



**MINUTES**

**The Chappaqua Library  
Special Board of Trustees Meeting**

April 18, 2023, 12:00pm

Chappaqua Library Programs Room and by videoconference

**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff
<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Robert Conrad, Library Director
Brian Cook, Finance Officer	Shantell Pena, Staff Assistant
Dana Wu, Secretary	
Liz Haymson, Member-at-large, Past President	<b>Attending:</b>
	Marge Perlin, Head of Circulation and Payroll Administrator
<b>By Videoconference</b> (due to Extraordinary Circumstances)	
	Sally Scudo, Head of Technical Services
Pam Moskowitz, Vice President	

- I. J Fahey called the public meeting to order at 12:11 pm and all stood for the Pledge of Allegiance.
- II. Roll call was taken.
- III. **Budget review:** This is the board’s third detailed review of a draft 2023/2024 budget.

R Conrad explained that he needed the Board to adopt the Proposed Budget, termed “Working Draft B.” for two purposes: for inclusion in the Budget Notice community mailing and addition of the tax levy increase onto the ballot. The proposed budget was displayed on the screen via videoconference for Board and public viewing.

R. Conrad confirmed a capital reserve philosophy of a definition of capital as excluding professional services; this strict definition increases the professional services expense line item. E. Haymson asked for clarification of the previously committed expenses. B. Cook clarified that had been included the summary provided and reminded the Board of the previously approved services and professional services contracts. E. Haymson inquired as to the longterm, unfilled Assistant Director position and D. Wu and B. Cook clarified that that line item had been previously removed. D. Wu questioned the expected treatment of the capital reserve in the Budget Notice and recommended narrative explaining the yoy differential. R. Conrad reminded all that the public only votes on the tax levy increase. J. Fahey inquired as to the items included in the professional services line item. It was agreed that this included the Theater AV refurbishment consultation, the Children’s Area design and up to 50% of the KG+D Façade design consultation. R. Conrad explained the purpose of the Children’s Area design to add both furniture and a sense of wow or wonder for the children/patrons. E. Haymson stated a preference for no design of the Children’s Area. The tax cap was discussed. R. Conrad explained the need for some flexibility in budgeting to allow for reasonable operating over the course of the year. R. Conrad

characterized the budget as conservative. J. Fahey inquired as to the timing of the Theater assistant expense and the offsets to the proposed custodian hire. J. Fahey reminded all that the salary increase percentage proposed slightly exceeds peer reporting (with nominal overall impact, approx. \$9,000) but it was acknowledged that our library is exceptional among peers and inflation was acknowledged as well. It was agreed that the Theater assistant could alternatively be pursued as a vendor with no overall budget impact. It was agreed that R. Conrad was requesting budgeting for a full-time custodial hire based on the probable outcome of unavailability of a part-time hire. D.Wu confirmed the inclusion of the new security vendor. E. Haymson questioned fines revenue and R. Conrad explained the prior 6 months basis for the \$12,000 projection. E. Haymson questioned the investment income estimation and R. Conrad explained the prior 6 months basis for the \$8,000 projection. B. Cook recommended reducing the capital reserve budget addition to zero in view of the Library's \$1.4 million capital fund ("Capital Fund – General").

It was agreed that the Board will revisit its capital reserve appropriateness and provide any needed Trustee financial education in a subsequent meeting.

J. Fahey repeatedly called E. Haymson to order for meeting behavior.

**MOTION** to accept the budget as presented amended to include a zero capital reserve amount, decreased from \$15,000.

Motion by: B. Cook

Second by: J. Fahey

The motion was approved by B. Cook, J. Fahey, P. Moskowitz, D. Wu

E. Haymson abstained.

**IV.** There were no public comments.

**V. NEXT MEETINGS:**

A. Regular: Monday, April 24, 2023, 7:00 pm, The Chappaqua Library Theater and by video

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**VI. Motion for meeting adjournment at 1:08pm**

**MOTION** by: B. Cook

Second by: D. Wu

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**The Chappaqua Library Board of Trustees**

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