MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
August 12, 2025
7:30 pm

HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY

Board Members Present	Board Members Absent
Richard S. Freeman, President	Gail Kaiser
Stephen Cobb	Teriann DiCarlo
Bonnie Koop	
Sonia Burgos Crannage	
Eileen Bookman	

Staff	Guests
Claudia Depkin, Director	None
Lori Salotto, Assistant Director	
Victor Contero, Principal Account Clerk	
Tommy Russo, Clerk to the Board	

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:32 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

There were no communications.

At this juncture, 7:33 pm, it was decided to deviate from the agenda and move to **New Business**.
Mr. Freeman read a Memorandum of Agreement from the Civil Service Employees Association, Local 1000 AFSCME, who are now representing the dissolved Haverstraw Library Staff Association, which read as follows:

MEMORANDUM OF AGREEMENT

-between the-

HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY

-and the-

CIVIL SERVICE EMPLOYEES ASSOCIATION, LOCAL 1000 AFSCME,

AFL-CIO (HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY WORKERS)

WHEREAS, the Haverstraw King's Daughters Public Library (the "Employer") and the Haverstraw King's Daughters Public Library Workers (which are purportedly represented by the Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO ("CSEA") as the purported result of a showing of interest and purported presentation of authorization cards) (hereinafter collectively referred to as the "Union") (the Employer, CSEA, and the Union collectively referred to herein as the "Parties" and individually as "Party") are currently engaged in negotiations for a collective bargaining agreement ("CBA"); and

WHEREAS, the employees of the Employer were previously collectively organized in a staff association until May 2, 2025; and

WHEREAS, the Employer received notification on May 5, 2025, via two correspondence dated May 2, 2025 (the "May 2 Letters"), that the staff association was being dissolved and CSEA would be the new representative of the Employer's staff as of that date; and

WHEREAS, included within one of the May 2 Letters was a demand by CSEA that stated "all current terms and conditions of employment for all employees in the mentioned titles must remain unchanged until this issue is resolved, according to the Taylor Law"; and

WHEREAS, to ensure the Employer did not violate the Taylor Law (NY Civil Service Law §§200, et seq.) or violate the demand by CSEA by unilaterally changing terms and conditions of employment of its staff in matters that pertain to mandatory subjects of negotiation, certain pay raises that were approved by the Employer prior to the May 2, 2025 Letters were placed on hold until the Employer and Union could discuss this matter; and

WHEREAS, at all times relevant to this MOA, the Employer remained willing to provide said pay raises and conveyed that information to CSEA; and

WHEREAS, the Parties have discussed this matter and come to an agreement on how to proceed with the pay increases previously approved by the Employer; and

WHEREAS, the Parties are desirous of reducing that agreement to writing and wish to freely and voluntarily enter into this memorandum of agreement ("MOA'') to enumerate their understanding of said agreement.

NOW, therefore, the parties agree as follows:

1. The Parties agree that, retroactive to July 1, 2025, the salary schedule entitled "Schedule A," as attached hereto as Appendix A and that includes a 3% cost of living adjustment from the previous salary schedule, shall be implemented for employees of the titles referenced therein that began their employment with the Employer prior to July 1, 2012. Such staff shall be placed on the appropriate step of said salary schedule retroactively to July 1, 2025.

2. The Parties further agree that, retroactive to July 1, 2025, the salary schedule entitled "Schedule B," as attached hereto as Appendix B and that includes a 3% cost of living adjustment from the previous salary schedule, shall be implemented for employees of the titles referenced therein that began their employment with the Employer on or after July 1, 2012. Such staff shall be placed on the appropriate step of said salary schedule retroactively to July 1, 2025.

3. The Parties agree that no wrongdoing, violations of law or regulation, or any improper action has occurred by any Party as of the date of this MO A's execution. As such, the Parties agree that this matter is fully resolved to each Parties' satisfaction and that no claim, proceeding, grievance, arbitration, or any other action shall be commenced in relation to conduct by the Parties that has occurred prior to the date of execution of this MOA.

