



MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
 May 8, 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	
Pam Moskowitz, Vice President, Acting Secretary	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer – <i>departed at 8:44pm</i>	Presenting:	
Liz Haymson, Member-at-large, Past President	Robbin Friedman, Head of Children’s Services	
Videoconference:		Videoconference:
		Darin Iacobelli, CPA, Senior Partner, NawrockiSmith
		Kyle Zaharatos, Supervisor, NawrockiSmith
		Jeffrey Shaver, CPA, Partner, PKF O’Connor Davies

I. CALL PUBLIC MEETING TO ORDER

- A. The meeting was called to order by J. Fahey at 7:03pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS – All Trustees were present and a quorum achieved.

J. Fahey opened the meeting with a statement on behavior at Board Meetings:

“Further to the Call to Order: I regret the need to address this but behavior at prior meetings necessitates it.

We Trustees are all volunteers, all expending considerable time and doing our very best to serve the community. The Library Trustees have, per NYS, "the final responsibility to see that its library provides the best possible service to its community.

These meetings are our opportunity to conduct the business of the Board's oversight and guidance of the Library. They are opportunities for congenial discussion, collaboration and decision-making.

These meetings are not opportunities for grandstanding or disrespecting colleagues.

****Note: Due to technical difficulties the video record of the meeting began at this point. Unfortunately the microphone only worked via the Director’s laptop so the audio is relatively muted.****

We will assume positive intent but: raised voices, hostility, hogging time, talking over another meeting participant or speaker, raising previously concluded matters or business or non-relevant issues will not be tolerated and any individual previously warned in writing in this regard will be declared to be out of order, may be censured and will be politely asked to leave.”

- III. APPROVAL OF THE ORDER OF THE AGENDA** J. Fahey proposed moving the Director and President’s Reports to follow the Board Administration and Finance Sections to allow our financial guests to speak first and exit. All agreed.
- IV. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics): It was agreed that no Executive Session was required.
- V. BOARD ADMINISTRATION**
- A. Acceptance of the Minutes of the April 24, 2023 Regular Meeting (Hybrid: In-person and videoconference) – All agreed.
- B. Treasurer introduction, appointment and Oath of Office: B. Cook introduced Darin Iacobelli and Kyle Zaharatos from NawrockiSmith (“NS”), the Library’s new accounting firm. Mr. Iacobelli and Mr. Zaharatos provided a general overview of the services that NS will provide to us monthly. Darin Iacobelli was sworn in by J. Fahey to the role of the Chappaqua Library’s Treasurer. Darin will forward his notarized paperwork to the Library for B. Conrad to file with the County Clerk. The NYS general audit recommendations were discussed. J. Fahey suggested a meeting with NS post-election of the new Trustees for financial education. NS were agreeable to that suggestion. There was discussion of the timing of tax revenue payments (KZ (2022): July, August, September, October, December).
- E. Haymson questioned the process for confirming receipt of this revenue – a collaboration between the Library and NS.
- MOTION: It was moved that the Board approve Darin Iacobelli, CPA of Nawrocki Smith as the new Treasurer of the Chappaqua Public Library**
- Motion by: B. Cook
Second by: P. Moskowitz
In favor: B.Cook, J. Fahey, E. Haymson, P. Moskowitz
Against: None
Abstained: None
Key discussion points:
- E. Haymson voiced concern that Mr. Iacobelli will not be attending meetings in person. The remainder of the Board did not find this concerning. Mr. Iacobelli said he can accommodate what the Board needs.
- VI. FINANCE**
- A. Treasurer’s Report – prepared by NawrockiSmith
B. Approval of the March 2023 Financial Statements
C. Review of the March 2023 Fund
All were approved.
- D. Approval of April and May 2023 bills as presented
R. Conrad reported that Mr. Zaharatos prepared a bill summary and detailed report of this month's Library bills but it was not prepared/posted 24hrs in advance of the meeting. Ms. Fahey recommended waiting until the Special Meeting on June 1st to approve the bills. J. Fahey noted that R. Conrad can pay pre-approved maintenance costs, utilities etc. under NYS guidelines.

