



**MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
 April 24, 2023, 7:00pm  
 Chappaqua Library Theater in-person and by videoconference  
**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Robert Conrad, Library Director	Katherine Whymark, President, Friends of the Chappaqua Library
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer	<b>Presenting:</b>	
Dana Wu, Secretary		
Liz Haymson, Member-at-large, Past President – Left at 8:08pm without explanation		
<b>Videoconference:</b>		<b>Videoconference:</b>

- I. **Call to Order:** J. Fahey called the public meeting to order at 7:01pm.
  - A. Emergency exits were reviewed.
  
- II. **Roll Call:** Roll Call was taken, All Trustees were present, quorum effected.
  
- III. **Pledge of allegiance:** All stood for the Pledge.
  
- IV. **Approval of the Order of the Agenda:** No changes were requested
  
- V. **Executive Session:** No Executive Session was requested or held.
  
- VI. **Board Administration**
  - Acceptance of the Minutes of the March 27, 2023 Regular Meeting - approved, 3/4 in favor (E. Haymson abstained, as she had left that meeting without explanation after 16 minutes)
  - Acceptance of the Minutes of the March 31, 2023 Special Meeting - approved, all in favor
  - Acceptance of the Minutes of the April 13, 2023 Special Meeting - approved, all in favor
  - Acceptance of the Minutes of the April 18, 2023 Special Meeting - approved, all in favor.
    - o It was agreed that the video needed to be posted for the April 18, 2023 Special Meeting, as had been intended.
  - Dana Wu resignation effective 4/18/2023 for personal reasons – J. Fahey noted that D. Wu had been appointed in September 2022 to fill Dr. Anand’s position following her resignation and had brought

great wisdom, work ethic and organization and helped the Board deep dive into communications, HR and governance and thanked her for her contribution and time.

- This position of the Board is expected to be filled at the upcoming May election.
- Appointment of Brian Cook, Chair, HR Committee
- Appointment of Pam Moskowitz, Chair, Communications Committee
- Pam Moskowitz has agreed to take on the interim Secretary responsibilities.

## **VII. Presidents Report**

- Wednesday, May 3, 2023, 7:00pm: Library Budget presentation by R. Conrad as part of the CCSD BOE Meeting at HGHS
- Thursday, May 4, 2023: The 2023-2024 Budget Notice and 2022-2023 Annual Report will be mailed to the community following the presentation from Bob Conrad on 5/3/2023.
- Wednesday, May 10, 2023, 7:00pm: Assembly Room, Town Hall: Candidate's Night for CCSD BOE and the Library Trustees
- Tuesday, May 16, 2023, 7:00am - 9:00pm, HGHS Gym: CCSD Budget Vote and BOE Election, Chappaqua Library Budget and Board of Trustees Election
  - There will be 2 open Trustee seats and we have two candidates who have filled out the paperwork to run for election. One will fill the 5-year term and the other will fill a partial 3+ year term.
  - We encourage everyone in the community to vote!

## **VIII. Library Director's Report: R. Conrad**

- The Library received correspondence from Greg Wyatt offering the Library a linoleum print by his late father, William S. Wyatt. R. Conrad asked for input on selection and where it will be displayed. R. Conrad stated his preference for the Robert Frost Home Burial. J. Fahey suggested making a poster board and allowing patrons to vote on which we should select.
- Operational developments: We have placed menstrual products in the bathrooms for patron use on a trial basis. These will be replenished as needed moving forward.
- The Children's Area Program Room has returned to service after the pandemic and a deep cleaning and we are anticipating running a program in the space in the month of May. Depending on the nature of the program, future programs may be held in the Children's Area Program Room or in another location of the library. (e.g, Theater floor may be better for messy programs!)
- The seed library is featured in the lobby and is being maintained by our YA librarian Cathy Paulsen along with librarian Tanya Nadas.
- Withdrawn Adult Books: 3 boxes have been sent to the organization, *Sustainable Shelves*.
- Programs: R. Conrad discussed the wonderful attendance at recent programs and talked about possibly adding more due to high attendance. *I'll have What She's Having* was one of programs with greatest attendance to date. Called out the teen program Blackout Poetry event on 4/25/2023.
  - External use of the Theater: Multiple Fire Department presentations on their bond for expansion of the Bedford Rd firehouse.
- Personnel: PT Library Clerk Shane Aiello scored an 85 on the Library Clerk exam, a good score. We don't have a full-time clerk vacancy for him to move into currently but this may change at which point he will be considered for such.
- Staff training: Further to 4/13/2023 Special Meeting:
  - Reached out to WLS and Civil Service for training or trainers.
  - Civil service may not be able to assist as they are reworking training on their website.
  - WLS: Have a dedicated tech trainer. Bob has a phone call meeting with Allison from WLS on 4/25/2023 to discuss training and what they offer.
  - Request to Board to assist with contacts for security training or diversity training.

