



**FINAL MINUTES**

**The Chappaqua Library**

**Board of Trustees Regular Meeting**

**Monday, December 18, 2023, 6:30pm**

Chappaqua Library Theater

Hybrid format: In-person and by videoconference (recorded)

**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	Carolyn Reznick, Interim Library Director	
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
John Harrison, Secretary	<b>Presenting:</b>	
	Larry D’Amico, Gallery Curator	
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		
George Benack, Member-at-Large		
Brian Cook, Finance Officer		

**I. CALL PUBLIC MEETING TO ORDER**

- A. The meeting was called to order at 6:41pm
- B. Emergency exits were noted and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

- A. Quorum was achieved with 3 Trustees present.

### III. APPROVAL OF THE ORDER OF THE AGENDA

A. The agenda was approved as drafted.

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

**MOTION PASSED: It was moved that the Board enter Executive Session** at 6:43pm to discuss the Library Director candidate, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

**MOTION PASSED: It was moved that the Board terminate the Executive Session** at 7:00pm and re-enter the public meeting.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

No motions, votes or actions were taken.

### V. PUBLIC COMMENTS

A. There were no public comments.

### VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the November 2, 2023 Special Meeting and November 7, 2023 Regular Meeting – Tabled, Minutes completion delayed, to be posted for January meeting approval.

B. Formal Offer to new Library Director candidate – P. Moskowitz, VP, Chair Search Committee

**MOTION PASSED: It was moved that the Board** approve the Chair of the Search Committee to **extend a formal offer to the selected candidate for the position of Library Director** with their name to be publicly announced in January if not sooner pending the candidate’s advisement to their Board of Trustees, for the salary of \$135,000 beginning February 12, 2024.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion:

- P. Moskowitz:
  - Successful Library Director for peer libraries for many years
  - References all positive
  - Reputation of working well with staff, Board and community
  - Thanks were extended to the collaborative and hard-working Search Committee:
    - George Benack, Trustee
    - Carolyn Reznick, interim Library Director
    - Denise Mincin, Department Head, Adult Services
    - Shantell Pena, Staff Assistant
    - Kristin Acocella, VP, Friends of the Chappaqua Library

- J. Fahey: While anonymity is requested and is being respected, the Board has reviewed the candidate's full credentials and are in agreement with this selection.
- J. Fahey: Due to the importance of this hire, the Trustees had confirmed the agreement of Brian Cook, George Benack in advance of tonight's meeting

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

C. Closing or Delayed Opening Procedures

**MOTION TABLED: It was moved that the Board**, in view of the potential financial cost of any closing (Staff paid in full, on average \$7,900 per day, more for longer days) and lack of services available to our community **formalize closing procedures** via i) a new policy and ii) language in the Employee Handbook as follows:

Recommendation to be made by Library Director to the Board of Trustees President (or Vice President in their absence) citing rationale (inaccessible or impassable driveway/parking lots, power outage, extreme weather, etc.) including 3<sup>rd</sup> party guidance (CCSD, New Castle Highway, NYS, etc.) and/or video. The President will decide between:

- full day closing (in extreme cases),
- 2 hr delayed opening or
- 4hr delayed opening.

or other appropriate course of action together with communication to patrons.

Any action taken to be promptly reflected on the website (with rationale) and via signage at the driveway circle, front and Theater doors.

All staff scheduled to work for 2 hours or more past any delayed opening shall be required to come in to work or listed as utilizing PTO for the full day's scheduled hours.

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

- C. Reznick: Staff arrived early to evaluate. Requested to first talk to Department Heads to agree on windows of communication, process.
- J. Fahey: Closing cant be the only option, delayed openings are an option.
- J. Harrison: Questioned President involvement. Supported Library Director decision-making.
- J. Fahey: Conflict of interest. As per historical procedure, Library Director makes recommendation to President for final decision.
- C. Reznick (and all agreed): No one wants a closure.
- Agreed to table Motion for future meeting.

