



MINUTES
The Chappaqua Library
Board of Trustees Special Meeting

April 13, 2023, 12:30pm

In person in the Chappaqua Library Theater and by videoconference

Attendees:

Library Board of Trustees	Library Staff
In Person:	In Person:
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	Presenting:
	Robbin Friedman, Head of Children’s Services
By videoconference: (due to extraordinary circumstances)	Marge Perlin, Head of Circulation and Payroll Administrator
Pam Moskowitz, Vice President	Rebecca Rogan, Head of Adult Services

I. **Call to Order:** J Fahey called the public meeting to order at 12:31pm, noted the exits and all stood for the Pledge of Allegiance.

II. **Roll Call:** Roll call was taken.

III. **Motion to enter Executive Session for discussion of:** Library Director / personnel matters

MOTION by: E. Haymson

Seconded by: P. Moskowitz

The motion was approved unanimously (by B. Cook, J. Fahey, L. Haymson, P. Moskowitz, D. Wu)

IV. **Motion to adjourn Executive Session at 12:50pm**

MOTION by: D. Wu

Seconded by: J. Fahey

The motion was approved unanimously (by B. Cook, J. Fahey, L. Haymson, P. Moskowitz, D. Wu)

No motions were made, no actions were taken in Executive Session.

V. **Staff Organization**

R. Conrad confirmed that he has reconciled our roster with Civil Service with the draft budget.

D. Wu confirmed that the organization chart is a visual representation of the practices in place with Paylocity. R. Conrad advised that one proposed change is to place all custodians under the Staff Assistant’s supervision. The Staff Assistant and all Department Heads will undergo Civil Service Administration training regarding supervision, how one is supervised and how to undertake performance evaluations. J. Fahey requested that all Department Heads and at least 50% of staff be evaluated in 2023.

VI. **Staffing**

R. Conrad proposed the addition of a full-time secretary to the director. This would bring back the administrative staffing levels to historical levels and to allow for a degree of redundancy for illness, PTO etc.

D. Wu and M. Perlin presented a chart to reflect the hours for different positions and their hours worked. The chart reflects the numbers trending significantly down over time due to the lack of administrative support.

R. Conrad proposed the addition of an AV person in replacement of Carrie Krams/the terminated NCCMC contract. Discussion of either contracting with an outside vendor or we can opening a civil service position to see if we can find a person to perform this job.

R. Conrad proposed the addition of a full-time custodian to create a “Custodial Pool”. D. Wu questioned why the approved part-time position hadn’t been filled to date? R, Conrad advised that he has not had time to canvas. R. Conrad clarified that if he can fill a part-time position he will go that route, if not then he will seek a full-time custodian. R. Conrad projected that it will take a month to fill this position. J. Fahey inquired about the current part-time custodians. R. Conrad explained that the vendor custodians come in for evening and weekend programming event set-up and take-down but do not perform Library cleaning. R. Conrad explained that he is seeking to gain coverage for the bulk of the time that the library is left without a custodian. R, Conrad explained that he wants to budget for a full-time custodian as he expects it to be difficult to hire a part-time one. (The Library had been unable to do so prior to his hire). E. Haymson requested confirmation of offset budgeting reflecting the addition of a full-time custodian, eg, reduction of vendor cleaning expense etc. J. Fahey suggested that the full-time custodian hired to work complementary hours should negate the need for the vendor custodians.

2023/2024 Budget salary list to be reviewed and modified further. It was stated that the practice is to preclude salary increases for employees hired in the last 6 months of the calendar year. J. Fahey requested consideration of peer Library salary budgeting.

VII. Employee Handbook:

D. Wu advised that the Board reviewed a few aspects of the Employee Handbook, including who is and is not exempt regarding overtime/OT, Comp time, Flex time etc. with legal counsel. D. Wu advised that those working more than 40 hours in one week who are exempt employees should not be paid overtime. R. Conrad noted that per the FSLA those exempt are not to be paid overtime but that prior Boards had granted payment of time and a half to exempt employees.

Remote Work is not specified in the handbook. E. Haymson stated that Remote Work was not to be a benefit to the employees and was only to be done during the pandemic. If the Board chooses to allow this practice then it would need to be specified in the Employee Handbook.

Holidays: J. Fahey questioned our holiday selection in line with discussions underway with CCSD – beyond Federal holidays, are we overly favorable to Christian holidays over other religious holidays? May propose a reallocation of holidays to address holidays like Lunar New Year, EID, etc. D. Wu suggested an option wherein employees are allocated a certain number of days to allow them to select their holidays. M. Perlin noted potential scheduling difficulties. The Board will make a proposal for 2024 later this year.

VIII. Staff Remote Work:

L. Haymson noted that this was originally authorized during the pandemic and was authorized before the state mandated such.

R. Rogan presented:

Understands that a policy needs to be put in place for this but hopes that the board will allow flexible remote work practice. Reference Dept: 9 out of the 12 team members engage in remote work and she has not found any lack of efficiency in continuing to allow such. Structured on a case by case basis. Staffing is their main priority (2 staff / 7 days a week) and this is not hindered by remote work. Apart from the 2 working in front at the Information Desks, the remainder of the Reference staff share desks in the back office. Reference staff really appreciate the opportunity to work remotely as it provides flexibility. A lot of the work that is performed by the staff in the Reference is performed online and can effectively be done from home or remotely. There is no impact on any public service. The needs of the dept are being met. Schedule is prepared in advance and all in the department know who is working remotely and when. Communication within the department is not impacted at all.

R. Friedman presented:

The Children's Area has found remote work to be a very useful tool. Prioritize the staffing of the desk first and foremost. All patron facing work requires behind the desk work: budgeting, purchasing, program coordination, book reviews to provide recommendations to patrons, e-newsletters/promotional activities. 8 of the 9 team members have used/can use remote work. Other use includes webinars, continuing education, reports and participation in professional organizations such as ALA. Remote work is a tool that allows the Children's Room to perform their tasks efficiently, requesting its continuation.

M. Perlin stated that she does not sense services being impacted.

R. Conrad recommendation: Provided a remote work policy that they had in place at his prior library. Would need to be included in the handbook and would not be a policy.

The Board directed the Director to review the Remote Work policy he recommended with the Department Heads for their input and then ask legal counsel to review and provide their recommendations.

IX. Staff Training:

R. Conrad presented a list of ideas that the Department Heads proposed for staff training. Recommended closing the library for an hour each week for staff meetings and training including Civil Service basics, performance evaluation training, etc.

X. J. Fahey recommended tabling the remaining topics on the agenda since we were over time:

- A. Staff Performance Reviews – Timeline/Process
- B. Library Director Performance Reviews – Timeline/Process/Forms

XI. Public Comments: There were no public comments.

XII. Next Meetings:

A. Regular: Monday, April 24, 2023, 7:00 pm, The Chappaqua Library Theater and by video
Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

XIII. Motion for meeting adjournment at 1:30pm

MOTION by: E. Haymson

Second by: P. Moskowitz

The motion was approved unanimously (by B. Cook, J. Fahey, L. Haymson, P. Moskowitz, D. Wu)

The Chappaqua Library Board of Trustees

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