- Staff Assistant Temporary position: There are a few days left for those who have been canvased for the temp position to respond at which point the list may be broken and we will be able to outsource the search for this temporary position while S. Pena is on maternity absence.
- New “Secretary to Library Director” position: We have submitted to have this added back to our roster and are awaiting to hear back from Civil Service.
- Remote Work Policy: R. Conrad solicited feedback from the Dept. Heads on the Telecommunicating Policy used at his prior library after which the policy was submitted to legal counsel for review and we are awaiting a response.
- Disaster Plan Update: Though included in the packet, it is not ready yet for approval. There are a few additional items that need to be included in the plan before final approval is requested.
- Children’s Dept. Head: On May 8<sup>th</sup> Robbin Friedman discuss the department and provide operational updates. Going forward other department heads will be asked to present as well.

**IX. Finance: B. Cook**

- Treasurer’s Report: We do not have an official treasurer’s report for March 2023 as we are currently in transition in engaging with the new accounting firm, NawrockiSmith. We thank Joe Gallo for his efforts and all he has done for the books with regards to reconciliation and bill data entry. It is expected for the May Board meeting, the new accounting firm will provide the March financial statements.
- 6/30/2022 Audit Update: As the audit was concluding, PKF O’Connor Davies found that the prior Board had authorized an accounting transfer of \$400,000 from General to Capital in October 2021. However, only \$300,000 was actually transferred, which per Joe Gallo may have been all that was available and was likely done to avoid the General Fund having a negative balance. Therefore, the current Board needs to make a motion to reflect the proper amount that was transferred to have such correcting approval on file for auditors.

**MOTION:** To clarify the original amount to be transferred to Capital from the General Fund in the October 12, 2021 Regular Board Meeting from \$400,000 to \$300,000.

Motion by: B. Cook

Second by: J. Fahey

Discussion:

- E. Haymson claimed not to remember the transaction or its discussion in 2021 and disputed its veracity.
- From the 9/21/22021 Regular Meeting Minutes: (As read by B. Cook and again by J. Fahey to clarify for E. Haymson) “Treasurer’s report: Mr. Gallo reported that he will submit a written report in the future. Mr. Gallo reported that we will be closing the People’s Bank account and transferring the funds to a new capital account at The Westchester Bank. Mr. Gallo recommends transferring \$400,000 to the new account and depositing the rest into the general fund. Mr. Farber will reach out to Mr. Miller to check if funds from the capital fund can be moved back into the general fund if needed.”
- The August 2021 Treasurer’s Report was approved via motion by Ms. Lane and seconded by E. Haymson.
- J. Fahey clarified that we cannot correct prior errors of the Board, but we need to effect a motion to address the reality of what occurred to allow the auditors to finalize their 6/30/2022 report.
- E. Haymson was invited to construct a historical clarification for presentation in the May 8, 2023 Regular Meeting.

Approved by B. Cook, J. Fahey, P. Moskowitz; E. Haymson abstained.

