



**MINUTES**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday, July 17, 2023 7:00pm**

Chappaqua Library Theater

Hybrid format: In-person and by videoconference

**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	
Jennifer Fahey, President	Robert Conrad, Library Director	
Pam Moskowitz, Vice President -	Shantell Pena, Staff Assistant	
John Harrison, Secretary	<b>Presenting:</b>	
George Benack, Member at Large	Head of Teen Services - Cathy Paulsen	

**I. PUBLIC MEETING CALLED TO ORDER**

1. The meeting was called to order by J. Fahey at 7:01pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

- A. George Benack was welcomed, having been sworn in at the July 10, 2023 Special Meeting of the Board of Trustees.  
The Library Director was instructed to file the complete, notarized oath with the county clerk's office.
- B. All Trustees were present, with the exception of Brian Cook. 4 of 5 Trustees: quorum achieved.

**III. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics and expected duration): None requested

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

**Executive Session:** J. Fahey announced that on 7/10/2023 the Board agreed to a schedule change wherein, where a need for Executive Session is known and approval is expected, we will open our Regular Board of Trustees meeting at 6:30pm instead of 7pm and promptly enter Executive Session. We will return to the public meeting at 7pm. Should 30 minutes be insufficient time, we will return to Executive Session prior to Adjournment. This avoids inconveniencing our Regular Meeting speakers and the participating public. And generally we will try to address topics requiring Executive Session in our Special Meetings -- which typically address a single topic or fewer topics. This is intended to better accommodate our guest presenters and the public.

**Public Comments:** J. Fahey announced that on 7/10/2023 the Board agreed to move Public Comments up in the agenda again -- and will add a second session for Public Comments at the

end of the meeting where the complexity of a topic and our perception of public interest warrant it.

## V. PUBLIC COMMENTS

- A. There were no public comments.

## VI. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the June 12, 2023 Regular Meeting

**MOTION PASSED: It was moved that:** The Board approve the June 12, 2023 Regular Meeting Minutes as presented.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)

Against: None

Abstained: None

The Library Director was instructed to change any approved Minutes from “draft” to “final” on our website.

**MOTION PASSED: It was moved that:** The Board approve the proposed revised Board Committees as approved on July 10, 2023:

Appointing George Benack as:

i) member of the Finance Committee chaired by Brian Cook,

ii) Chair of the Communications Committee with member Brian Cook

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)

Against: None

Abstained: None

The new slate of Officers is posted. The Library Director was instructed to make any approved Officer and Committee changes on our website. R. Conrad suggested that he would wait for Minutes to be issued and approved but that was rejected by J. Fahey.

## VII. FINANCE

- A. It was noted that the Board had relieved NawrockiSmith of the obligation to attend every Regular Board Meeting, their reports to be presented by the Finance Officer.
- B. In the absence of B. Cook, J. Fahey reviewed the May 2023 Treasurer’s Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer
- C. J. Fahey noted that reconciliations for bills were not timely provided to NawrockiSmith to permit them to include the Monthly Bills in the May 2023 Treasurer’s Report.
- D. NawrockiSmith has agreed to have their Treasurer’s Report prepared a week prior to our Regular Meetings (they have the schedule) for our posting of the Board Packet subject to receipt of reconciliations 3 days prior to the deadline (effectively 10 days prior to the meetings).

**MOTION PASSED: It was moved that:** The Board approve the May 2023 Treasurer’s Report as presented, noting that it does not include the Monthly Bills which is our usual practice.

Motion by: J. Fahey  
Second by: P. Moskowitz  
Discussion:  
In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)  
Against: None  
Abstained: None

