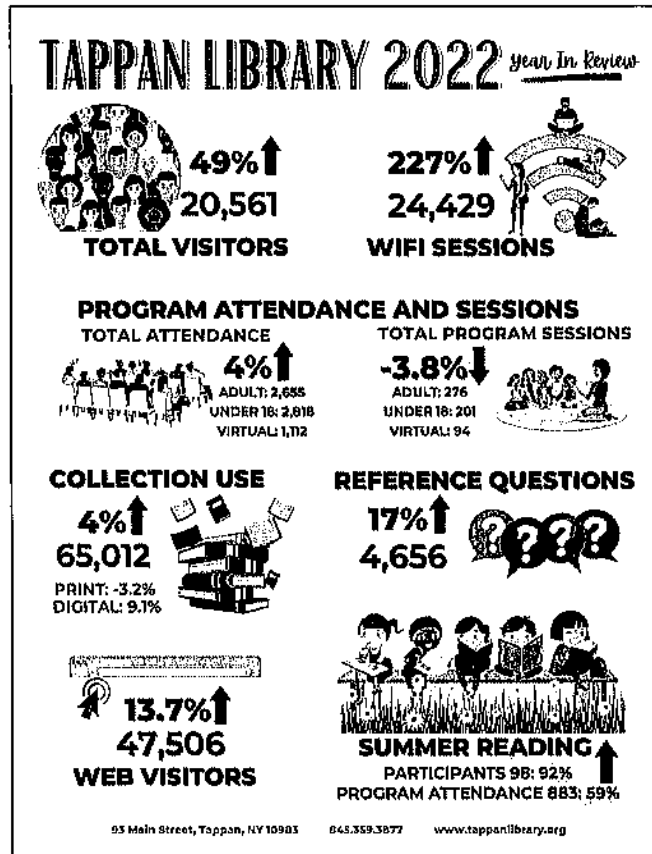
**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts and approves the Treasurer's Annual Report for 2022.

**G. Director's Report**

The Director's report was reviewed. In addition to the stats in the NYS Annual Report, 2022 Year End usage highlights were presented.

T. Schoppel made the following motion, seconded by T.J 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 Annual Report for 2022.



**H. Old Business**

None

**I. New Business**

None

**J. Adjournment**

With no further business, T. Schoppel motioned to adjourn the Annual Board meeting of the TFL and seconded by B. Sonenshein with all in favor. Meeting adjourned at 7:18 PM.

# Tappan Free Library

## Board Meeting Minutes – February 16, 2023

**Present:**

Dr. Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
Raleigh Tozer, Vice President  
Gina Harris, Trustee  
Beatrice Sonnenshein, Trustee  
TJ Mignone, Trustee

Sara Nugent, Director

**Absent:**

Victoria Caramante, Treasurer  
Valerie Kersting, Secretary

**I. Call to Order**

Dr. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:20PM on Thursday, February 19, 2023 announcing a quorum.

**II. Approval of Minutes**

G. Harris 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 January 19, 2023 Board meeting.

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

V. Caramante submitted a written report:

We received our funding from the Town; it does not show on the P&L report because it was deposited in February. You'll see about \$400 less in spending on books and materials compared to Jan. 2022. This is just a timing issue. Under Operating Expenses you'll note \$0 spent Jan. 2023 vs. \$6116 spent in Jan. 2022. In 2022, a payment for flood insurance was paid; for 2023 this is a timing issue. Gas & electric is higher in 2023 vs. 2022; we are bill separately for gas and electric; both were paid out in Jan. 2023, plus there is a rate increase. You'll see over \$2800 in programming expenses for Jan. 2023 vs. \$622 in Jan. 2022. Last year programming was still curtailed due to COVID, and for 2023, several checks were cut in advance of the actual programming, in part due to the process/timing of check approval by the Board. After reviewing the Treasurer's report for January B. Sonnenshein made the following motion, seconded by G. Harris, and approved unanimously with none opposed and none abstaining:

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts the February 2023 Treasure's Report as submitted.

Additional items V. Caramante noted were also discussed. With current limitations in T-Bills, R. Tozer will continue to explore alternative banking options that may yield a higher interest rate. In addition to the brick and mortar options, including Connect One Bank, online banking options will also be considered. The Board will continue to discussing a capital reserve fund at a future date.

Check detail report from December 19, 2022 – February 16, 2023 was reviewed and signed by R. Tozer.

