



**DRAFT MINUTES**

**The Chappaqua Library**  
**Board of Trustees Special Meeting**  
**Thursday, October 5, 2023, 6:30pm**  
 Chappaqua Library Program Room  
 Format: In-person

The CCSD community are encouraged to attend in person. The Board Packet is posted on the Library website (<https://www.chappaqualibrary.org/index.php/board-of-trustees>) prior to the meeting. Meeting minutes will follow on the website at prescribed timing.

**Presiding Officer:** Jennifer Fahey, President  
 Necessary follow-up in red.

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Shantell Pena, Staff Assistant	
John Harrison, Secretary		
George Benack, Member-at-Large	<b>Presenting:</b>	
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
Pam Moskowitz, Vice President (exiting at 7:30pm)		
<b>Absent:</b>		
Brian Cook, Finance Officer		

**I. CALL PUBLIC MEETING TO ORDER**

A. J. Fahey called the meeting to order at 6:30pm, emergency exits were noted and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

A. Quorum was achieved with 3 present Trustees. (P. Moskowitz non-voting participation, B. Cook absent)

**IV. APPROVAL OF THE ORDER OF THE AGENDA**

J. Fahey apologized to the Trustees for the date confusion. We had agreed to change the meeting cadence and she implemented in October instead of November as was later agreed (once we had B. Cook's concurrence.)

**V. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL**

**MOTION: It was moved that the Board** enter Executive Session at 6:36pm (with the goal of returning to public session by 7:00pm) to discuss the Librarian III recruiting candidates.

Motion by: J. Harrison

Second by: J. Fahey

Discussion: None  
In favor: G. Benack, J. Fahey, J. Harrison  
Against:None  
Abstained: None

**MOTION: It was moved that the Board** terminate the Executive Session at 7:02PM pm and re-enter the public meeting.

Motion by: J. Harrison  
Second by: J. Fahey  
Discussion: None  
In favor: G. Benack, J. Fahey, J. Harrison  
Against:None  
Abstained: None

## VI. BOARD ADMINISTRATION

### A. Bank Signatories

It was noted that the prior Library Director failed to add George Benack and John Harrison as bank signatories also. **It was agreed that the Finance Committee will ensure that the signatories reflect all prior Board approvals.**

**MOTION: It was moved that the Board** terminate Robert Conrad as signatory for the Chappaqua Central School District Public Library Valley Bank checking and money market accounts effective September 27, 2023.

Motion by: G. Benack  
Second by: J. Harrison  
Discussion: There was a discussion of the potential changes to the Board's check signing practices.  
In favor: G. Benack, J. Fahey, J. Harrison  
Against:None  
Abstained: None

### B. Finalization of (Library Director III) Search Committee members (our thanks to all!):

- Pam Moskowitz, Chair, Library Trustee, Chappaqua Library
- George Benack, Library Trustee, Chappaqua Library
- Denise Mincin, Head of Adult Services, Chappaqua Library
- Shantell Pena, Staff Assistant, Chappaqua Library
- Kristin Acocella, Trustee, Friends of the Chappaqua Library

B. J. Fahey discussed the changes with Payroll approvals – in the absence of the Library Director, the process requires Board member review every two weeks. J. Fahey and P. Moskowitz performed a review 10/3/2023 and ideally one of them can do the same every two weeks (or until an Interim Library Director or new Library Director are hired).

C. (External) cooling tower (a roof-based system that rejects waste heat) positive Legionella bacteria testing results received by the Library Director from Nalco (an Ecolab company) on Monday afternoon 9/25/2023.

- i. Cooling tower was promptly taken out of service Monday 9/25/2023 and disinfected Tuesday morning 9/26/2023 prior to Library opening  
Cooling tower disseminates heat from the building -- No internal systems impacted

- ii. Required notice given to Westchester County Department of Health Friday 9/26/2023
- iii. Post cleaning testing performed Friday 9/29/2023, results will take 14+ days
- iv. Notice posted on Library website Friday 9/29/2023

## VII. PUBLIC COMMENTS

There were no public comments.