- E. J. Fahey requested that R. Conrad address the bounced (Medicare reimbursement) checks to 6 retired employees. R. Conrad advised that the Library's bank provides a "positive pay" service to reduce opportunity for fraud that requires submission of check payment data for cross-checking. Flagged checks are marked for the Library's approval under a narrow window of time. The spreadsheet submitted by the Library contained a data field organization error. R. Conrad recommended payment of any bounced check fees in addition to issuance of new checks. J. Fahey requested that R. Conrad provide documentation of any such fees in the aggregate for Board review. R. Conrad noted that Valley Bank strongly recommends continuation of this process. R. Conrad advised he was not aware of prior checks bouncing and claimed that these were the first checks to be flagged since he joined us in 11/2022. S. Pena advised that this is a regular process and that the flagged checks must be cleared by the Library by 1pm each day. She was absent for personal reasons on the day in question and no back-up was in place. J. Fahey advised that R. Conrad is expected to know the funds payment/claims audit process. R. Conrad claimed to not have received training. J. Fahey requested that R. Conrad detail the funds payment/claims audit process including personnel back-up for the Board both for our knowledge and to give us the assurance that our Library Director is familiar with the process. R. Conrad advised that he was meeting with the Treasurer on 7/18/2023 to discuss NYS controls. J. Fahey clarified that that was a separate process not to delay this requirement.
- F. J. Fahey requested that R. Conrad address the outstanding March 31, 2023 motion that the Library Director obtain and recommend an alternative for investment of 50% our capital fund. R. Conrad advised that he had had conversations with local banks: Bank of America, Citibank, and Chase and recommended Chase as having been the most responsive. J. Fahey directed that R. Conrad obtain written proposals from the 3 banks detailing the proposed service team, the custodial bank, the investment rates, FDIC protection, etc. G. Benack pointed out that a second bank may increase the Library's FDIC protection. G. Benack requested that R. Conrad confirm no restriction from Valley Bank with a potential change. R. Conrad noted that Valley offers a reciprocal bank arrangement "ICS Insured Cash Sweep" to avoid losing deposits. R. Conrad will research further and provide a written proposal.
- G. J. Fahey requested that R. Conrad: i) obtain NawrockiSmith's recommendation on "positive pay" and ii) confirm the scheduling of NawrockiSmith-led Trustees Financial Training as the focus of the September Special Meeting on 9/21/2023 at 7pm.
- H. Amendment of bank signatories  
**MOTION/RESOLUTION PASSED:**  
**It was moved that,** whereas the Chappaqua Central School District Public Library ("Library") Board of Trustees have a fiduciary responsibility for all library funds; whereas the Library has chosen Valley Bank to provide banking services; be it resolved that the Library Board of Trustees has approved The Valley Bank checking and money market accounts amend the authorized signatories effective July 17, 2023: Added: Mr. John Harrison and Mr. George Benack; Removed: Ms. Elizabeth Haymson and Ms. Dana Wu.

Motion by: J. Fahey  
Second by: P. Moskowitz  
Discussion:  
In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)  
Against: None  
Abstained: None

The Library Director was instructed to enact the approved changes with Valley Bank.

## VIII. LIBRARY DIRECTOR'S REPORT & DEPARTMENT HEAD REPORTS

A. J. Fahey requested R. Conrad address how he will create a system to manage creating a timely posted Board Packet (The Library Director has missed the website posting deadline 8 months in a row, including a failure to include numerous new and updated Policies to bring the Library into better adherence to law). R. Conrad advised of his difficulty in managing emails and recommended implementation of the following:

- Agenda reviews in weekly meetings with President
- Creation of a shared folder to help him organize a Board Packet with access by Board, Department Heads, Staff Assistant, Web Master. Examples of typical content and responsible parties follow:
  - Agenda from President
  - Prior Meeting Minutes from Secretary
  - Treasurer's Report from NawrockiSmith
  - Department Heads to submit their reports two weeks prior to each Regular Board Meeting.
  - Building & Grounds Committee Update presentation from B&G Committee Chair
  - Proposed New, Updated Policies (and redlines to current where applicable) from Bylaws/Policies Committee Chair
  - Library Director's Report from Library Director
  - Draft/Final Budgets from Library Director
  - Quarterly Long Range Strategic Plan Progress Reports from Library Director
  - Vendor invoices/contracts for Board approval from Library Director
  - (draft and final) RFPs and bidder lists and RFP responses from Library Director
  - Motions from presenting Board member (Exception: personnel Motions to be drafted by the Library Director and presented to the Personnel Committee Chair)

The Board agreed to try this procedure but the Library Director was reminded that the securing of all needed materials for the Board Packet is his ultimate responsibility, thus potentially requiring his follow-up; as is the timely and accurate website posting.

- Theater temporary inflatable screen adjusted for noise with baffle for motor
- 7/6/2023 first All Staff meeting, hybrid format, emphasis on R. Conrad introduction and career, Q&A
  - 9am Thursday, approx. 20 staff members in person, some via video, recorded for later viewing
  - Staff request for deep cleaning
    - Issues with historical vendor Arco, RFP tabled 3/2023 due to R. Conrad plans for custodial hire – re-activate?
    - Request for R. Conrad update on 3/2023 approved custodial hire
    - Facilities Consultant has recommended cleaning schedule for custodians
    - Schedule needs to include notation or replacement of burned out bulbs, safety issue

