



**The Chappaqua Library**  
**Board of Trustees Meeting Minutes**  
Monday, March 27, 2023, 7:00pm  
Chappaqua Library Theater and via Zoom

<p><b>Attendance – In Person</b> Jennifer Fahey, President Elizabeth Haymson, Member-at-large/Past President (exited abruptly at Dana Wu, Secretary</p> <p><b>Attendance – Via Zoom</b> Brian Cook, Finance Officer Pam Moskowitz, Vice President</p>	<p><b>Staff:</b> Robert Conrad, Library Director Robbin Friedman, Head of Children’s Services Shantell Pena, Staff Assistant, Marge Perlin, Head of Circulation Rebecca Rogan, Head of Adult Services</p>
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The meeting was called to order by J. Fahey at 7:04pm. The fire exits were indicated. The meeting opened with the Pledge of Allegiance.

E. Haymson made request of J. Fahey to prioritize critical items on the agenda, such as payment of the bills as a first item, since she might have to leave early.

Treasurer’s Report as presented was read aloud by B. Cook.

E. Haymson raised a question about the GASBY auditor’s bill – Danziger Markhoff. J. Fahey stated we are seeking a 3 year proposal from them.

Motions to accept the February statement:

Motion by: P. Moskowitz

Second by: D. Wu

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

Motions to approve payment of February bills:

Motion by: B. Cook

Second by: P. Moskowitz

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

PKF O’Connor Davies/Auditors will attend the April board meeting.

Treasurer search has resulted in a proposal for \$1,800 per month for services by Nawrocki Smith – also CCSD auditor; also have library clients. This doesn’t include additional work which may be necessary to be performed for the audit. The company has the ability to also test and look at improving internal controls.

E. Haymson stated her preference for a community volunteer Treasurer or not to do the annual audit in order to save money or to use the money for salaries. She then left abruptly.

No additional motions or votes were made due to lack of quorum.

Discussion continued on the agenda and board packet items:

Director's Report:

- Library Market proposal \$31,400 for website; Thao Nguyen will be the lead on this rollout.
- NYS DLD Annual report 2021-22 (filed via WLS)
- Annual Report for the public in 4 – 6 weeks - paper mailer – to community
- Library Director's Report referred to the written handouts by dept. heads and articles about Internet archive – pioneering a service for controlled digital lending

President Report:

- LWV candidates night – two trustee seats
- Diversify/additional banking relationship - Third Party Custodian Agreement between the Library (Local Government), Valley National Bank (Bank) and The Bank of New York Mellon (Custodian)
- March 16, 2023 Special Meeting

Committee Reports:

Finance:

Budget – included in the packet - final version to be presented at the April board meeting; working on the personnel numbers; professional fees

Policy/Bylaws:

Reviewed all policies to make them more organized; Merging to reduce overall numbers; reformat the policies page; adding missing forms when referenced to make it easier; ALA policies will be on a separate section; new policies will be developed as needed.

Bylaws – changes are not quite ready re: increasing trustees, changing terms; April – charter amendment proposal as reviewed by counsel.

Communications:

Complimented the work of the staff committee's presentation re: Library Market on 3/16/23

Building & Grounds presentation:

- Stratagem Security proposal 2435: Burglary & fire monitoring re-installation, \$2,528.37
- Atlantic Westchester proposal – MERV13, \$2,750
- 3 Façade Design RFP responses: H2M, KG+D, Lothrop

HR/Governance:

Shore up the administrative function – secretary; redundancy; org chart

**There were no public comments.**

Library Trustee petitions/applications are due April 17, 2023.

The meeting adjourned at 8:18 pm.

P. Moskowitz moved for first affirmative vote. B. Cook seconded the motion. The vote in favor was unanimous (B. Cook, J. Fahey, P. Moskowitz, D. Wu).

The next Board meeting is scheduled for: Monday, April 27, 2023, 7:00 pm, at The Chappaqua Library Theater and by videoconference.

Respectfully submitted,

Dana Wu, Secretary