



**The Chappaqua Library  
Special Board of Trustees Meeting Minutes**

March 31, 2023, 4:30pm

Chappaqua Library Programs Room

Video link: **Insert**

**Presiding Officer:** Jennifer Fahey, President

The community are encouraged to attend either in person or by video conference. The Board Packet is posted on the Library website in conjunction with the 3/27/2023 meeting. (<https://www.chappaqualibrary.org/index.php/board-of-trustees>). Meeting minutes will follow on the website at prescribed timing.

**Attendees:**

Library Board of Trustees	Library Staff
<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Robert Conrad, Library Director
Brian Cook, Finance Officer	Shantell Pena, Staff Assistant
Dana Wu, Secretary	
Liz Haymson, Member-at-large, Past President	
<b>Videoconference:</b>	
Pam Moskowitz, Vice President	

**The meeting was called to order at 4:34pm.** Emergency exits were noted and the Pledge of Allegiance was recited.

**J. Fahey** apologized for the disorder of the March 27, 2023 Regular Meeting. This Special Meeting is necessitated solely because, when E. Haymson left the March 27, 2023 Regular Meeting unexpectedly after 15 minutes, we ceased to have a quorum with two Trustees participating remotely due to extraordinary circumstances and could therefore not accept or vote upon our public business.

The Minutes of the February 13, 2023 Regular Meeting were accepted unanimously.

The Minutes of the March 16, 2023 Special Meeting were accepted unanimously.

The Minutes of the March 21, 2023 Special Meeting were accepted; E. Haymson abstained..

**MOTIONS:** All proposed motions were presented and discussed at the March 27, 2023 Regular Meeting, although voting was not permissible.

- A. **Personnel:** D. Wu made a motion to grant an annual salary increase to Shantell Pena in the amount equal to a head of department stipend (\$1,250) retroactive to August 1, 2022 until June 30, 2023 as recommended by the Library Director and supported by our HR/Governance Committee. E. Haymson seconded the motion; the vote in favor was unanimous.
- B. **Personnel:** D. Wu made a motion to direct the Library Director to present by our April 13, 2023 Special Meeting a proposal for temporary hire or other means to cover expected Shantell Pena’s responsibilities during her maternity time off, and expected cost and duration. B. Cook seconded the motion; the vote in favor was unanimous.
- C. **Treasurer:** B. Cook made a motion to appoint Nawrocki Smith LLP as Treasurer per the presented proposal (proposal subject to review by BSK) replacing Joe Gallo who is retiring, allowing a reasonable

overlap transition period, as recommended by our Finance Committee for the amount of \$1,800/month plus potential hourly costs for audit and other services. P. Moskowitz seconded the motion. The vote in favor was unanimous.

- D. **Finance:** J. Fahey made a motion to have the Library Director explore alternative bank arrangements and present to the Board at our April 24, 2023 Regular Meeting on a proposed bank and custodian arrangement for approximately half of our capital fund to add further diversification of risk. B. Cook seconded the motion. The vote in favor was unanimous.
- E. **Website:** D. Wu made a motion to approve the LibraryMarket website design proposal as presented by the Library Director and as supported by our Communications Committee, with project management by Thao Nguyen (proposal subject to BSK review) for the amount of total \$31,400 - half due upon signing. B. Cook seconded the motion. The vote in favor was unanimous.
- F. **Architect:** P. Moskowitz made a motion to accept the KG+D Facade design proposal as per our Facilities consultant's recommendation and as supported by our Building & Grounds Committee (this represents a narrowed scope from the RFP begun by the prior Board in 2021, released in May 2022) and is in response to the RFP approved by this Board for release in January 2023 for the amount of \$32,000. B. Cook seconded the motion. The vote in favor was unanimous.
- G. **Facilities Maintenance:** P. Moskowitz made a motion to approve the Atlantic Westchester MERV 13 filtration enhancement invoice correction as supported by our Building & Grounds Committee for the amount of \$2,750, not \$2,500 as approved at our February 13, 2023 Regular Meeting. J. Fahey seconded the motion. The vote in favor was unanimous.
- H. **Facilities Maintenance:** P. Moskowitz made a motion to approve the invoice from ACL/Automated Control Logic for a Windows system upgrade to 5+ year old system controller as per our Facilities consultant's recommendation and as supported by our Building & Grounds Committee for \$4,452 (The amount will be reduced to \$2,647 if the Library provides the laptop, which would necessitate the purchase of a laptop). J. Fahey seconded the motion. The vote in favor was unanimous.
- I. **Facilities Maintenance:** J. Fahey made a motion to approve the Armistead chiller replacement proposal as presented (HVAC part has been an estimated needed cost in B&G presentations since 10/2022) (Note: Armistead is the lowest of 2 proposals obtained in February 2023, hoping for one more but our Facilities consultant asked that we approve this lesser proposal and if we secure a lower proposal next week as hoped, we will select that instead) as supported by our Building & Grounds Committee for the amount of \$12,900. B. Cook seconded the motion. E. Haymson inquired about bullet aid for this project. The vote in favor was unanimous.
- J. **Security:** E. Haymson made a motion to accept the Stratagem Security fire and burglary system implementation proposal 2435 to take over from EIPS when activated, with the Library Director to manage a smooth transfer between vendors with no gap in protection or monitoring for the Library (a Stratagem Security contract for monitoring with an annual fee will follow) for the amount of \$2,528.37. J. Fahey seconded the motion. The vote in favor was unanimous.

There were no public comments.

J. Fahey made a motion to adjourn the meeting at 5:09pm. B. Cook made the second motion. The vote in favor was unanimous.

#### **NEXT MEETINGS:**

- Special: Thursday, April 13, 2023, 12:30pm re: Staffing, Benefits, Employee Handbook and Policies, The Chappaqua Library Programs Room
- Regular: Monday, April 24, 2023, 7:00 pm, The Chappaqua Library Theater and by video; Board Packet posting due 4/17/2023

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