**IV. Director's Report**

S. Nugent's report reviewed and discussed.

Additionally, the AED has arrived. TJ Mignone will check to see if his training is open for the public. K. Keefe-Cooperman will also contact SOAC. S. Nugent said she too has an on-site option with a private CPR/AED/Narcan training. T. Schoppel also mentioned that his wife could offer CPR training for the staff.

**VI. Committee Reports**

**a) Maintenance/Landscape**

The proposal from DeLeonardis was reviewed. After discussion T. Schoppel made the following motion, seconded by T.J Mignone and approved, with none opposed and one abstaining:

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby accepts and approves DeLeonaris proposal for the electrical repair and replacement of lighting fixtures for a cost not to exceed \$3960.

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

**VII. Old Business** – none

**VIII. New Business**

K. Keefe-Cooperman asked that S. Nugent explore adding a sensory storytime targeted to children ages 2-5 to address the County's increasing ASD community.

**VIII. Adjournment**

T. Schoppel motioned to adjourn the Board meeting of the TFL and seconded by G. Harris all in favor. Meeting adjourned at 7:54 PM.

# Tappan Free Library

## Board Meeting Minutes – March 16, 2023

### Present:

Dr. Kathleen Keefe-Cooperman, President  
Victoria Caramante, Treasurer  
Valerie Kersting, Secretary  
Beatrice Sonnenshein, Trustee  
TJ Mignone, Trustee

Sara Nugent, Director

### Absent:

Thano Schoppel, Vice President  
Raleigh Tozer, Trustee  
Gina Harris, Trustee

### I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:02PM on Thursday, March 16, 2023 announcing a quorum.

### II. Approval of Minutes

V. Caramante made the following motion, seconded by V. Kersting, 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, 2023 Board meeting.

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 2023 Annual Meeting on February 16, 2023.

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

V. Caramante reviewed the financial reports noting no unusual expenses or significant deviations from 2023 plan. Orangetown funding was received and indicating on this month's financial reports. Berard & Associates will be presenting the 2022 audit findings on April 20<sup>th</sup>.

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts the March 2023 Treasurer's Report as presented.

After discussion regarding proposal to create a capital account and current banking issues and related FDIC limits.

TJ Mignone 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 hereby authorizes the creation of a segregated Capital Improvements account, and authorizes S. Nugent open the new account with Webster bank and directs S. Nugent to transfer \$250,000 from the operating account into the Capital Improvement account.

S. Nugent will follow up with Webster representatives regarding current FDIC coverage and specifics on our collateralization insurance agreement for funds exceeding \$250,000 FDIC limits.

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

### IV. Director's Report

S. Nugent's report reviewed and discussed. The Board asked S. Nugent to look into costs for stand alone study pods. After review and discussion of Frontline's proposal for replacements of staff machines purchased between 2015-2018 which are outside of Windows support

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts and approves Frontline Data's proposal to replace four staff machines and one community room laptop at \$6000.

A suggestion was made to replace the next out of date public machine with a Mac not a PC.

**VI. Committee Reports**

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

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

**VII. Old Business – none**

**VIII. New Business**

The May board meeting will be held on Thursday, May 11<sup>th</sup> at 7pm.

**VIII. Adjournment**

K. Keefe Cooperman motioned to adjourn the Board meeting of the TFL and seconded by B. Sonnenshein all in favor.  
Meeting adjourned at 7:32 PM.



# Tappan Free Library Board Meeting Minutes – April 20, 2023

## Present:

Dr. Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
Victoria Caramante, Treasurer  
Valerie Kersting, Secretary  
Beatrice Sonnenshein, Trustee  
TJ Mignone, Trustee  
Raleigh Tozer, Trustee  
Gina Harris, Trustee  
  
Sara Nugent, Director

Guests: David Raiken, Auditor Berard & Associates  
George Morfogen, Manger 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 20, 2023 announcing a quorum.

## II. Approval of Minutes

V. Caramante made the following motion, seconded by V. Kersting, 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 March 16, 2023 Board meeting.

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

V. Caramante reviewed the financial reports noting no unusual expenses or significant deviations from 2023 plan.

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts the April 2023 Treasurer's Report as presented.

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

G. Morfogen and D. Raiken presented the 2022 audit results and provided the Board with a clean unqualified opinion of 2022 financials. G. Morfogen stated the Library is in a good financial position noting the increase in SOCSO funding and fully satisfying the mortgage. D. Raiken will issue the final bound audit copies. K. Keefe-Cooperman signed the letter of engagement and V. Caramante signed the form 8879 allowing Berard & Associated to file the 990 electronically.

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 2022 Audit report and the 2022 990 as presented and prepared by Berard & Associates.