In favor:

Against:

Abstained:

*The Staff Assistant is requested to change any approved draft Minutes to "final" on our website.*

D. Need to initiate weekly meetings with Library Director on priorities – current President and next President

- Transition is 1/22/2024
- Agreed to initiate 2<sup>nd</sup> week of January

E. New slate of officers to be voted upon in January meeting. Proposed:

- President: Jennifer Fahey => Pam Moskowitz

- Vice President: Pam Moskowitz => Brian Cook
- Finance Officer: Brian Cook => George Benack
- Secretary: John Harrison => Jennifer Fahey

F. Adjustment of Committees, as needed, to be agreed/appointed in January meeting.

Drafted/Proposed: (reviewed verbally with B.Cook and G. Benack)

- Standing:
  - Finance Committee: Brian Cook, Chair; George Benack, member => no change
    - G. Benack requested not to chair until he'd been through a full budget cycle
  - Building & Grounds Committee: Jennifer Fahey, Chair, Pam Moskowitz, member => no change
  - Personnel Committee: John Harrison, Chair, Pam Moskowitz, member => Brian Cook, Chair; Jennifer Fahey, member
  - Policy/Bylaws Committee: Pam Moskowitz, Chair, John Harrison, member => John Harrison, Chair; George Benack, member
- Ad-hoc:
  - Communications Committee: George Benack, Chair; Brian Cook, member => John Harrison, Chair; Brian Cook, member
  - Search Committee: Pam Moskowitz, Chair; George Benack, member => no change (can discharge in 2024 upon hire finalization)

	Current Chair	Current Member	Proposed Chair	Proposed Member
Benack	1	2	0	3
Cook	1	1	2	1
Fahey	1	0	1	1
Harrison	1	1	2	0
Moskowitz	2	2	1	1

G. Trustees are stressed by time commitment required, how can we lessen?

- New Library Director (and discharge of Search Committee) will help – change made in September and excellent interim Library Director has lessened time commitment.
- Negative: Time commitment decreases potential involvement of working professionals, parents of young kids.
- Positive: Three year team should increase accessibility.
- Should we not continue monthly Special Meetings (requested and approved 3/2023)
  - P. Moskowitz and J. Harrison support – discuss with full Board
- Should we consider expansion to 7 Trustees?
  - P. Moskowitz recommended staying at 5 until we experience the new Library Director
  - J. Harrison: Hope for new Library Director's ability to recommend decisions to Board for oversight approval as is expected and usual.

H. Begin planning for 2024 Trustee recruitment

- Will John Harrison be able to fulfill term (to 6/30/2026) or need to resign early?

**VII. FINANCE**

A. October 2023 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook, Finance Officer.

- October 2023 Financial Statements
- Approval of the bills as presented
  - J. Harrison: Anticipated potential NYS Budget shortfall - any impact expected?

- C. Reznick: Minimal NYS funding, potential impact on construction grants, potential impact on WLS
- J. Fahey: 99.9% of funding from community
- Amazon bill paid to miscellaneous requires itemization (includes books and supplies)
- Awaiting American Bankers' refund
- 12 checks >6 mos. outstanding approx. \$11K, S. Pena has contacted two

**MOTION PASSED:** It was moved that the Board approve the **October 2023 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

## VIII. DEPARTMENT HEAD PRESENTATION

### A. Larry D'Amico, Gallery Curator and Graphic Artist

- Support Joan Kuhn in programming
- Gallery closed for nearly 4 years between construction and pandemic
- Shows scheduled for next 6 months
- End of January: A couple: Beth DeWitt (portrait artist) and Tony Jefferson (jazz musician and visual artist), relates to Black History Month
- Series of art books
- 2/2024 Metropolitan: Harlem Renaissance show
- Next show after that: "Zines" from around country and internationally
- Shows typically run 5-6 weeks, a lot of work to put on, coordinate with programs
- Larry creates displays, been doing for 25 years
- Goal: educational, unique
- Peekskill and Montrose libraries also have curators
- Children's books' Illustrators
  - Goal: Exhibit overlapping with Chappaqua Children's Book Festival
- Artist talks: 25-40 people, next month additional 40-60 views online in the next month; then up to 14k via YouTube
- Music: Jazz, rock, soul/gospel; adding country in 2024
- Collaborate with SUNY Purchase
- Summer 2023: rain brought many performances indoors