** Kyle Zaharatos exited.**

- E. 6/30/2022 Audit Report – PKF O’Connor Davies – Jeffrey Shaver, CPA
Jeff Shaver from PFK O’Connor Davies (“PFKOD”), the Library’s auditor, reported that overall, the Library’s finances look fine with no significant deficiencies. There are a few minor recommendations that he expects NS to work with us on in 2023. He discussed the 2021 transfer of \$300,000 plus \$90,000 from the General Fund to the Capital Projects Fund that had been authorized by the prior Board but not executed (until 2023). Mr. Shaver recommended not having a separate Capital Fund because it distorts the understanding of the overall balances, but if kept separate he recommends maintaining two separate QuickBooks files. He further recommends an annual review of all payroll changes with determination of their appropriateness.

We discussed preferred audit timing as this report was significantly delayed. Mr. Shaver recommended setting a goal of working on the audit 6 months before the due date, beginning in September or October after the June 30th close with conclusion in January. Mr. Shaver recommends obtaining the actuarial reports from Danziger Markhoff (“DM”, the Library’s GASB actuary) by October of each year. The delays in 2022 were due to a combination of turnover at the Library and a delay in obtaining the report from DM due to information outstanding from the Library.

MOTION: It was moved that the Board approve the (draft) PKF O’Connor Davies 6/30/2022 Audited Financial report.

Motion by: B. Cook

Second by: P. Moskowitz

In favor: B. Cook, J. Fahey, E. Haymsen, P. Moskowitz,

Against: None

Abstained: None

As a final step, PKFOD will send a management attestation letter requiring signature from the Director and the President.

****Jeffrey Shaver and Darin Iacobelli exited.****

VII. PRESIDENT’S REPORT

- A. Bob Conrad presented the 2023/2024 Library Budget to the community at the CCSD BOE Meeting on 5/3/2023.
- i. R. Conrad noted that W. Messner seemed to recommend increased maintenance budgeting but did not feel that was needed.
- B. On 5/4/2023 the Library Budget Notice mailer and annual report was sent to the CCSD community.
- C. The Budget Vote is on 5/16/2023. The library has two strong candidates on the ballot for two Trustee positions.
- D. J. Fahey is working on preparing an onboarding presentation for the new Trustees with P. Moskowitz and R. Conrad.
- E. Important Upcoming Events:
- On May 16th the elections will be held for the (BOE and) Trustees of the Library Board at the Horace Greeley High School gym from 7am – 9pm. Two Board Trustee positions will available and we do have two candidates who have completed the paperwork to run for election: George Benack and John Harrison. One will fill the 5-year term and the other will fill the 3+ year term. Everyone was encouraged to vote!
 - Friends Annual Book Sale from 5/15 - 5/21. Everyone was encouraged to volunteer and to visit the sale, the largest revenue source for The Friends of the Chappaqua Library.

VIII. FRIENDS OF THE CHAPPAQUA LIBRARY May Book Sale Reminder

- P. Moskowitz spoke about the Book Sale timing.

Book Sale particulars:

- Seeking volunteers
- Held at the Library in the Theater, Gallery, Programs Room
- Monday 5/15/2023 10am – 7pm: Receiving book donations at the library
- Tuesday 5/16/2023 10am – 7pm: Receiving book donations at the library
- Wednesday 5/17/2023: Volunteers organizing books
- Wednesday 5/17/2023 5-8pm: Exclusive Member’s preview sale
- Thursday 5/18/2023 10-7pm: Book Sale
- Friday 5/18/2023 10-5pm: Book Sale
- Saturday 5/19/2023 10-5pm: Book Sale – 50% off

P. Moskowitz has agreed to assume responsibility (with R. Conrad) for managing the development of the new Friends’ donor tree wall in the Library and ensuring it's tastefully executed.