## IV. Director's Report

S. Nugent's report reviewed and discussed.

The Board reviewed the Johnson Control proposal for a full replacement of AHU3's compressor and after discussion V. Caramante made the following motion, seconded by K. Keefe-Cooperman, and approved unanimously with none opposed and none abstaining:

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees hereby accepts Johnson Control's proposal for work related to AHU3s compressor as presented for a cost of \$9,589.95.

The Board reviewed the existing Collection Development, Selection & Consideration of Materials policies and after discussion and with only a few minor grammatical corrections

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 reaffirms the Tappan Library's Collection Development, Selection & Consideration of Materials Policies.

**VI. Committee Reports**

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

**VII. Old Business –**

259 Funding options were again discussed with some initial and estimated figures. More discussion to follow in later months. There will be no 2023 referendum.

**VIII. New Business**

Discussion of the newly implemented 2 hours of required Board training/continuing education. The Board will set up a session in the upcoming months. S. Nugent will also circulate online options that will allow trustees to satisfy the requirement. This 2 hours is in addition to the annual Anti Harassment training required in NYS.

**VIII. Adjournment**

T. Schoppel motioned to adjourn the Board meeting of the TFL and seconded by V. Kersting all in favor. Meeting adjourned at 7:56 PM.

# Tappan Free Library

## Board Meeting Minutes – May 11, 2023

### **Present:**

Dr. Kathleen Keefe-Cooperman, President  
Victoria Caramante, Treasurer  
Valerie Kersting, Secretary  
Beatrice Sonnenshein, Trustee  
Raleigh Tozer, Trustee  
Sara Nugent, Director

### **Absent:**

Thano Schoppel, Vice President  
TJ Mignone, Trustee  
Gina Harris, Trustee

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

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:01 PM on Thursday, May 11, 2023 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 April 20, 2023 Board meeting.

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

V. Caramante reviewed the financial reports noting no unusual expenses or significant deviations from 2023 plan.

V. Kersting 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 May 2023 Treasurer's Report as presented.

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

Discussion continued on the CD proposal with Chase Bank. After discussion

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 authorizes V. Caramante, K. Keefe-Cooperman, and S. Nugent to open a deposit account at Chase Bank in the amount of \$250,000, of which \$249,000 will be put into a 3-month CD and \$1000 will be deposited into a checking account and further authorizes \$250,000 to be transferred from Operating Savings account at Webster to fund the new Chase Bank checking account and CD.

S. Nugent will contact Chase for a date and time to meet at Chase to open the accounts with V. Caramante and K. Keefe-Cooperman.

V. Caramante discussed a proposal from Connect One bank that TJ Mignone had sent. The proposal included a high yield money market account. No action taken, but tabled for further investigation.

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

S. Nugent's report reviewed and discussed.

### **VI. Committee Reports**

#### **a) Maintenance/Landscape**

V. Caramante asked S. Nugent to secure estimates to address the issue with the front entry path.

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

### **VII. Old Business - none**

### **VIII. New Business - none**

### **VIII. Adjournment**

V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by V. Kersting all in favor. Meeting adjourned at 7:41 PM.

# **Tappan Free Library**

## **Board Meeting Minutes – June 15, 2023**

### **Present:**

Dr. Kathleen Keefe-Cooperman, President  
Victoria Caramante, Treasurer  
Raleigh Tozer, Trustee  
Sara Nugent, Director

### **Absent:**

Thano Schoppel, Vice President  
TJ Mignone, Trustee  
Gina Harris, Trustee  
Valerie Kersting, Secretary  
Beatrice Sonnenshein, Trustee

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

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:20PM on Thursday, June 15, 2023 announcing no quorum. All items have been tabled.

### **II. Approval of Minutes - tabled**

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

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

S. Nugent's report reviewed and discussed

### **VI. Committee Reports**

- a) Maintenance/Landscape - tabled
- b) Human Resources/Personnel

### **VII. Old Business - none**

### **VIII. New Business - none**

### **VIII. Adjournment**

# Tappan Free Library

## Board Meeting Minutes – July 20, 2023

**Present:**

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

**Absent:**

Valerie Kersting, Secretary

**I. Call to Order**

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:08PM on Thursday, July 20, 2023 announcing a quorum.

**II. Approval of Minutes**

T. Schoppel made the following motion, seconded by V. Caramante, 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 11 and June 16, 2023 Board meeting.

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

V. Caramante reviewed the P&L and cash reports noting no unusual expenses or significant deviations from 2023 plan. Check detail reports and bank reconciliations were reviewed and signed by V. Caramante. K. Keefe-Cooperman signed checks.

