MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
July 14, 2026
7:30 p.m.

HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY

Board Members Present	Board Members Absent
Richard S. Freeman, President	
Stephen Cobb	
Bonnie Koop	
Sonia Burgos Crannage	
Teriann DiCarlo	
Richard Seta	
Kenneth Byman	

Staff	Guests
Claudia Depkin, Director	None
Lori Salotto, Assistant Director	
Victor Contero, Principal Account Clerk	

I. CALL TO ORDER
Mr. Freeman called the meeting to order at 7:37 pm.

II. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS
There were no visitors.

Mr. Freeman administered the Oath of Office to Kenneth Byman and Richard Seta at 7:39 pm.

IV. COMMUNICATIONS
There were no communications.

V. ORGANIZATIONAL MEETING

Mr. Freeman moved and cast one vote to continue the Slate of Officers for the 2026-2027 budget year as in the previous budget year:

Richard S. Freeman, President
Stephen Cobb, Vice President
Teriann DiCarlo, Financial Officer
Bernadette Koop, Secretary

Seconded by Ms. Koop. Vote unanimous.

Mr. Freeman moved to approve the following designations for the 2026-2027 budget year:

Tommy Russo - Clerk to the Board
Richard S. Freeman, Teriann DiCarlo & Tommy Russo - Check Signees
Berard & Associates, PC - 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. Cobb moved to approve the following Slate of Committees for the 2026-2027 budget year:

Personnel
Sonia Burgos Crannage, Chair
Stephen Cobb
Teriann DiCarlo

Budget
Teriann DiCarlo, Chair
Bernadette Koop
Richard Seta

Buildings & Grounds
Bernadette Koop, Chair
Stephen Cobb
Kenneth Byman

Policy Review
Stephen Cobb, Chair
Bernadette Koop
Sonia Burgos Crannage

Ms. DiCarlo seconded. 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 9, 2026 Board of Trustees Meeting. Ms. Crannage seconded. Vote unanimous.

VII. FINANCIAL REPORTS

1. Long Profit & Loss vs. Actual July 2026. Ms. DiCarlo moved to approve the Long Profit & Loss vs. Actual July 2026 report. Mr. Byman seconded. Vote unanimous.

2. Checks – June 6, 2026 through July 10, 2026 – Check #19523 – NTS Data Services, LLC – Election management company the library contracted for our annual budget vote and Trustee Election. Check #19524 – AAA Cooleration Service, Inc. – Preventative maintenance in the Village branch. Check #19572 – AAA Cooleration Service, Inc. – Preventative maintenance on all HVAC units at both buildings including replacing refrigerant and belts. Check #19591 – U.S. Omni & TASCG Compliance Services – 403B from payroll, pass-through. Check #19596 – U.S. Omni & TASCG Compliance Services – 403B from payroll, pass-through. Check #19618 – TK Elevator – Maintenance agreement. Ms. DiCarlo moved to accept the Check Warrant June 6, 2026 through July 10, 2026 in the amount of $295,444.72. Mr. Cobb seconded. Vote unanimous.

3. Ms. DiCarlo moved to approve the attached list of transfers made from the TD Bank Sweep Account from June 6 through July 10, 2026. Mr. Byman seconded. Vote unanimous. Ms. DiCarlo moved to approve three Payroll Warrants with the pay dates of June 10 and June 24, 2026 of the previous fiscal year and July 8, 2026 of the current fiscal year. Mr. Seta seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin wished to add to the Director's Report that we've received 80% of the RFP for the public elevator. The next grants to be submitted will be for the staff elevator in the Main branch and the septic and sewer at the Village branch. New grants have been submitted for new boilers for both branches and new signage for the Village branch. Mr. Cobb moved to accept the July 14, 2026 Director's Report. Ms. Koop seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. Personnel – Nothing at this time.

2. Policy – Mr. Cobb moved to approve the 2027-2031 RCLS Plan of Service as presented. Ms. Crannage seconded. Vote unanimous. Mr. Cobb moved to approve the 2027-2031 RCLS Direct Access Plan as presented. Ms. Koop seconded. Vote unanimous.

3. Budget – Nothing at this time.

4. Buildings & Grounds – Ms. Koop move to approve 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 0386-27-2196 to replace two boilers and sliding glass front doors. Mr. Byman seconded. Vote unanimous.

Ms. Koop move to approve 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 0386-27-2197 to replace two boilers and install an illuminated sign. Mr. Cobb seconded. Vote unanimous.

IX. OLD BUSINESS
Nothing to report.

X. NEW BUSINESS
The next installment of the Haverstraw and the American Revolution program, presented by Town Historian Stephen Cobb, will occur on Tuesday, August 11 at 7:00 pm in the Community Room of the Main Library.

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

The next regular scheduled meeting is Tuesday, August 18, 2026 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
August 14, 2026