IX. DIRECTOR’S REPORT AND DEPARTMENT HEAD REPORTS

- A. Second Quarterly Report of progress toward the goals of the 2022-2027 Long Range Strategic Plan: R. Conrad spoke to progress in the Plan’s five areas: Diversity, Equity and Inclusion, Community Engagement, Library Services, Sustainability and Space and Infrastructure.
- DEI Committee meets monthly.
 - Wheelchair audit finalized. Accessibility of the courtyards a point of emphasis for the Façade and Courtyards Project.
 - Addition of feminine hygiene projects to restrooms.
 - Diversity of programming tracked.
 - Difficult to evaluate DEI for book collections, no established national criteria. Need to decide criteria for our Library. E. Haymson suggested need for more book display representation for the neurodiverse population.
 - Friends’/Library support with attendance at meetings has been good as is overall communication.
 - Community feedback is a driving goal behind the New Website Implementation project.
 - Staff training needs identified, looking for trainers, Civil Service provided some recommendations.
 - Theater needs will be subject of new RFP, screen discovered to have been 46 years old
 - It was noted that the new Payroll system, recently implemented, flags any changes for the Director’s review. Typically there are few changes apart from the beginning of each new fiscal year.
 - Sustainability is a feature of the Façade and Courtyards Project.
 - New camera system implemented. Investigating new panic button system.
 - Children’s Room Program room utilization implemented and underway.
 - Chromebook and wi-fi hotspot rentals underway for 2 months.
 - Funding of the TBD Façade and Courtyard Project recommendations was discussed – grants, bond, Friends, etc.
 - Project Wonder will be prioritized and has been neglected due to lack of time on the Director’s part.
- B. Resurfacing project – expected timing/duration, parking. It will begin on **Monday June (6/5)** and run for 3-5 days. Parking arrangements: street parking, courtesy parking permitted at The Church of St. Mary the Virgin, Episcopal. (CCSD: HGHS exams week of 6/20, last day of school 6/23).
- C. Personnel:
- Appointment of Zoya Nabeel as Library Page starting salary at \$15/hr to fill our vacancy.

MOTION: It was moved that the Director appoint with Board approval Zoya Nabeel as Library Page at a salary of \$15 per hour to fill a staff vacancy, start date TBD.

Motion by: P. Moskowitz

Second by: J. Fahey

In favor: B. Cook, J. Fahey, E. Haymson, P. Moskowitz,

Against: None

Abstained: None

- ii. Rebecca Rogan, Head of Adult Services retiring May 31, 2023. There is internal interest for the position.
 - iii. Staff Assistant Temporary staffing: Regarding the hiring of a temporary replacement for S. Pena (Staff Assistant), R. Conrad reported that there are emails in his inbox that he has not yet attended to.
 - iv. New position “Secretary to the Library Director”: Regarding the position of a Secretary to the Director vacancy, Mr. Conrad reported that he is waiting to hear from Civil Service to validate the job corresponding to the duties of the position, which will then be brought back to the Board for approval.
- D. Presentation on the New Website Implementation Project, (Thao Nguyen, Adult Services Librarian and Project Leader):
T. Nguyen could not attend so R. Conrad provided an update: The contract for Library Market has been signed (4/27/2023) and a meeting with the Library Market Project Lead was held on May 3rd. The core team is Thao Nguyen, Julie Ann Palasko, Amy Berger, Mercy Garland, and Shantell Pena (R. Conrad will stand in for S. Pena during her maternity time away). The Committee is well aware of the Board’s website goals which include: patron feedback for programs, marketing strategies and commitment to Long Range Strategic Plan goals. Timing: Expected kickoff for the project during the week of 5/17/2023 with release to the community by 10/31/2023.
- E. Presentation on Children’s Services: Robbin Friedman, Head of Children’s Services will present today and in the future other department leaders will be asked to do so.
- F. Disaster Plan: J. Fahey suggested that the committee should be involved in any revisions. R. Conrad reported that it is an update of the current plan, not an overhaul, an internal document for the Library. Board discussion about creating a policy around the Disaster Plan, including annual review, simplicity of contact updates, as well as posting it on the staff element of the new website.

X. COMMITTEE REPORTS

A. Policy / Bylaws – P. Moskowitz, Chair

P. Moskowitz reminded everyone that NYS requires a review of all Library Policies every 5 years. Many of ours are out of date for review so the committee has a lot of work to do.

MOTION: It was moved that the Board authorize the Library Director to:

1. Eliminate the freestanding Fund Balance Policy as it already exists in its entirety within the Financial Policy as Section 8.D
2. Eliminate the freestanding Gift Policy as it already exists in its entirety within the Financial Policy as Section 8.F
3. Delete the Policy on Blogging from 2008 as it is no longer relevant.
4. Move the Library Programs Procedure (which is housed under Library Policies) into the Cultural Programs job duties and replace the Procedures with a new Library Program Policy.

Motion by: P. Moskowitz

Second by: J. Fahey

In favor: B. Cook, J. Fahey, P. Moskowitz

Against: None

Abstained: E. Haymson

Key discussion points:

- P. Moskowitz expressed the committee’s goal to work on incorporating the following freestanding Library Policies: Library Fines, Library Cards, Fines, Reconsideration of Materials, Extended Loan Policy and Selection of Materials Policies, into the Circulation Policy.