## IX. COMMITTEE REPORTS

### A. Standing Committees:

- i. **Building and Grounds Committee** – J. Fahey, Chair
  - Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
    - Contractor to edge south branch of Tercia Brook encircling south parking lot with large stones to mitigate erosion
    - Joins Sawmill River which is federal waterway
  - Now seeking to move one light pole out of the streambed
  - **New developments planned:** Investigating:
    - generator, as many libraries have to avoid power outages and to serve the community.
  - **Theater A/V Project:** S. Pena on target
- ii. **Personnel Committee** – J. Harrison, Chair

- 2024 Holiday Calendar

**MOTION PASSED:** It was moved that the Board approve the **2024 Holiday Calendar** / dates as presented by M. Perlin and included in prior meeting Board Packets (11/7/2023).

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion: Wont close for 2 days for observed and official holidays going forward

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

- Updated (2024) Employee Handbook status
  - Few areas of controversy
  - Goal to present for vote at February meeting
- Marjorie Perlin, Head of Circulation and Payroll Administrator will be on leave during the month of January.
  - Retirement: Entries will be made in December/early January by S. Pena and by M. Perlin in February.
  - Payroll/vacation/sick leave: Will be addressed by Marge remotely through remote access to Paylocity.
- Westchester minimum wage increase: four Pages at \$15.91 who will have to be increased to \$16 effective 1/1/2024

**MOTION PASSED:** It was moved that the Board approve a **salary increase for 4 Pages** who are currently paid at a rate below \$16/hour to \$16/hour effective 1/1/2024 in accordance with Westchester County law.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

- J.Fahey: Wont close for 2 days for observed and official holidays;
- M.Perlin: no such occurrences in 2024

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

**MOTION PASSED:** It was moved that the Board approve the **appointment of Shane Aiello to the vacant position of full-time Circulation Clerk** at the rate of \$25/hour, budgeted at 35 hours per week, beginning January 2, 2024.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

- Next Steps:
  - Facilities Manager
  - Administrative Assistant

### iii. Policy / Bylaws Committee – P. Moskowitz, Chair

- ALA Policies will be updated to reflect current dates – reviewed on a current basis, no changes required
- New Credit Card Policy – completed, will include in next Board Packet
- Update of Purchasing/Bidding Policy – completed, will include in next Board Packet

- New Claims Audit Policy (requires guidance from Finance Committee) – completed, will include in next Board Packet

**B. Ad-hoc Committees:**

**i. Communications Committee**

- New website – staff, community feedback remains positive
- BSK: If the library has the technological capability, I would recommend posting the minutes from all meetings held after November 8, 2021 (the effective date for the statute amendment) on the website.

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

- Carolyn Reznick has agreed to stay on to transition in the new Library Director with a few days to a week overlap.
- Committee to be discharged once candidate is in position.
- Goal to join February BoT meeting

**X. NEXT STEPS / RESPONSIBILITIES**

- A. Secretary to note all action items for the Board.
- B. Library Director to note all action items for she and staff.
- C. Board Packet target posting due date:
  - i. January 22, 2024 Regular Meeting: **Monday, January 15, 2024**

**XI. NEXT MEETINGS:**

- A. **Regular:** Monday, January 22, 2024 7:00pm, in person in The Chappaqua Library Theater and by video

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.

**XII. ADJOURNMENT**

**MOTION PASSED:** It was moved that the Board adjourn the public meeting at 8:05pm.

Motion by: J. Harrison  
 Second by: J. Fahey  
 In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous  
 Against: none  
 Abstained: none

**The Chappaqua Library Board of Trustees**

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