



DRAFT MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
June 12, 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
In Person:	In Person:	In Person:
Jennifer Fahey, President	Robert Conrad, Library Director	Kristin Acocella, Communications Head, Friends of the Friends of the Chappaqua Library
Pam Moskowitz, Vice President, Acting Secretary	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer	Presenting:	
Liz Haymson, Member-at-Large, Past President	Joan Kuhn, Program Coordinator	
John Harrison, Member-at-Large		
Videoconference:		Videoconference:
		Darin Iacobelli, CPA, Senior Partner, NawrockiSmith; Treasurer
		Kyle Zaharatos, Supervisor, NawrockiSmith

I. CALL PUBLIC MEETING TO ORDER

- A. The meeting was called to order by J. Fahey at 7:04pm. Emergency exits were noted, and the Pledge of Allegiance was recited.
- B. Note: Due to technical difficulties the video recording began with the Pledge

II. ROLL CALL AND INTRODUCTIONS

- A. All Trustees were present and a quorum achieved.
- B. We welcomed John Harrison to his first regular Board Meeting.

III. APPROVAL OF THE ORDER OF THE AGENDA

- A. It was agreed to move up Financial Items due to onscreen participation from NawrockiSmith
- B. It was agreed to move up the Friends of the Chappaqua Library presentation due to the in person presence of their Board member.

IV. FINANCE

- A. Treasurer’s Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer
 - i. New format – advise if satisfactory
 - ii. Executive Summary
 - iii. 100% of tax revenue

- iv. Expenses: 81% of budget
- v. Total Assets: \$2.3M – will track yoy for future
- vi. Bank reconciliations – no exceptions
- vii. Total Revenues vs adopted budget
- viii. Strong number, in good shape as you head toward YE

- B. Approval of the April 2023 Financial Statements
- C. Review of the April 2023 Fund
- D. Approval of May and June 2023 bills as presented

MOTION: It was moved that: The Board approve the final April 2023 Treasurer’s Report as presented.

Motion by: B. Cook
 Second by: J. Fahey
 In favor: B. Cook, J. Fahey, J. Harrison, P. Moskowitz - majority
 Against: n/a
 Abstained: E. Haymson

Approved.

**** Darin Iacobelli, Kyle Zaharatos exited.****

V. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics):

MOTION: It was moved that: The Board enter Executive Session at 7:15pm for the purpose of:

- i) Updates from our security vendor and
- ii) the Mid-Year Performance Appraisal of the Library Director.

Motion by: P. Moskowitz
 Second by: E. Haymson
 In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous
 Against: n/a
 Abstained: n/a

Approved.

E. Haymson declined to participate in the written Mid-Year performance appraisal of the Library Director.

MOTION: It was moved that: The Board exit Executive Session at 8:05pm and return to the public meeting. No motions were made, no actions were taken.

Motion by: P. Moskowitz
 Second by: B. Cook
 In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous
 Against: n/a
 Abstained: n/a

Approved.

MOTION: It was moved that: The Board approve the proposed security invoice (proposal 3600, dated 6/9/2023) for repairs to the existing system by Stratagem Security for **\$13,829.57**.

Motion by: J. Fahey
 Second by: P. Moskowitz
 Discussion: R. Conrad noted that the allocation of cost to the 4 panic buttons (likely small) may be obviated by the separate proposal from 911 Cellular.
 In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous

Against: n/a

Abstained: n/a

Approved.