**MOTION:** Approval of the monthly bills as presented in the schedule in the Board Packet as reviewed by our Treasurer and a Trustee.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

E. Haymson commented that in the past there was a green box that used to be brought to the board meetings prior to the pandemic that included the bills and invoices. J. Fahey confirmed that this had not been the procedure while the Board was led by E. Haymson since May 2022. B. Cook advised that the monthly bills presented have been entered and the needed backup for the invoices are in order. J. Fahey reminded E. Haymson that email correspondence had clarified NYS Handbook language and we agreed we were not in violation. B. Cook disputed the E. Haymson implication of activity under the table. E. Haymson argued with the sufficiency of the NYS legal requirement of a posted Board packet 24 hours prior to a meeting.

The Staff Assistant confirmed that the documentation would be available for public review.

E. Haymson alleged an erosion and said she intended to construct a recommended protocol but could not do so.

E. Haymson requested discussion of the BSK invoice which she had not found time to review.

Approved by B. Cook, J. Fahey, P. Moskowitz; E. Haymson abstained.

**MOTION:** Approval of the procedure whereby the invoices represented in the schedule of bills will be retained in Shantell Pena's, our Staff Assistant's office, 100 or so feet away in an organized fashion and available for public review whenever the Board of Trustees meeting is in this building or taken with us should the meeting be held in a different location.

Motion by: J. Fahey

Second by: B. Cook

Approved by B. Cook, J. Fahey, P. Moskowitz; E. Haymson abstained.

- Summary of 2023/2024 Budget Proposal – R. Conrad
  - Summation of the Special Meeting on April 18, 2023: The meeting was called and held for the purpose of approving the proposed budget. We had the district ballot deadline along with the deadline to print our own Budget Notice. We have identified approximately \$65,000 in one-time operational expenses that we can instead pay from the capital line under the recommendation of the new Treasurer as they are related to the professional expenses for the design phase of certain capital projects. An explanation of the tax levy was provided along with the plan on how the approvals, presentation and so on will be conducted in due time. The Board will approve a final budget in June.
  - J. Fahey emphasized that the budget discussion on 4/18/2023 was the last in a series beginning in February and carried through March and April.

**MOTION:** Three year contract (2023-2025 in support of the 2023/2024/2025 audits) with Danziger Markhoff (GASB actuary), **\$6,782**

Motion by: B. Cook

Second by: P. Moskowitz

Approved by B. Cook, J. Fahey, E. Haymson, P. Moskowitz

**MOTION:** Approval of the purchase of a *Quickbooks* financial software update to permit remote access by NawrockiSmith which is priced at \$395/month or \$4,740 annual. (Currently utilize free version which lacks many features.) J. Fahey noted that Joe Gallo, our prior Treasurer, had long recommended the *Quickbooks* upgrade.

Motion by: B. Cook

Second by: P. Moskowitz

Approved by B. Cook, J. Fahey, P. Moskowitz; E. Haymson first approved and later changed her vote to abstained.

Post motion discussion: E. Haymson made financial observations. J. Fahey pointed out the benefit of efficiency gains to engage NawrockiSmith and better protect the public.

**X. Friends of the Chappaqua Library:** Katherine Whymark, President

- Book Sale:
  - Seeking volunteers
  - 35 miles of books!
  - 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
  - Sunday 5/20/2023: Clean up, book disposal
    - As in 2022, *Faith Mission/Faith Church* supporting children’s literacy in Kenya will have last rights to the remaining books before disposal.
- Technology: Updating their website and many other tech items.
- 2022 50<sup>th</sup> Annual Fund Drive: raised the greatest amount ever, sent personal letters requesting donations of prior donors.
- Leadership: Great new Board members. Communications officer has brought many updates.
- Donation tree is going to be moved from the Theater lobby to the main lobby of the library on the wall just left of the Children's Area. The tree is being updated to reflect major donors and they are adding an explanatory plaque.
- Friends* Board takes the summer off.

E. Haymson excused herself from the meeting at 8:08pm without explanation except to say she thought she was told it would only last an hour. It was noted that we maintained quorum.