- Library Director currently arranging for non-working outdoor light bulbs to be changed
- Upcoming Trainings: Library Director-led training on public service (service animals, Accessibility requests for accommodation)
- Patron survey on our website regarding use of outdoor spaces and other issues, closes 7/19/2023
- Exploring patron traffic tracking
- Assurance of LibraryMarket feedback tools including webforms to solicit feedback
  - It was suggested that G. Benack as Chair of Communications Committee attend a staff Communications/Website design meeting
  - New website implementation deadline still 10/31/2023
  - Forms for various resources
- Met with or took calls from cold call vendors: PPO organization, ScanEx
- Theater RFP: received one proposal by deadline, awaiting a second from Edutek
  - The Library Director was instructed to include the RFP proposals and declinations in next Regular Meeting Board Packet
- J. Fahey inquired on status of delivery of data to Danziger Markhoff for preparation of the GASB 75 report in preparation for the PKF OD audit report. Process supposed to begin promptly after the 6/30 fiscal close. The Library Director was instructed to provide a process status update.
- R. Conrad was asked to address the Westchester County correspondence regarding discrepancies in payroll reporting from 2022: 15 Civil Service exceptions. R. Conrad advised that in response, the Benefits Manager, M. Perlin either advises Civil Service of changes already implemented or initiates the requested change. J. Fahey asked R. Conrad to report back to the Board to assure them of resolution.
- Library Director assistant approved 3/2023 and not yet implemented. R. Conrad advised of proper forms/paperwork and delivery receipt confusion with Westchester County: no real update. It was agreed that in the future the Library Director will utilize hand delivery or overnight shipping with Westchester County Civil Service to avoid delays. R. Conrad had no estimate of timing.

## IX. DEPARTMENT HEAD REPORT

- A. Presentation by Cathy Paulsen, Head of Teen Services.
- 5<sup>th</sup> through 12<sup>th</sup> grades, some overlap with Children’s Room
  - 4 Pages, and volunteers
  - #1 in county for Young Adult circulation for population
  - Cathy spoke about a number of issues, including:
    - Displays: summer reading, LGBTQ
    - Programming including cartooning, sewing classes, gardening/worm house, badminton, crochet/knitting
    - Special needs adults: Chappaqua group “Ability Beyond” and ARC, with teacher supports
    - Outreach programs including:
      - Garden Club
      - Mind coaching for high school students
      - New Castle Historical Society
      - Lego program coordinated with Chappaqua STEMfest

- School librarians
- Senior Center
- Q&A:
  - Questions about access from northern half of town: Seven Bridges after school bus running?
  - G. Benack agreed to research with Chappaqua Transportation
  - Artwork from the High School being displayed

**X. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT**

A. No report given

**XI. COMMITTEE REPORTS**

**1. Standing Committees:**

1. **Finance** – B. Cook, Chair  
No report given

ii. **Policy / Bylaws** – P. Moskowitz, Chair

**MOTION PASSED:** It was moved that the Board approve the **updated Sexual Harassment Policy**, which updates the current version from 2018 and which has been reviewed by the Library’s legal counsel to conform to NYS law, (a redline version detailing additions and deletions is in the Board Packet), as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion by: P. Moskowitz  
 Second by: G. Benack  
 Discussion: Sexual harassment training and new updated training video now posted  
 In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)  
 Against: None  
 Abstained: None

P. Moskowitz noted the following upcoming Policies (completed but not posted by the Library Director) to be presented at the August Board Meeting:

- Updated Child Safety Policy,
- new and updated Circulation Policy,
- new Program Policy and
- updated Whistleblower Policy.

P. Moskowitz noted that additional policy updates are in the works:

- Display Cases,
- Purchasing Bidding Policy and
- Purchasing - Bidding Regulation

and may also be presented at the next meeting.

The Library Director was instructed to ensure that all deleted, updated and new Policies are addressed on the website in a timely manner in the future because this has not been attended to under his leadership to date. R. Conrad advised that he will ensure this is addressed by the Web Master T. Nguyen.

iii. **Building and Grounds** – J. Fahey, Chair

- KG+D Design Project (Façade/Entrance/Courtyards)

- 7/20/2023 presentation of initial site plan
  - o The Library Director was instructed to add this to the next Board Packet
- KG+D met with the department heads for input
- handicap accessibility
- Theater Audio Visual RFP underway
  - Jen F. spoke about the strength of some of the most recent proposals and she is waiting for a second proposal with a major cost

**MOTION PASSED: It was moved that:** The Board authorize the Library Director to proceed with the proposal from IQ Contracting for \$3,500 to close off the second door to the unused “AV Room” by the Library Director’s office and create a new conference room for public use.