T. Schoppel made the following motion, seconded by G. Harris, 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 presented.

V. Caramante reviewed the proposed 2024 Operating budget to be included in the Town funding request. 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 approves a request for a 0% increase in funding to Orangetown to support the 2024 Operating Budget.

**IV. Director's Report**

S. Nugent's report reviewed and discussed.

**VI. Committee Reports**

**a) Maintenance/Landscape**

After review of the proposal for repair of the bluestone walkway,

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

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees accept and approves the proposal as submitted from Rock Solid for the repairs to the front walkway.

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

**VII. Old Business**

Reminder for the confirmed Board training date of August 17 at 6pm

**VIII. New Business – none**

**VIII. Adjournment** V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by G. Harris all in favor. Meeting adjourned at 7:29 PM.

# **Tappan Free Library**

## **Board Meeting Minutes – September 21, 2023**

**Present:**

Dr. Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
TJ Mignone, Trustee  
Gina Harris, Trustee  
Sara Nugent, Director

**Absent:**

Valerie Kersting, Secretary  
Beatrice Sonnenshein, Trustee  
Victoria Caramante, Treasurer  
Raleigh Tozer, Trustee

**I. Call to Order**

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:14PM on Thursday, September 21, 2023 announcing no quorum present. All items have been tabled.

**II. Approval of Minutes - tabled**

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

**IV. Director's Report**

S. Nugent's report reviewed and discussed

**VI. Committee Reports**

- a) Maintenance/Landscape - tabled
- b) Human Resources/Personnel

**VII. Old Business - none**

**VIII. New Business - none**

**VIII. Adjournment**

# Tappan Free Library

## Board Meeting Minutes – October 19, 2023

### Present:

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

Sara Nugent, Director

### I. Call to Order

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:03PM on Thursday, October 19, 2023 announcing a quorum.

### II. Approval of Minutes

T. Schoppel 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 July 20, 2023 and September 21, 2023 Board meetings.

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

V. Caramante reviewed the P&L and cash reports noting no unusual expenses or significant deviations from 2023 plan. Check detail reports and bank reconciliations were reviewed and signed by V. Caramante. K. Keefe-Cooperman signed checks.

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 presented.

V. Caramante reviewed the proposed options for Certificate of Deposit. After discussion and with special thanks to TJ Mignone for his work,

T. Schoppel made the following motion, seconded by V. Caramante, K. Keefe Cooperman, B. Sonnenshein, G. Harris, R Tozer in favor, TJ Mignone opposed. Motion passes.

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees approves the deposit of \$125,000 into a 6-month CD at 4.4/4.5% APY with Chase Bank.

V. Caramante made the following motion, seconded by R Tozer and approved unanimously with none opposed and none abstaining.

**BE IT RESOLVED THAT** the Tappan Library Board of Trustees approves the transfer of \$126,445 from Chase Bank to Webster Operating Savings account to support operating expenses for 2023.

### IV. Director's Report

S. Nugent's report reviewed and discussed.

### VI. Committee Reports

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

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

c) **Nominating Committee** – K. Keefe Cooperman appointed R. Tozer, B. Sonnenshein and TJ Mignone. Committee will present slate of officers for 2024 during the November meeting.

### VII. Old Business

K. Keefe Cooperman announced V. Kersting has resigned from the Board. In compliance with Article VII, Section II (required notice) and after discussion,

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 does hereby amend Article II, Section I of the Bylaws of the Tappan Free Library on October 19<sup>th</sup>, 2023 to reduce the number of voting Trustees from 8 to 7.

K. Keefe-Cooperman appointed G. Harris to fulfill the term as Secretary to the Board of Trustees.

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

After discussion of the Ramapo Catskill Library System's 2024 RCLS Budget

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 does not accept RCLS's 2024 budget.

After discussion of the Ramapo Catskill Library System's proposal to migrate to a new Integrated Library System in 2024,

V. Caramante 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 supports and accepts the Directors Association's recommendation to terminate all contracts with Sirsi Dynix and to migrate to ByWater Solutions' Koha ILS in 2024.

**VIII. Adjournment** V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by T. Schoppel all in favor. Meeting adjourned at 7:38 PM.



# Tappan Free Library

## Board Meeting Minutes – November 16, 2023

**Present:**

Kathleen Keefe-Cooperman, President  
Victoria Caramante, Treasurer  
Beatrice Sonnenshein, Trustee  
Raleigh Tozer, Trustee

Sara Nugent, Director

**Absent:**

Thano Schoppel, Vice President  
TJ Mignone, Trustee  
Gina Harris, Trustee

**I. Call to Order**

K. Keefe-Cooperman called to order the meeting of the Tappan Free Library Board of Trustees at 7:01PM on Thursday, November 16, 2023 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 October 19, 2023 Board meeting.