VI. DEPARTMENT HEAD PRESENTATION – Joan Kuhn

- In role for many years
- What I do:
 - Generate programs, generate ideas, topics
 - Organize them
 - Set up for programs
 - Attend programs
 - Introduce speakers
 - Facilitate programs
 - Keep statistics, generate YE report
 - Publicity
 - Coordinate with town, police, garden club, Historical Society, local business people, Scattered Books, Friends of the Chappaqua Library
 - Work with publishers
 - Videotape programs
 - Flyers
 - Purpose: to highlight Library collection
- Programs:
 - Chinese Conversation Club
 - 5 book clubs, Bridge clubs
 - Writing series
 - Author’s talks, lectures, trivia nights, film series
 - Summer series: 8 now (up from 6 in 2022), 7pm
 - Fall: begins regular programs: Opera series, Frida Kahlo, NY Historical Society
- Assistance from many:
 - Denise Mincin: social media
 - Sally Scudo: newspaper advertising
 - Thao Nguyen: website
 - Carrie Krams: videotapes
- Ideas come from news sources, knows community, publishers, local authors, patrons
- LT resident, family in Chappaqua
- D Wu Q: Need grants for programs?
- Some programs with Arts Westchester, NY Counsel for Humanities, many suggesting programs come with grants secured
- Broken screen – lost Chinese film series to Scarsdale

VII. FRIENDS OF THE CHAPPAQUA LIBRARY – K. Acocella, VP

- Most Successful Book Sale to date: Raised a record-breaking \$23,000 to support the Chappaqua Library!
- Thanks to all the community volunteers, Friends Board, and sale attendees
- Multiple non-profit partners take the books not sold
- Young Writer’s presentation
- Welcome any community members to assist with planning for 2024

VIII. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the May 8, 2023 Regular Meeting (Hybrid: In-person and videoconference; recorded)
- B. Acceptance of the Minutes of the June 1, 2023 Special Meeting (Hybrid: In-person and videoconference; recorded)

MOTION: It was moved that: The Board approve the proposed revised slate of Officers appointing John Harrison as Secretary

Motion by: J. Fahey
 Second by: B. Cook
 In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous
 Against: n/a
 Abstained: n/a

Approved.

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

- Appointing John Harrison as:
 - i) member of the Policy/Bylaws Committee chaired by Pam Moskowitz,
 - ii) Chair of the Personnel Committee (fka HR/Governance Committee) with member Pam Moskowitz (thanks to Brian who assumed this role on an interim basis) and
 - iii) member of the Communications Committee interim chaired by Brian Cook (thanks to Pam Moskowitz who assumed this role on an interim basis)

- Discharging the Safety & Security Committee to roll it back into the Building & Grounds Committee

Motion by: J. Fahey
 Second by: P. Moskowitz
 Discussion: Plan to add George Benack to Finance Committee, to Chair the Communications Committee (and develop a mission statement); P Moskowitz pointed out that committees will change yoy
 Camera system fully replaced now
 In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous
 Against: n/a
 Abstained: n/a

Approved.

IX. 2023-2024 BUDGET APPROVAL – R. Conrad

- A. Final Budget presented by Bob Conrad for Board approval

- i. Changes from 4/18/2023:

1. R. Conrad noted a reallocation of budgeting to Books of \$4,000; decreased Periodicals (\$700) and Recordings
2. Includes advance payments from CCSD for July, August and September

MOTION: It was moved that: The Board adopt the 2023-2024 Budget as presented.

Motion by: B. Cook
 Second by: J. Fahey
 Discussion: Previously approved the *proposed* budget. E. Haymson objected to a process change without explanation.
 In favor: B. Cook, J. Fahey, J. Harrison, P. Moskowitz - majority
 Against: n/a
 Abstained: E. Haymson

Approved.

X. PRESIDENT'S REPORT

- A. June 1, 2023 John Harrison sworn in as Trustee
- B. Delivery of 90-95% of the intended onboarding materials for John Harrison, preparation of Onboarding notebooks for John and George and future new Trustees
- C. Thanks to E. Haymson, time for a few words at meeting conclusion

XI. DIRECTOR'S REPORT AND DEPARTMENT HEAD REPORTS

- A. Resurfacing project concluded satisfactorily
 - i. Consultant exploring proposal for updated signage, stop blocks etc.
- B. Update to Evergreen ILS System and Aspen upgrade: FRBR-ized search results
- C. Training proposal and recommendation to reduce Library hours by one hour a week for training, staff and Dept meetings with a 10am opening on Thursdays
 - i. Staff meetings 1x/month
 - ii. Dept. Head meetings 1x/month
 - iii. 2-3x/month: Training

