



The Chappaqua Library  
 Board of Trustees Regular Meeting  
 Monday, February 13, 2023 Minutes

Chappaqua Library Theater and via videoconference

<p><b>Attendance – In Person</b></p> <p><b>Library Board of Trustees:</b>          Brian Cook, Finance Officer          Jennifer Fahey, President          Elizabeth Haymson, Member-at-large/Past President (arrived 7:05pm)          Pam Moskowitz, Vice President          Dana Wu, Secretary</p>	<p><b>Staff:</b>  <b>Presenting:</b>          Robert Conrad, Library Director  <b>Audience:</b>          Robbin Friedman, Head of Children’s Services          Shantell Pena, Staff Assistant          Marge Perlin, Head of Circulation</p>
<p><b>Attendance - Videoconference:</b></p>	<p>Joe Gallo, Treasurer (partial mtg. attendance)</p>

The meeting was called to order by J. Fahey at 7:01pm. The meeting opened with the Pledge of Allegiance. The fire exits were indicated.

**Motion:** To enter into Executive Session at 7:05pm to discuss confidential personnel matters.

Motion by: P. Moskowitz

Second by: D. Wu)

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**Motion:** To adjourn the Executive Session at 7:43pm. No actions or votes were taken.

Motion by:

Seconded by:

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

The meeting was returned to order at 7:44pm.

**Board Administration**

The January 23, 2023 Minutes were accepted as submitted.

The Library Director's Report referred to the written handouts including reports from the Library Department Heads.

- R. Conrad reviewed highlights from his quarterly report on the Library's progress in achieving the 2022-2026 Long Range Strategic Plan.
- E. Haymson proposed networking with other community theaters and volunteered to assist in this effort.
- J. Fahey asked for the Communications Committee to be included in any branding consultant meeting.
- R. Conrad and D. Wu stated Library and Board appreciation for Mary Rohde who resigned/"retired" after decades of service as of February 28, 2023.
- R. Conrad noted special mention for the 1/29/2023 Library MLK event capping the Chappaqua Peace March.
- R. Conrad noted that the Children's Area designer selection process underway including diverse objectives such as to create welcoming space for the older elementary school children. J. Fahey stated that Friends are conceptually supportive of potential furniture expenses and that a formal RFP may be required for a designer.
- R. Conrad noted that Circulation numbers are increasing.

**Motion:** To extend free replacement of patron library cards until June 30, 2023 to allow the introduction of new, branded cards.

Motion by: B. Cook

Second by: P. Moskowitz

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

The President's Report was presented. J. Fahey noted:

- Report from Friends of the Chappaqua Library February 2023 meeting.
- 2/9/2023: WLS Training and review of Westchester Member Library comparative results and historical statistics for Board, Director, Department Heads and other senior staff
  - Terry Kirchner of WLS noted the "best practice" level of community engagement achieved by the Chappaqua Library to date.
- 2/13/2023: Legal Training for Board and Director by legal counsel

Treasurer's Report as presented was read aloud by B. Cook and the January 2023 Financial Statements and Capital Fund were accepted.

**Motion:** To approve payment of the January bills as presented:

Motion by: P. Moskowitz

Second by: B. Cook

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**Motion:** To approve the Director's request for a one-time extension to permit the rollover of Shantell Pena, Staff Assistant's, 40 remaining hours of 2022 Total Time-off ("TTO") remaining from 2022 to be used by June 30, 2023 instead of expiring effective January 31, 2023.

Motion by: D. Wu

Second by: P. Moskowitz

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**Committee Reports:**

**Finance Committee:**

B. Cook reported on the progress of the Treasurer search wherein the committee is investigating two alternative candidates.

J. Fahey asked that the Director and Finance Committee have an updated budget for presentation to the Board on March 16, 2023.

**Policy / Bylaws Committee:**

P. Moskowitz advised of the planned reorganization of the Policies on the Library's website to follow that utilized by Ossining Library. The committee previously presented to the Board four policies for review – Social Media Policy, Internet Policy, Circulation and Borrowing Policy (fka Library Cards, Fines and Fees Policy), and Museum Policy - all are being reviewed by counsel and will be presented for approval at the March 27, 2023 Board meeting. The Museum Pass Policy was noted to be drafted to reflect an increase in patron utilization from 3 to 4 days.