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

V. Caramante reviewed the P&L and cash reports noting no unusual expenses or significant deviations from 2023 plan. The new CD has been opened. SOCSO funding has been received and deposited. 2024 Budget will be reviewed at the December meeting.

Check detail reports and bank reconciliations were reviewed and signed by V. Caramante. K. Keefe-Cooperman signed checks.

R. Tozer 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 presented.

**IV. Director's Report**

S. Nugent's report reviewed and discussed.

**VI. Committee Reports**

- a) **Maintenance/Landscape** – no report
- b) **Human Resources/Personnel** – no report
- c) **Nominating Committee** – R. Tozer and B. Sonnenshein presented the following slate for officers for 2024 to move forward during the December meeting:

Kathleen Keefe-Cooperman, President  
Thano Schoppel, Vice President  
Victoria Caramante, Treasurer  
Gina Harris, Secretary

**VII. Old Business - none.**

**VIII. New Business - none**

**VIII. Adjournment** V. Caramante motioned to adjourn the Board meeting of the TFL and seconded by B. Sonnenshein all in favor. Meeting adjourned at 7:28 PM.

# Tappan Free Library

## Board Meeting Minutes – December 21, 2023

### Present:

Thano Schoppel, Vice President  
Victoria Caramante, Treasurer  
Beatrice Sonnenshein, Trustee  
Raleigh Tozer, Trustee\*(left early)  
TJ Mignone, Trustee  
Gina Harris, Secretary

Sara Nugent, Director

### Absent:

Kathleen Keefe-Cooperman, President

### I. Call to Order

V. Caramante called to order the meeting of the Tappan Free Library Board of Trustees at 7:02PM on Thursday, December 21, 2023 announcing a quorum.

### II. Approval of Minutes

B. Sonnenshein 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 November 16, 2023 Board meeting as submitted.

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

V. Caramante reviewed the proposed 2024 Budget and options for a 259 referendum , after discussion,

T. Schoppel made the following motion, seconded by G. Harris, 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 2024 Operating Budget:

*Whereas, the adoption of the 2024 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 2024 by at least the sixty percent of the board of trustees as required by state law on Thursday, December 21, 2023.

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 adopt the 2024 Operating Budget as presented.

Check detail reports and bank reconciliations were reviewed and signed by V. Caramante. V. Caramante signed checks.

V. Caramante discussed 2024 investment plans, discussion will continue in January.

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 presented.

### IV. Director's Report

S. Nugent's report reviewed and discussed.

### V. Committee Reports

#### a) Maintenance/Landscape

Electrical proposal was presented and discussed. After review

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 accepts the proposal from De Leonardis Electric for up to \$10,000 in lighting upgrades and repairs.

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

V. Caramante reported the Committee met on earlier on December 21, 2023 to review and discuss proposed 2024 salaries, director's 2024 salary, changes to 403b contribution rates for 2024, range for Assistant Director position and policy recommendations from Greenwald Doherty. After discussion the following motions were made:

T. Schoppel 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 the Personnel Committee's salary recommendations for 2024.

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

**BE IT RESOLVED THAT** the Tappan Free Library Board of Trustees hereby approves an increase to the Library's 2024 403b contribution for eligible employees from 8% to 10%.

**VI. Election of 2024 Officers to the Board of Trustees**

Hearing no nominations from the floor, V. Caramante reviewed the slate of officers for 2024 as presented by the Nominating Committee:

Kathleen Keefe-Cooperman: President,  
Thano Schoppel: Vice President,  
Victoria Caramante: Treasurer,  
Gina Harris: Secretary

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 Free Library Board of Trustees hereby accepts and approves the results of the election of Officers to the Board of Trustees for a one-year term starting on January 1st, 2024 ending December 31, 2024 and elects TJ Mignone to serve a five-year term as trustee starting January 1, 2024 ending December 31, 2028.

**VII. Old Business**

Collection Development policy revision was reviewed and discussed. 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 a revision the Collection Development Policy by increasing the duration for title removal consideration from "once in any twelve(12) month period" to "once in any five(5) year period."

**VIII. New Business - none**

**VIII. Adjournment** TJ Mignone motioned to adjourn the Board meeting of the TFL and seconded by B. Sonnenshein all in favor. Meeting adjourned at 7:38PM.