**XI. Committee Reports**

- Policies & Bylaws:** P. Moskowitz explained that multiple policies will be presented for approval at the May 8<sup>th</sup> Board meeting:
  - Circulation and Borrowing Policy
  - Social Media Policy
  - Internet Policy
  - Nursing Policy for Employee Handbook

By-laws: Moving in the direction of working within the charter to amend Trustees’ terms.

J. Fahey: Working with legal counsel in amending the charter and to propose a variety of changes to the By-laws. One of the most significant changes, requiring a charter amendment, is to modify the term of office for Trustees from 5 years to 3 years. We believe that prospective Trustees are less interested in 5 year terms. We want more people to experience leadership of the library. We believe a charter and By-law change will make Trustee service more accessible and create more interest and expose more in our community to Library leadership.

Also considering expanding 5 Trustees to 7, as permitted by the charter. Would lessen impact of losing a Trustee and broaden our ability to spread work across committees.

- **Buildings and Grounds:** J. Fahey: No major developments
  - Setting up a meeting with KG&D to embark on the façade design project.
  - Resurfacing of the South Parking Lot and driveway: R. Conrad is working on alternative parking for patrons and the staff as well as signage.
  - Replacing electrical panel from 1970s, working to retain an engineer to build design specs for an RFP. Engineer’s firm was acquired, resulting in delays.
  - Facilities consultant will be away for 2+ weeks in May, but pressing on Theater screen replacement and return of Children’s Area Activity Room usage.
  - K. Whymark: Friends needs broken Theater screen removed for the 5/15 Book Sale.
- **Communications:** P. Moskowitz: Stratagem Security to provide information on improved outdoor signage.
- **Security:** J. Fahey: Video cameras have been updated from Hikvision cameras, a Chinese company U.S. governmental entities were directed to cease working with.
- **HR:** B. Cook:

D. Wu did an amazing amount of work in consideration of improvements to the Employee Handbook and Brian would like to make a motion to have the attorneys to review the changes Dana and Brian made to the handbook. J. Fahey seconded.

Discussion: J. Fahey apologized and advised that BSK had offered two proposals:

  - Variable/hourly: estimated at 10-20 hours
  - Fixed cost for project: \$5,000

B. Cook recommended the fixed cost proposal for certainty due to the complexity and length of the Handbook.

P. Moskowitz asked about the envisioned process which was described by J. Fahey as:

  1. Committee/Board recommends changes to Library Director with redlined Handbook
  2. Library Director reviews with Department Heads and notes their suggestions and concerns
  3. Redlined Handbook given to BSK for update and recommended changes.
  4. BSK version presented for Board approval.

**MOTION:** Have legal counsel review the October 2019 Employee Handbook for the fixed amount of \$5,000

Motion by: B. Cook  
Second by: P. Moskowitz  
Approved by: B. Cook, J. Fahey, P. Moskowitz

**XII. Public Comments:**

Margaret Ferguson: 1) The budget discussed in the Special Meeting was not posted 24 hours prior as required and was posted several days following. 2) If recorded, the meeting recording needs to be posted within 5 days and minutes are not sufficient.

*Board Note:* The Budget document was onscreen throughout the 4/18/2023 meeting for those attending by videoconference and posted afterward. It should have been posted in advance.

**XIII. Next Steps / Responsibilities**

- A. Board Packet to be posted 5/1/2023 – R. Conrad
- B. 5/8: NawrockiSmith introduction by videoconference – B. Cook
- C. 5/8: PKF O’Connor Davies 6/30/2022 Annual Audit presentation by videoconference – B. Cook

**XIV. Next Meeting:**

- D. Regular: Monday, May 8, 2023, 7:00 pm, The Chappaqua Library Theater and by video

**XV. Adjournment**

**MOTION:** Adjournment at 8:25pm

Motion by: J. Fahey

Second: B. Cook

Approved by B. Cook, J. Fahey, P. Moskowitz

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