MOTION: It was moved that: The Board authorize the Director to reduce the operating hours of the Library by one hour per week by opening at 10am instead of 9am on Thursdays to permit staff meetings and training during hour where the Library was closed as recommended by the Director.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion: E. Haymson was concerned that training had been insufficient. R. Conrad assured that the training suggestions had come from Dept. Heads. E. Haymson complained that she likes to come at 9am and that many come to our library early because their libraries aren't open early (but not part of our CCSD community?). B. Cook suggested further research. J. Fahey noted that this has been a Director request and subject of Board discussion for over 4 months. E. Haymson asked if the 9am Thursday patrons had been solicited about a one hour service reduction. J. Fahey stated we should share our researched detail on other WLS libraries' hours.

In favor:

Against:

Abstained:

The motion was tabled pending further information.

- D. AV RFP
- E. 911 Cellular presentation – awaiting proposal
- F. Update on the new Website design/roll-out/implementation (Target implementation 10/31/2023): LibraryMarket follow-on meeting summarized in the attachment
- G. PLDA Meeting notes
- H. Personnel:
 - i. Resignation of PT Circulation Clerk DiLara Higgins 6/8/2023
 - ii. Rebecca Rogan, Head of Adult Services retired May 31,2023;

MOTION: It was moved that: The Board authorize the Director to add the newly retired Rebecca Rogan as Part Time Available employee effective 6/1/2023 at the rate of \$40.75/hour but that the Library Director always prioritize the utilization of lower hourly rate staff.

Motion by: J. Fahey

Second by: B.Cook

Discussion: R. Conrad: Not a deep PTA list (6)

In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous

Against: n/a

Abstained: n/a

Approved.

iii. Denise Mincin Acting Head of Adult Services

1. 6/7/2023: Civil Service confirmed that D. Mincin is now on the promotional and open competitive lists for Librarian II.
2. Request for retroactive increased compensation will be tabled until finalized.

I. Workers' compensation Insurance renewal

MOTION: It was moved that: The Board authorize the Director to renew the 7/1/2023 – 7/1/2024 Workers' Compensation insurance coverage with Utica National Insurance Company of Ohio (\$500,000 Policy Limit) for **\$10,002 annual** as recommended by Regan Agency Inc. and the Director.

Motion by: B. Cook

Second by: J. Fahey

Discussion: J. Fahey thanked S Pena for pressing on proposals. E. Haymson questioned breaking a long term relationship for \$901 savings and questioned staff disruption. J. Fahey explained that Workers' Compensation is not a frequency coverage, agent confirmed Utica's reputation for fairness in claims handling. R. Conrad advised no staff concerns voiced.

In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous

Against: n/a

Abstained: n/a

Approved.

XII. COMMITTEE REPORTS

A. Finance – B. Cook: Nothing further to note

B. Policy / Bylaws – P. Moskowitz

- Website updates required:
 - Deleted: standalone Fund Balance Policy, standalone Gift Policy, Policy on Blogging, Library Programs Procedure;
 - New: Internet Policy
- Awaiting legal approval: Whistleblower, Circulation, Child Safety Policies
- Working with R Conrad on Exhibits Policy.
- A lot of work, in a good place!

J. Fahey requested R. Conrad create a process to ensure approved policy changes are timely reflected on the website (T. Nguyen).

MOTION: It was moved that the Board:

- i) approve the *Petition for Amendment of Charter* to change the Chappaqua Central School District Public Library Charter from the Regents of the University of the State of New York to modify the Trustee full term of office from 5 to 3 years to increase accessibility and encourage a greater flow of community members: more fresh eyes and more people given the opportunity to serve this treasure of our community and
- ii) approve the *Resolution of a Meeting of the Board of Trustees of the Chappaqua Central School District Public Library* reciting the same.