4. After the execution and any applicable ratification of this MOA, the parties shall continue to negotiate the terms of a collective bargaining agreement ("CBA") in good faith for the Employer's staff that are determined to be included within the applicable bargaining unit, the term of which shall commence on July 1, 2025. As part of those negotiations, the appropriate collective bargaining unit and the titles to be contained therein shall be determined. The terms of this MOA, to the extent that the salary increases discussed above were provided as of July 1, 2025, shall be enumerated within the CBA once it's completed. No further modifications of the terms and conditions of employment for the Employer's staff in the period of July 1, 2025, through June 30, 2026, shall be required unless agreed to in writing.

5. Upon the execution of this MOA, it shall be distributed to the staff as notification of the pay increases discussed herein.

6. Unless explicitly provided for within this MOA, other terms and conditions of employment for the Employer's staff shall remain unchanged.

7. This MOA represents the entire understanding and agreement between the parties in relation to the matters discussed herein. No modification of this MOA shall be valid unless it is in writing and signed by the parties hereto.

8. Each party hereto acknowledges that they have read the MOA, fully understands it, and have had all questions that they may have in regard thereto answered. Each party, being competent and of sound mind, enters into this MOA of their own free will and has not been coerced into doing so.

9. This MOA may be executed in one or more counterpart and electronic, scanned, or facsimile signatures shall have the same force and effect as original signatures for all purposes.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the 12 day of August, 2025.

V. MINUTES

Mr. Cobb moved to accept the Minutes of the July 8, 2025 Board of Trustees Meeting. Ms. Koop seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. After six weeks in to the current fiscal year we are 11.5% expended.

2. Ms. Bookman moved to approve the Pre-Adjusted Profit & Loss Budget vs. Actual, July 2024 through June 2025. Ms. Crannage seconded. Vote unanimous.

3. Long Profit & Loss vs. Actual July 1 through August 7, 2025 report. Line 1612 – Audio Media-Children – High, recent accumulation of purchases. Line 1625 – Periodicals – High, 6 month subscription payment for The New York Times and quarterly payments to other periodical subscriptions. Line 1720 – Inter Library Carrier – Payment for cumulative submissions of mileage logs for travel between the two branches. Mr. Cobb moved to approve the Long Profit & Loss vs. Actual July 1 through August 7, 2025 report. Ms. Koop seconded. Vote unanimous.

4. Checks – July 4 through August 7, 2025 – Check #18344 – Frontline Data Services – July payment, including equipment. Check #18440 – Payment for our Motion Picture License. Check #18450 – Frontline Data Services – July payment. Ms. Koop moved to accept the Check Warrant – July 4 through August 7, 2025 in the amount of $262,584.25. Ms. Bookman seconded. Vote unanimous.

5. Mr. Cobb moved to approve the attached list of transfers made from the TD Bank Sweep Account from July 4 through August 7, 2025. Ms. Crannage seconded. Vote unanimous. Ms. Bookman moved to approve three Payroll Warrants with the pay dates of July 9, July 23, and August 6, 2025 for payroll periods #1, #2, and #3 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Mr. Cobb moved to accept the August 12, 2025 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Mr. Cobb moved to establish the position Human Resources Generalist. Ms. Bookman seconded. Vote unanimous. Ms. Crannage moved to appoint Erick Sanchez to the position of Library Clerk I. Mr. Cobb seconded. Vote unanimous. Ms. Crannage moved to accept the resignation of Melanie Diaz, Page. Ms. Koop seconded. Vote unanimous.

2. Policy – Nothing at this time.

3. Buildings & Grounds – Ms. Koop moved to close out Public Library Construction Grant 0386-24-0520 Security Camera System - Main Library. Ms. Crannage seconded. Vote unanimous. Ms. Koop moved to close out Public Library Construction Grant 0386-24-0524 Security Camera System - Village Library. Mr. Cobb seconded. Vote unanimous.

4. Budget – Nothing at this time.

IX. OLD BUSINESS
Nothing to report.

X. NEW BUSINESS
Reported earlier.

XI. ADJOURNMENT
Ms. Crannage moved to adjourn the meeting at 8:29 pm. Ms. Bookman seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, September 9, 2025 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
September 5, 2025