Motion by: J. Fahey  
 Second by: P. Moskowitz  
 Discussion: Members of the board supported effective use of space  
 In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)  
 Against: None  
 Abstained: None

- Stratagem Security proposals: Not included in Board Packet as intended
  - People counter
  - Electronic sign
    - o G. Benack to review ability to post on Town electronic sign
  - 911 Cellular internal alert system

The Library Director was instructed to add the proposals to the next Board Packet.

**2. Ad-hoc Committees**

- iv. **Communications** – G. Benack, Chair
  - G. Benack reported that he will look into how the Library might be able to use the electronic sign that is posted on the corner of the Bell School property. He will report back to the Board.
  
- v. **Personnel** – J. Harrison, Chair
 

The Library Director was instructed that all future hires, promotions, and personnel compensation requests must include:

  - o purpose/rationale,
  - o current and proposed compensation,
  - o current and proposed title,
  - o effective date,
  - o Civil Service compensation bands or comparables,
  - o budget impact and/or rationale, and
  - o if an internal promotion, then the expected knock-on financial impact as underlying positions are filled.

**MOTION PASSED: It was moved that:** The Board authorize the Library Director to effect increased compensation for **Robbin Friedman** as Head of Childrens’ Services to \$41.5/hr. up from \$38/hr currently and as budgeted effective 7/17/2023; a 9.21% increase appropriate to her contribution and tenure and available within our budget due to attrition.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

- John Harrison points out that this change in compensation is to make an adjustment to compensation that fixes a disparity that had developed in the compensation structure of the division heads. This change in compensation for the head of the Children services does not have an effect on the adopted budget for 2023-2024 because of patching together changes in attrition etc.

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)

Against: None

Abstained: None

**MOTION PASSED: It was moved that:** the Board approve the appointment of Dylan Marcus to a Part Time Available (PTA) Custodian at \$19.00/hour because of needs for Theater and adult programs effective July 5, 2023

Motion by: J. Harrison

Second by: G. Benack

Discussion:

- This proposal is being made to hire a summer custodian who can fulfill particular issues with set up and breaking down of summer programs.
- The compensation for this PTA position is within the budget for 2023-2024 because of the Library Director's delay in hiring the approved PT or FT Custodian.

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)

Against: None

Abstained: None

**MOTION TABLED: It was moved that:** the Board approve the **creation of a Full Time vacancy for a new FT Library Clerk I in the Circulation Department for duties matching those of a Library Clerk** which our Library Director states he can create within our current 2023-2024 budget from the vacancies created by the retirement of Mary Rohde, PT Sr. Library Clerk (\$35.02/, 13 hrs), the resignation of DiLara Higgins, PT Library Clerk (\$18.05/hr, 4 hrs) and a third internal candidate: \_\_\_\_\_

Motion by: J. Harrison

Second by: Pam Moskowitz

Discussion:

- This proposal was to make some changes to the staffing arrangements in the circulation department.
- There was discussion over the lack of clarity in the wording of the resolution and the need for the Library Director to be more specific about what was needed and how the position was going to be accounted for under our budget. The decision was made to table the motion for the August, 2023 meeting

In favor: No vote taken - motion tabled until August or upon provision of necessary detail.

Against:

Abstained:

## **XII. PRESIDENT'S REPORT**



- A. Request that all Board members review the proposed updated annual color coded calendar, especially the Finance Committee with respect to audit and budgeting processes
- B. Calendar of meetings: Suggestion to change future meetings to consistent timing:
  - a. Regular Meetings: 3<sup>rd</sup> Mondays of the month (to allow for timely delivery of prior month financial statements)
  - b. Special Meetings: 1st Mondays of the month (to ensure some distance between Regular Meetings)

**XIII. PUBLIC COMMENTS**

- A. There were no public comments.

**XIV. NEXT STEPS / RESPONSIBILITIES**

- A. Board Packet target due dates **to be managed and posted by Library Director:**
  - a. Special Meeting: August 9, 2023
  - b. Regular Meeting: August 7, 2023
- 1. Other
  - a. J. Harrison will report in August on exit interviews of recently retired, resigned Board members

**XV. NEXT MEETINGS**

- A. Special: Thursday, August 10, 2023, 7:00pm, in person Programs Room
  - a. Bylaws, Charter review – 1 hr
- B. Regular: Monday, August 14, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video
- C. Regular: Monday, September 11, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video
- D. Special: Thursday, September 21, 2023, 7:00pm, in person Programs Room
  - a. Financial Training – NawrockiSmith – 1 hr

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

**XVI. ADJOURNMENT**

**MOTION PASSED: It was moved that** the Board adjourn the public meeting at 9:40pm

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz (unanimous)

Against: None

Abstained: None

**The Chappaqua Library Board of Trustees**

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