



AGENDA

The Chappaqua Library
Board of Trustees Special Meeting
Thursday, November 2, 2023, 7:00pm
 Chappaqua Library Program Room
 Format: In-person

The CCSD community are encouraged to attend in person. The Board Packet is posted on the Library website (<https://www.chappaqualibrary.org/index.php/board-of-trustees>) prior to the meeting. Meeting minutes will follow on the website at prescribed timing.

Presiding Officer: Jennifer Fahey, President

Expected Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer		
John Harrison, Secretary		
George Benack, Member-at-Large	Presenting:	
Videoconference (due to extraordinary circumstance):	Thao Nguyen, Reference Librarian, Project Leader: New Website Implementation 11/1/2023	Videoconference:
Pam Moskowitz, Vice President		
Absent:		

I. CALL PUBLIC MEETING TO ORDER

A. Emergency Exits

II. ROLL CALL AND INTRODUCTIONS

A. Quorum achieved?

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE ORDER OF THE AGENDA

V. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics):

VI. PUBLIC COMMENTS

We welcome public comments, but in respect for each other's time, we ask that you limit your comments to three minutes in length. Board members may be contacted via email:

chaboard@wlsmail.org. After the public comment period has been completed, Board members may have a discussion among themselves regarding comments presented.

- VII. **NEW WEBSITE IMPLEMENTATION PROJECT AND 11/1/2023 ROLLOUT** – Thao Nguyen, Project Leader
- A. Overview of new website
 - B. Tools for patron feedback

- VIII. **LIBRARY DIRECTOR WELCOME AND REMARKS**
- A. 11/2/2023 Staff Meeting
 - B. Challenges, priorities

IX. **COMMITTEE UPDATES**

A. Standing Committees:

- i. **Finance Committee** – B. Cook, Chair

MOTION: I move that the Board approve the interim Library Director or Finance Officer to engage PKF O’Connor Davies, LLP as our external auditor (since 2018) for the year ended June 30, 2023 for the amount of \$13,000, a \$500 or 4% increase from 2022 due to “our increased costs of labor and related benefits, which have been rising more rapidly in recent years” plus the below hourly costs for any services outside the contract (contract being reviewed by Library counsel, BSK).

Level	2023
Sr. Partner/Partner	\$310-300
Sr. Manager/Manager	\$240-210
Supervisor	\$185
Senior Accountant	\$165
Associate	\$145

Motion by: B. Cook
Second by:
Discussion:
In favor:
Against:
Abstained:

- ii. **Building and Grounds Committee** – J. Fahey, Chair

- KG+D proposals and Next Steps
 - 11/7/2023: Committee to finalize recommendations back to KG+D on proposals, options and prioritization.
 - Reached out to Dan Birmingham, Bond counsel at Hawkins Delafield and Wood LLP – awaiting a response
 - 11/14/2023 4pm CCSD BOE facilities committee meeting
- Theater A/V Project update – S. Pena
 - Equipment on order
 - Targeting December/January installation
 - Grant approved
- Status update meeting with Stratagem Security on 10/24/2023
 - One access control addition awaiting required asbestos testing (Theater door) – believe it to be wood wool bound with cement product (as agreed by P. Thornton prior Library Director)

- o Access control locks are good for efficiency, security and safety (vs physical key locks), urge Board to budget for 4-5 door additions annually
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
 - o “Project Wonder” – Children’s Area design and furniture (drafted)
 - o Roof Electrical Panel (drafted)
 - o Weekend Cleaners (current Arco)
 - o Seeking engineer to address 9/29 – 9/30/2023 storm damage and future stream management
 - o Seeking alternative proposals to install stones in parking lot side of the Tercia Brook streambed encircling the south parking lot, to mitigate erosion
- Electrician to return to change out parking lot burned out lights (5) for security and safety and to move one light pole out of the streambed
- **Investigating:** Addition of an automated/push button door for one of the Gallery Walk restrooms and the addition of a water bottle filler in our lobby entrance. (need estimates)

iii. **Personnel Committee** – J. Harrison, Chair

- 10/31/2023: Payroll review by P. Moskowitz (thank you!)
- Carolyn Reznick, Interim Library Director began and welcomed 11/1/2023
- Proposed Updated (2023) Employee Handbook – Board reviewing questions/edits with counsel before presenting to designated staff for input
- Webmaster appointment and stipend requested, under review
- Facilities Manager
- Finalized compensation payment to RConrad, prior Library Director

iv. **Policy / Bylaws Committee** – P. Moskowitz, Chair

- New Credit Card Policy
- Update of Purchasing/Bidding Policy
- New Claims Audit Policy (requires guidance from Finance Committee)

B. Ad-hoc Committees:

i. **Communications Committee** – G. Benack, Chair

ii. **(Library Director) Search Committee** – P. Moskowitz, Chair

- Candidate interview
- List broken: external search underway for provisional candidate

X. NEXT STEPS / RESPONSIBILITIES

- A. Regular Meeting Board Packet target posting due date: **November 6, 2023** – S. Pena and C. Reznick
- B. Secretary to note all action items for the Board.

XI. NEXT MEETINGS:

- A. **Regular:** Monday, November 13, 2023 7:00pm, in person in The Chappaqua Library Theater and by video
 - B. **Special:** Thursday, December 7, 2023 7:00pm, in person in the Programs Room
- Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

XII. ADJOURNMENT:

MOTION: It is moved that the Board: adjourn the public meeting at ____pm.

Motion by: J. Harrison
Second by:
In favor:
Against:
Abstained:

Board Packet:

- PKF O'Connor Davies, LLP engagement letter for audit of year ending 6/30/2023
- J. Vazques estimates approved 10/23/2023 – shrubbery and North streambed cleaning
- Dan Birmingham bio

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: chaboard@wlsmail.org

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



Daniel G. Birmingham

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Dan joined the Firm in 1998 and is a partner in the New York local government and school district finance practice group. Dan also serves as Bond Counsel to the States of Connecticut and Tennessee as well as Bond Counsel to various Industrial Development Agencies in New York State.

Dan has extensive experience in connection with various property tax-supported bond and note issues involving counties, cities, towns, villages, school districts and fire districts throughout New York state, as well as serving as bond counsel to the State of Tennessee.

Dan is a member of the New York State Association of County Attorneys, the New York State Association of School Business Officials, the Nassau County Association of School Business Officials, the Suffolk County Association of School Business Officials, New York State Bar Association (Municipal Law Section), the New York State Government Finance Officers' Association, and the New York State Association of Counties.

In addition, Dan is an adjunct professor at Pace University where he teaches a course on public finance law. He also periodically addresses conventions and meetings of various public finance associations and organizations.

News

- [Hawkins Elects New Partners](#)

Speaking Engagements

- **Hot Topics in Municipal Finance Law**
New York State Bar Association
- **Debt Issuance Update**
County Attorneys Association of the State of New York (CAASNY)

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