MOTION: It was moved that the Board approve the new proposed Lactation Policy

Motion by: P. Moskowitz

Second by: B. Cook

In favor: B. Cook, J. Fahey, E. Haymson, P. Moskowitz,

Against: None

Abstained: None

MOTION: It was moved that the Board approve the new proposed Social Media Policy

Motion by: P. Moskowitz

Second by: J. Fahey

In favor: B. Cook, J. Fahey, E. Haymson, P. Moskowitz,

Against: None

Abstained: None

P. Moskowitz reported that the Board will post the revised petition for the proposed Charter changes from 5 to 3 year Terms.

B. Building and Grounds – J. Fahey, Chair

The broken Theater screen has been cut down and was discovered to have existed since the Library’s construction in the 1970’s.

J. Fahey has proposed converting the unused Audio Visual room outside the Director’s office to a public space after removal of the connecting door.

MOTION: It was moved that the Board approve the drafted RFP for the Development and Implementation of a Turnkey Solution to Upgrade the Audio Visual System in The Chappaqua Library Theater for release to the targeted bidders by the Library Director.

Motion by: J. Fahey

Second by: P. Moskowitz

In favor: B. Cook, J. Fahey, P. Moskowitz,

Against: None

Abstained: E. Haymson

MOTION: It was moved that the Board authorize the Director to accept the maintenance proposal charge of \$1,750 for Pleasantville Glass Inc. to strip off the old, deteriorated and degraded purple window film from the five (5) floor-to-ceiling windows in the Children’s Area facing the Children’s Area courtyard and apply a new, colorless UV protectant film and direct him to schedule the project as soon as possible. This follows the successful implementation on the two windows flanking the Theater entrance doors.

Motion by: J. Fahey

Second by: B. Cook

In favor: B. Cook, J. Fahey, E. Haymson, P. Moskowitz,

Against: None

Abstained: None

MOTION: It was moved that the Board approve the Director to sign and accept the maintenance proposal and charge of “\$11,630 + refrigerant” for Joe Lombardo Heating & Plumbing of Rockland, Inc. to replace a failed compressor and direct him to schedule the project as soon as possible. This represents an improvement from the proposal approved in the 4/24/2023 meeting.

Motion by: J. Fahey

Second by: B. Cook
In favor: B. Cook, J. Fahey, P. Moskowitz,
Against: None
Abstained: E. Haymson

****8:44pm Cook departed. Motions were moved up in the agenda to permit his participation prior to leaving.****

XI. DEPARTMENT HEAD PRESENTATION: Children’s Services

Robin Friedman, Head Librarian, Children’s Services provided an update on ongoing programs, new programs and the team’s focus on determining the community’s wants and needs.

- Emphasis on biographies and world collection program
- Mix of online and in-person programming will continue post-pandemic in line with public interest
- Storytime 4x per week and once a month on Saturday
- Discussion included improving the space and activity needs for older elementary age children
- Major programs: Big Truck Day, bubble truck etc. remain extremely popular, essentially community block parties
- Received positive feedback on the StoryWalk program.
- Expanding our relationships with community partnerships. Programs with CREI, Town of New Castle Seniors, LGBTQ, Farmer’s Market, area pre-schools and looking forward to the first Chappaqua School Pre-K Open House.
- Still need a public catalogue for patrons to use independent of Librarians.
- Collaborating with all three elementary school libraries as they no longer have certified librarians.
- Discussion about a potential RFP for design and furniture needs for the Children’s Area (“Project Wonder”). J. Fahey brought up that our project with KG+D includes a focus group exploration inclusive of select library employees and that the Children’s Area will be part of the discussion, potentially to develop into a separate RFP.

E. Haymson requested consideration of guidance for electronic usage for young children and detail of age ranges for programming. R. Friedman responded on best practices including the recommendation that young children face the adult for Storytime with the screen behind them.

XII. PUBLIC COMMENTS

There were no public comments.

XIII. NEXT STEPS / RESPONSIBILITIES

- A. Board Packet due 6/5/2023 – Our Library Director has struggled with targeted board packet posting and was asked to meet this timing.

XIV. NEXT MEETINGS:

- A. Regular: Monday, June 12, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video
- B. Special: Thursday, June 1, 2023, 12:30pm, in person Programs Room
 - i. Executive Session proposal: Library Director Semi-Annual Performance Appraisal

XV. ADJOURNMENT

MOTION: It was moved that the Board adjourn the meeting at 9:22pm.

Motion by: J. Fahey
Second by: P. Moskowitz,
In favor: J. Fahey, E. Haymson, P. Moskowitz,
Against: None

Abstained: None

The Chappaqua Library Board of Trustees

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