## VIII. COMMITTEE REPORTS

Formal reporting by committees occurs in regular meetings; however, while we work to fill our Library Director position we will ask committees to also report in in Special Meetings to keep the Board apprised of priorities and activities underway and to be assured of progress toward objectives in the absence of a Library Director.

### A. Standing Committees:

- . **Finance Committee** – B. Cook, Chair; G. Benack to review
  - Key takeaways from 9/21/2023 training with NawrockiSmith, Recommendations and Next Steps
    - G. Benack: Training satisfactory
    - J. Fahey: Audit data and cyber recommendations were useful; **Noted many follow-ups for Finance Committee in the 9/23/2023 meeting minutes.**
    - **The Finance Committee is reminded to respond in writing to PKF OD regarding their recommendations in the PKF OD 2022 Audit no later than November 23, 2023 (within 6 months).**
      1. The Library should keep a separate trial balance for each of its governmental funds and capital assets should be tracked separately
        - *See below: Board agreed 10/5/2023 to engage NawrockiSmith to do so*
      2. We recommend that Library begin to run payroll change reports during each pay period run to review changes made. This will ensure that the payroll information is accurate and up to date.
        - Implemented in 4/2023 by M. Perlin
  - **Claims Audit Process needs to be specified** by the finance Committee – Finance Officer is sign-off
  - Insurance Agent: J. Fahey advised that, in line with our Board’s stated preference for utilization of local businesses where possible, all things being equal, a schedule of insurance (with Regan Agency on L.I.) has been provided to Levitt-Fuirst to review and indicate competitive proposals for a probable change in 2024 (primarily 9/1/2024 expirations)
  - Clarifying issues with Valley Bank: investments, online checking implementation process and costs, ETF, Endowments update
    - Endowment Update – G. Benack
      - Reader’s Digest endowment: \$40,044
        - The amount is not held in any segregated account.
        - The account generates very little interest income
        - The main checking account is collateralized

- Carol Furth Fund - \$50,000, with no restrictions
- Garden Fund: To be solely spent on staff
- o Seeking bank alternatives for 50% of Capital Fund – G. Benack

**MOTION: It was moved that the Board:** approve the Finance Committee to expand the Library’s contract with NawrockiSmith to include a monthly on-site visit to review and provide a report to the Board on the following:

Monthly Internal Control Testing Services (Rotate 2-4 areas per month)

- o Review credit card usage and supporting documentation
- o Test purchasing, disbursements and claim supporting documents
- o Test payroll transactions
- o Test cash receipts
- o Test human resource files
- o Test leave accruals, vacation and comp time
- o Other test – to be determined as needed/requested

The estimated fee for a monthly visit and a summary report of results (testing the items on a rotational basis, 2-4 areas per visit) is **\$1,350 per month**. Once the new Library Director is comfortably in place, we may choose to change the review frequency to every other month or quarterly.

Motion by: G. Benack

Second by: J. Harrison

Discussion:

- G. Benack stated his expectation that NawrockiSmith review the Money Market and capital fund accounts back to 2/2022.
- Marge Perlin raised the concern that the NS efforts will increase staff workload

In favor: G. Benack, J. Fahey, J. Harrison

Against:None

Abstained: None

**It was agreed that the Finance Committee would convey this approval to Nawrocki Smith.**

**ii. Personnel Committee – J. Harrison, Chair**

- Employee Handbook update – BSK provided an updated version 10/2/2023; **Board performing initial review**
- Discussion of a formal appointment of the Webmaster
  - o George B. commented that he had conversation with the library staff about the role that a formal library webmaster might perform
  - o Webmaster candidate has requested a salary increase to reflect this role