Approval of 75% of Trustees is required.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion: B. Cook stated he had encountered the term length as an objection to service. E. Haymson suggested no change from 100 years, don't want to lose history from longer term members. P. Moskowitz cited how many community members viewed 5 years as too long to serve. J. Fahey cited the Trustee turnover and the 2023 LWV meeting wherein J. Shephardson,

President of the CCSD BOE and the candidate attendees largely agreed that 3 years was preferable (note that the CCSD BOE Trustees serve for 3 years). J. Harrison acknowledged the value of institutional memory, questioned where we will be in 2 years, said he would have run for 3 or 5 years, wondered if there were other factors precluding candidates. J. Fahey noted the many peer libraries with 3 year Trustee terms. B. Cook noted that running for a second term is not precluded.

In favor: B. Cook, J. Fahey, P. Moskowitz – not 75% of members

Against: E. Haymson

Abstained: J. Harrison

The motion did not pass at this time.

MOTION: 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.

Motion by: P. Moskowitz

Second by: n/a

Discussion: It was discovered that the Library Director had failed to include the provided documents in the packet. It was agreed that this would therefore be tabled for the July Board Meeting. J. Fahey noted that this policy is strictly dictated by NYS. E. Haymson sought confirmation that the staff undertake Sexual Harassment annual training which R Conrad confirmed. P Moskowitz noted that this is also required of Trustees.

Approved?: n/a

Against: n/a

Abstained: n/a

The motion was tabled pending proper advance posting.

C. Building and Grounds – J. Fahey

- i. KG+D Design Project (Façade/Entrance/Courtyards)
- ii. Theater AV RFP
- iii. Addition of a new public conference room planned

MOTION: It was moved that: The Board approve the Director to engage EDR for **\$4,500** for the design and construction administration for the replacement of the penthouse power panelboard by a qualified electrician following an RFP, as recommended by our Facilities Consultant.

Motion by: J. Fahey

Second by: B. Cook

Discussion: Panel replacement likely to cost as much as \$30,000; specs should help us achieve the best RFP result

In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous

Against: n/a

Abstained: n/a

Approved.

MOTION: It was moved that: The Board approve the emergency purchase of a replacement of the 1977 broken Theater screen by a reputable vendor on an emergency purchase basis if either time or qualified bidders are insufficient to execute an RFP, with expense approved **up to \$25,000** as estimated by our Facilities Consultant.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: Facilities consultant struggling to find vendor to replace the Theater screen; programming needs looming (July 2023), temporary solution likely to cost \$2,000-\$3,000
Suggestions included: inflatable screen, borrowing screen from CCSD schools? Town?

In favor:

Against:

Abstained:

The motion was tabled.

D. Communications – P. Moskowitz: Nothing to note

E. Personnel – B. Cook: Nothing to note

XIII. PUBLIC COMMENTS

There were no public comments.

XIV. NEXT STEPS / RESPONSIBILITIES

A. Set Special Meeting date – July 6, 2023 12:30pm

B. Board Packet due 7/12/2023 – *R. Conrad responsibility*

C. July: Notarized Oath of Office – G. Benack – 7/6/2023?

XV. NEXT MEETINGS:

A. Regular: Monday, July 17, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video

B. Special: Thursday, July 6, 2023, 12:30pm, in person Programs Room

XVI. ADJOURNMENT

J. Fahey suggested that in the future we will address the very important Library Director Performance Appraisals in Special Meetings going forward.

E. Haymson was thanked for her service and shared a few words of appreciation.

MOTION: It was moved that: The Board adjourn the public meeting at 9:58pm.

Motion by: J. Fahey

Second by: B. Cook

In favor: B. Cook, J. Fahey, G. Harrison, E. Haymson, P. Moskowitz - unanimous

Against: n/a

Abstained: n/a

Approved.

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.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.