

**MINUTES
HAVERSTRAW KING'S
DAUGHTERS PUBLIC
LIBRARY
Board of Trustees
Meeting July 8, 2025
7:30 p.m.**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Bonnie Koop
Teriann DiCarlo

Board Members Absent

Gail Kaiser
Sonia Burgos Crannage
Eileen Bookman

Staff

Claudia Depkin, Director
Lori Salotto, Assistant Director
Victor Contero, Principal Account Clerk
Tommy Russo, Clerk to the Board

Guests

None

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:34 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

Mr. Freeman read an email the library received from Joe Brancato, Artistic Director; Fran Newman-McCarthy, Vice President and Andrew Horn, Executive Director of Penguin Rep Theatre thanking the library for our hospitality on hosting their art exhibit fundraiser, Leaves of Legacy. They expressed how encouraging it is having a relationship with our "prestigious library" and invite all our staff to feel at home at Penguin Rep, Rockland's professional theatre. They also expressed special thanks to Administrative Assistant Tommy Russo for his support in setting up the exhibit and coordinating the event space as well as the custodial staff headed by Jessie Moore in preparing the room for them.

V. ORGANIZATIONAL MEETING

Mr. Freeman moved and cast one vote to continue the Slate of Officers for the 2025-2026 budget year as in the previous budget year:

Richard S. Freeman, President

Stephen Cobb, Vice President

Gail Kaiser, Financial Officer

Bernadette Koop, Secretary

Vote unanimous.

Mr. Freeman moved to approve the following designations for the 2025-2026 budget year:

Tommy Russo - Clerk to the Board

Richard S. Freeman, Gail Kaiser & Tommy Russo - Check Signees

Berard & Associates - Accounting Firm

James Birnbaum, Reda & Birnbaum, LLP - Attorney

TD Bank - Official Depository

2nd Tuesday of the month – Official Meeting Date

Journal News and Rockland County Times - Official Newspapers

Vote unanimous.

Mr. Freeman moved to approve the following Slate of Committees for the 2025-2026 budget year:

Personnel

Stephen Cobb, Co-Chair

Sonia Burgos Crannage, Co-Chair

Eileen Bookman

Teriann DiCarlo

Gail Kaiser

Budget

Gail Kaiser, Chair

Teriann DiCarlo

Bernadette Koop

Buildings & Grounds

Bernadette Koop, Chair

Stephen Cobb

Sonia Burgos Crannage

Policy Review

Gail Kaiser, Chair

Stephen Cobb

Bernadette Koop

Eileen Bookman

Vote unanimous.

The President of the Board is ex-officio member of all committees.

VI. MINUTES

Mr. Cobb moved to accept the Minutes of the June 10, 2025 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Line 1708 – Security Guard Contract – Good. We are half way through the current contract as it begins January 1st. This will be increased for the new budget though, to factor in coverage for the Village branch when our on-staff security guard is off. Line 1852 – Special Programs-Teens – Low. Ms. DiCarlo moved to approve the Long Profit & Loss vs. Actual July 2024 through June 2025 report. Ms. Koop seconded. Vote unanimous.

2. Checks – June 7 through July 3, 2025 – Check #18270 – AAA Cooleration Service, Inc. – Preventive maintenance for the Main branch. Check #18278 – Orange & Rockland-Ramapo Road – Gas and electric for the Main branch. Check #18331 – TK Elevator – Repairs made addressing issues found in yearly inspection. Check #18341 – TK Elevator – Quarterly payment for annual contract. Mr. Cobb moved to accept the Check Warrant June 7 through July 3, 2025 in the amount of \$169,207.77. Ms. DiCarlo seconded. Vote unanimous.

3. Ms. Koop moved to approve the attached list of transfers made from the TD Bank Sweep Account from June 7 through July 3, 2025. Mr. Cobb seconded. Vote unanimous. Ms. DiCarlo moved to approve two Payroll Warrants with the pay dates of June 11 and June 25, 2025 for payroll periods #25 and #26 of the 2024-2025 fiscal year. Mr. Cobb seconded. Vote unanimous.

VIII. DIRECTOR'S REPORT

Mr. Cobb moved to accept the July 8, 2025 Director's Report. Ms. Koop seconded. Vote unanimous.

IX. Committee Reports

1. Personnel – Nothing at this time.

2. Budget – Nothing at this time.

3. Buildings & Grounds – Mr. Cobb moved to make the application and accompanying documents for Public Library Construction Aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughters Public Library for application number 0386-26-1648 in the amount of \$123,030 to modernize Elevator Unit 2 at the Main Library. Ms. DiCarlo seconded. Vote unanimous.

Ms. Koop moved to make the application and accompanying documents for Public Library Construction Aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Haverstraw King's Daughters Public Library for application number 0386-26-1682 in the amount of \$37,287 to connect the Village Branch to municipal sewer, disconnect and remove the septic tank. Ms. DiCarlo seconded. Vote unanimous.

4. Policy – Nothing at this time.

X. OLD BUSINESS

Nothing to report.

XI. NEW BUSINESS

Nothing to report.

XII. ADJOURNMENT

Ms. Koop moved to adjourn the meeting at 8:21 pm. Mr. Cobb seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, August 12, 2025 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
August 8, 2025