**iii. Policy / Bylaws Committee – P. Moskowitz, Chair; J. Harrison presenting**

- **Creation of a new Credit card policy**
  - o As recommended by NawrockiSmith

- o S. Pena confirmed there is only one credit card and access is requested through the Library Director or Staff Assistant inclusive of identification of purpose
- o TKirchner of WLS provided useful template
- o Committee urged to work with Finance Committee in drafting
- **Update of Purchasing/Bidding Policy**
  - o Policy was reviewed by BSK
  - o The Facilities Consultant recommended an increase from \$2,000 to \$5,000 for approvals by the Library Director.
  - o It was agreed that the Board will leave the current threshold in place until a new Library Director is in place and has garnered comfort with a higher discretionary threshold.
- **New Claims Audit Policy required** specifying the process we will adhere to (requires guidance from Finance Committee)

iv. **Building and Grounds Committee – J. Fahey, Chair**

- KG+D proposals and Next Steps
  - o J. Fahey recommended **finalization of recommendations back to KG+D on proposals, options and prioritization.**
  - o 11/14/2023 1pm CCSD BOE facilities committee meeting
- Theater A/V Project update – S. Pena
  - o Equipment on order
  - o Installation expected to begin in December
  - o Grant approval received for 40% excluding services
- **Forthcoming RFPs** requested from Bill Link, Facilities Consultant
  - o Weekend Cleaners (current Arco)
  - o “Project Wonder” – Children’s Area design and furniture
  - o Roof Electrical Panel
  - o Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
- Status update meeting with Stratagem Security planned for 10/10/2023

**MOTION: It was moved that the Board:** approve the Facilities Consultant to research and contact streambed management consultants or experts via an RFP to advise and ideally implement a solution to the recurring flooding from Tercia Brook, which encircles the Library and its parking lots and which has overflowed its banks numerous times causing dangerous currents in the stream, surface erosion and potentially a dangerous situation for staff and patrons in our parking lots.

Motion by: J. Fahey  
 Second by: J. Harrison  
 In favor: G. Benack, J. Fahey, J. Harrison  
 Against: None  
 Abstained: None

**B. Ad-hoc Committees:**

- i. **Communications Committee – G. Benack, Chair**
  - *The Examiner* introduction and meeting
    - o G. Benack and J. Fahey met with Martin Wilbur from The Examiner
  - New website progress toward implementation

- o Under review - ready to go live
  - o Going live on November 1st
  - Library-in-Charge determination and communication for emergency
  - WLS Cyber Security or SOC audit
    - o T. Kirchner response to J. Fahey was thorough: regarding WLS audit history and planned phishing campaign – per M. Perlin already implemented
    - o Appropriate to ensure staff training in preparation?
- ii. **Search Committee** – P. Moskowitz, Chair; G. Benack
- Lists, steps taken and planned by the library search committee
    - o The committee has been following the canvassing and the “rule of three” spelled out in civil service law
  - (per 10/2/2023 Special Meeting) It was observed that there was a strong desire from the library staff for the appointment of an interim library director

**MOTION: I move that the Board:** approve the Search Committee to conduct a search for qualified candidates for an interim Library Director to perform the responsibilities of Library Director following the resignation of our prior Library Director effective 9/27/2023 and to assist with the transition of our new Library Director when hired; within the 2023-2024 budget framework.

Motion by: G. Benack  
 Second by: J. Harrison  
 In favor: G. Benack, J. Fahey, J. Harrison  
 Against: None  
 Abstained: None

**IX. NEXT STEPS / RESPONSIBILITIES**

- A. Regular Meeting Board Packet target posting due date: **October 9, 2023** – S. Pena
- A. Secretary to note all action items for the Board.

**X. NEXT MEETINGS:**

- A. **Regular: Monday, October 23, 2023 7:00pm**, in person in The Chappaqua Library Theater and by video – changed date from prior website notice
- B. **Special: Thursday, November 2, 2023 7:00pm**, in person in the Programs Room  
 Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**XI. ADJOURNMENT**

**MOTION: It was moved that the Board:** adjourn the public meeting at 9:00pm.

Motion by: J. Fahey  
 Second by: J. Harrison  
 In favor: G. Benack, J. Fahey, J. Harrison  
 Against: None  
 Abstained: None

Chappaqua, NY 10514

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