



DRAFT MINUTES
The Chappaqua Library
Board of Trustees Special Meeting
July 10, 2023, 12:30pm – 2:00pm
Chappaqua Library Theater
 In-person
Presiding Officer: Jennifer Fahey, President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Robert Conrad, Library Director	
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer	Presenting:	
John Harrison, Secretary		
George Benack - <i>to be sworn in</i>		

I. CALL PUBLIC MEETING TO ORDER

- A. The meeting was called to order by J. Fahey at 12:31pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS

- A. All Trustees were present, quorum achieved.
- B. Welcome George Benack!

III. APPROVAL OF THE ORDER OF THE AGENDA

- A. It was agreed to postpone Bylaws amendments into one future meeting

II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics): None requested

IV. BOARD ADMINISTRATION

A. Swearing in of George Benack, Trustee

- 1. Notarized oath provided, *RConrad will file*

B. Discussion of Officer, Committee assignments

- 1. Discussion of whether officer terms should be revised to match budget year 7/1 – 6/30?
- 2. Review of proposed Parliamentarian role for J.Harrison (with G. Benack as Secretary), agreed to table for year end to determine if needed.

PASSED MOTION: It was moved that: The Board approve the proposed revised slate of Officers appointing John Harrison as Secretary and George Benack as Member-at-large

Motion by: J. Fahey

Second by: P. Moskowitz

In favor: G. Benack, B.Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous

Against: None
Abstained: None

PASSED MOTION: It was moved that: The Board approve the proposed revised Board Committees:

- 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: P. Moskowitz
Second by: J. Fahey
In favor: G. Benack, B.Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous
Against: None
Abstained: None

- C. **Calendars:** Annual, Regular, Special and Committee meetings calendars reviewed and J. Fahey sought Trustee commitment as follow up
- D. **Review Meeting Agenda Order for future**
1. Timing of Executive Sessions is as per CCSD but disruptive for speakers, public
 2. **Executive Session:** 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.
 3. **Public Comments:** 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.
- E. **RConrad directed to provide written acknowledgements** as requested in May/June and was provided with printed copies in this meeting:
1. Board Packet Checklist,
 2. 6/12/2023 Mid-Year Performance Appraisal,
 3. Job Expectations
- R. Conrad agreed to provide email acknowledgement.*
- F. **New Trustee Q&A** – Discussion of the following
1. OML
 2. Advisors
 3. Committees
 4. 2022/2023 Review as Reference:
 - 1) 4 new Trustees
 - 2) Centennial Celebration
 - 3) NawrockiSmith replaced Joe Gallo as Treasurer
 - 4) Compared our Library to WLS peers
 - 5) Legal training
 - 6) Selected website designer (Library Market)
 - 7) New, branded Library cards
 - 8) Auto-renew feature, waived fees

- 9) Reorganization of Policies on website and reconsideration of all with counsel (NYS requires at least every 5 years but many were far older)
 - i) Updated
 - a. 2/13/2023: Patron Conduct Policy
 - ii) New:
 - a. 1/23/2023: Library Trustee Training Policy, Remote Board Trustee Participation at Meetings Policy
 - b. 5/8/2023: Lactation Policy, Social Media Policy
 - 10) Façade/Courtyards/Exterior Design RFP (KG+D selected)
 - 11) Replaced snow/landscaping contractor (J. Vasquez Landscaping - RFP)
 - 12) South parking lot and driveway resurfaced and restriped (Cassese)
 - 13) Repainted Goodnough sculpture
 - 14) Replacement of security cameras in line with US govt guidance
 - 15) Brought toddler bathroom back into service and renovated
 - 16) Replaced Reference Area sink with upgrades
 - 17) Added water spigot to Children's Area courtyard for planting projects
 - 18) Safety check of trees
 - 19) Dredged water feature after 10 yrs, cleared out stream growth to reduce flood risk
 - 20) Upgraded air filtration to MERV 13
 - 21) Replaced damaged window film in Children's Area and at Theater entrance
 - 22) Removed dumpsters from public view (somewhat)
 - 23) Strengthened relationship with Friends to speed funding consideration, approvals - ongoing (and the Trustees held themselves to a material level of personal annual donation)
5. Current Major projects:
- 1) Financial training from new Treasurer (NS)
 - 2) New website in development (LibraryMarket)
 - 3) AV RFP/Theater screen
 - 4) Façade/Courtyards/Outdoor Space Plan (KG+D)
 - i) Children's Room design/furniture ("Project Wonder") – potential RFP or change order
 - 5) Disaster Plan
 - 6) Personnel Handbook update
 - 7) Proposed change: Staff Training and 10am opening on Thursdays
 - 8) Proposed changes: Charter/Bylaws
 - 9) Reviewing/Updating all policies
 - 10) Library Director development

V. LIBRARY DIRECTOR – PERSONNEL –

- A. The Library Director agreed to be prepared to provide personnel updates and recommended motions for the next Regular Meeting.

VI. PUBLIC COMMENTS

There were no public comments.

VII. NEXT STEPS / RESPONSIBILITIES

- A. Set Special Meeting date – *August*
 - i. Trustee Training: **Nawrocki Smith Financial Training – 1 hr - BCook/RConrad to arrange**
 - ii. Finance Committee presentation: Endowments – *BCook, RConrad*

- B. **Board Packet due 7/10/2023 – R. Conrad responsibility**
- C. RConrad to present Recommended Banking alternative(s) for 50% of capital fund (as approved at 3/31/2023 BoT meeting) – *for 7/17*
- D. RConrad New Website Development Progress Update – *for 7/17*
 - i. Clarification of LibraryMarket ability to survey patrons/community for feedback or recommended alternative approach(es)
- E. Personnel Motions: LD Assistant, Head of Adult Services, Librarian I – Adult Services, Theater Page, Custodian, Library District Clerk – *RConrad/JHarrison for 7/17*
- F. Policy Motions: – *PMoskowitz for 7/17*
 - i. Sexual Harassment
 - ii. Whistleblower,
 - iii. Circulation,
 - iv. Child Safety
- G. JHarrison Exit interview(s) feedback and recommendations

VIII. NEXT MEETINGS:

- A. Regular: Monday, July 17, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video
 - B. Special: Thursday, August 10, 2023, 12:30pm, 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.

IX. ADJOURNMENT

PASSED MOTION: It was moved that: The Board adjourn the public meeting at 2:04pm.

Motion by: J. Harrison
 Second by: J. Fahey
 In favor: G. Benack, B.Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous
 Against: None
 Abstained: None

Board Packet:

- Proposed 7/2023 Officer/Committee appointments
- Proposed Board of Trustees Meeting Planning - *draft*
- Proposed Board/LD Calendar - *draft*

The Chappaqua Library Board of Trustees
 195 South Greeley Avenue
 Chappaqua, NY 10514
 Website: <https://www.chappaqualibrary.org/index.php>
 Email: chaboard@wlsmail.org
 Theater doors close at 7:00pm.