E. Haymson questioned changes under the Patron Conduct Policy. P. Moskowitz elaborated upon the major changes in the policy.

**Motion:** To approve the revised (February 2023) Patron Conduct Policy which now includes an anti-bullying/harassment statement.

Motion by: P. Moskowitz

Second by: D. Wu

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**Motion:** To remove the current Anti-bullying/Harassment Policy (adopted April 16, 2013) from active policies since it has now been incorporated into the Patron Conduct Policy.

Motion by: P. Moskowitz

Second by: E. Haymson

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

E. Haymson, a committee member, requested clarification of the Policy update and proposal process.

Discussion of the need to maintain the Pandemic Policy created in 2020 in response to the Covid-19 pandemic and the Safety Plan included in the Pandemic Plan. Elements such as work from home in the Safety Plan will need to be de-activated.

**Buildings and Grounds Committee:** J. Fahey noted:

Mixed Job renovations (Toddler restroom, Reference Area sink) completed but for the punch list.

Façade RFP underway – bidder walk through tomorrow, 2/14/2023.

RVP Main Library carpet replacement quote presented for budget consideration (\$135,349.88) will include leveling of the underlying floor.

**Motion:** To accept the Atlantic Westchester proposal to enhance the Library's air filtration system to MERV 13 from MERV 11, including more frequent filter changes and service calls – representing a \$2,500 increase in the annual service cost.

Motion by: J. Fahey

Second by: P. Moskowitz

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

**Motion:** To accept two resolutions to ensure the Library's compliance under SEQRA:

- Resolution Determining that the Project to Complete Lavatory Renovations is a Type II Action and is not Subject to Further Review (Mixed Job project/IQ Contracting) (template requiring insertion of correct Library name), and
- Resolution Adopted Pursuant to the New York State Environmental Quality Review Act Determining that an Action at the Chappaqua Central School District Public Library Constitutes a Type II Action that is not subject to Further Review (Resurfacing project/Cassese & Sons)

Motion by: E. Haymson

Second by: B. Cook

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

#### **Safety and Security Committee:**

**Motion:** To authorize the Director to accept the corrected amount on the invoice Stratagem Proposal revised #2308 – Video control of \$47,565 and rescind approval of the prior erroneous invoice #2308 for \$30,156.13.

Motion by: E. Haymson

Second by: P. Moskowitz

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

#### **Buildings and Grounds Committee additional:**

**Motion:** To accept a change order on the IQ/Mixed Job project for \$1,125 for the addition of a GFCI outlet and a replacement hot water heater.

Motion by: J. Fahey

Second by: D. Wu

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

#### **HR/Governance Committee:**

D. Wu reported on the first committee meeting held on 2/6/2023 including a discussion of staff, organization chart, budget, Work from Home ("WFH"), employee handbook, performance evaluation.

**Public Comments:** There were no public comments.

#### **Action Items:**

NYS annual report – R. Conrad advised that staff and Treasurer are working on it for the early March (3/15/2023) deadline.

E. Haymson questioned the timing of the Auditors' Report – R. Conrad advised of some informational delays, staff and Treasurer are working on it; will target meeting and presentation to the Board (3/27/2023)

J. Fahey noted that Library Trustee petitions/applications are due April 17, 2023 and that the Board is working to clarify what's involved with such service. E. Haymson reviewed the Trustee election process.

**Motion:** To adjourn the meeting at 9:11 pm

Motion by: E. Haymson

Second by: D. Wu.

The vote in favor was unanimous (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu).

The next Board meeting is scheduled for: Monday, March 27, 2023, 7:00 pm, at The Chappaqua Library Theater and by videoconference.

#### **ACTION ITEMS/To Do**

- Deactivate Work from Home practice
- Follow up on NYS Annual Report
- Follow up on Auditors Report