



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, November 13, 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
In Person:	In Person:	In Person:
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
Pam Moskowitz, Vice President (delayed, arrived at 7:18pm)	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer		
John Harrison, Secretary	Presenting:	
George Benack, Member-at-Large		
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		

I. CALL PUBLIC MEETING TO ORDER

A. J. Fahey called the meeting to order at 6:37pm. Emergency exits were reviewed and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS

A. Quorum was achieved with 4 Trustees attending in person, P. Moskowitz is scheduled to arrive after a delay.

III. APPROVAL OF THE ORDER OF THE AGENDA

A. No amendments were requested.

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 6:38pm to discuss: personnel compensation and stipends, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - 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: G. Benack, B. Cook, J. Fahey, J. Harrison - 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 October 23, 2023 Regular Meeting

MOTION PASSED: It was moved that the Board approve the **Minutes of the October 23, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous

Against:None

Abstained: None

B. Acceptance of the Minutes of the November 2, 2023 Special Meeting (Topic of focus: New website launch)

MOTION TABLED: It was moved that the Board approve the **Minutes of the November 2, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by:

Discussion:

In favor: Tabled for the future meeting

Against:

Abstained:

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

VII. FINANCE

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

i. August 2023 Financial Statements

ii. Approval of the bills as presented

- 11 > 6mos outstanding – vendors, lost in mail etc. Must close them out and re-issue.
- Example: Flood insurance

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

Motion by: B. Cook

Second by: G. Benack
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous
Against:None
Abstained: None

MOTION/RESOLUTION PASSED: It was moved that, whereas the Chappaqua Central School District Public Library (“Library”) Board of Trustees have a fiduciary responsibility for all library funds; whereas the Library has chosen Valley Bank to provide banking services; be it resolved that the Library Board of Trustees has approved The Valley Bank checking and money market accounts **amend the authorized signatories effective November 13, 2023 to add: Ms. Carolyn Reznick, Mr. George Benack, and Mr. John Harrison.**

Motion by: B. Cook
Second by: J. Fahey
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:None
Abstained: None

VIII. PRESIDENT’S REPORT

A. Requested meeting with legal counsel regarding some patron concerns.

IX. INTERIM LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – C. Reznick

- A. Facilities meeting
- Alarm issue – may be battery
 - Water lever mistakenly turned off in staff bathroom
- B. Have dug into Policies, will be providing detailed recommendations (many below)

X. DEPARTMENT HEAD PRESENTATION – Sally Scudo, Head of Technical Services

- Not IT
- Department of 2, Lori Collins
- Routine:
 - Process new books – approx. 250/month
 - mostly Baker & Taylor – arrive pre-processed with covers
 - Amazon orders require covers
 - Repair books – pages, bindings —approx. 25/month
 - Repair adult AV – approx. 10/month
 - Back-up for A/V processing to Reference Dept.
- Special projects, working closely with Reference
 - Learning Center collection re-catalogued and re-labeled and reorganized
 - WLS changed designation for foreign language items to World – approx. 900 books, 850 dvds
 - Modest collection of opera dvd kept separate – decided to shelve with full collection
 - (portion of) Local History collection – added to circulating collection
 - Working with A. Berger on strenuous weeding of audiobooks: re-catalogued/re-cased. Cleaned 1,800 audiobooks – still underway
 - Discarded items: Until told otherwise – discarded items to Sustainable Shelves – approx. 700 books; typically 200/month
 - Library of Things: ukeleles, Chromebook, Hotspot, cd players etc. – must label, etc.

- Sally also:
 - maintains a regular schedule with Circulation Dept.
 - email once/month welcoming them to Library
 - Report of damaged items
 - Run book group 1x/month
 - Supervise adult pages
 - Proofread (personal talent)
 - Assistance with programming
- Don't make decisions on deselection; Dept Heads do
 - C. Reznick: shelves supposed to be only 85% full

XI. COMMITTEE REPORTS

A. Standing Committees:

- i. **Finance Committee** – B. Cook, Chair
 - Updated NawrockiSmith agreement signed. Began expanded services. Review after 2-3 months to determine if should continue.
 - Written response to PKF OD regarding their recommendations in the PKF OD 2022 Audit provided.
 - Claims Audit Process to be detailed by the Finance Committee – Finance Officer is to sign-off monthly – reviewing with C. Reznick, in policies
 - For reference: Handbook for Library Trustees of New York State (2018): "...boards are instructed to establish a 'claims auditing' procedure where one or more trustees are assigned to review the monthly bills and make a recommendation to the full board for payment."
 - Clarifying issues with Valley Bank: Call last Friday
 - investments,
 - online checking or ETF – not much additional cost, good fraud prevention
 - Recommendations for: i) investment of capital fund at higher APR ii) banking alternatives for 50% of Capital Fund
 - Valley Bank: ICS: Insured Cash Sweep alternative no additional costs and 4.25% rate available (vs. 10 yr Treasury at 4.6%, 30yr Treasury at 4.7%, AAA corporate bonds 5.5%)
 - All FDIC insured institutions.
 - Prior LD had said 6 FDIC protections (\$1.5M) – Library and 5 Trustees?? Sounded dubious. Will check.
 - Endowments – research needed by Library Director/staff into library files

Endowment Name	Year created	Benefactor	Purpose	Restrictions	Endowment Size	Commingled?	Notes
Reader's Digest		Reader's Digest		Use limited to interest	\$40,044	Yes	
Carol Furth Fund		Carol Furth		None	\$50,000		
Garden Fund				To be used solely for staff			

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

- KG+D proposals (approx. \$6M in aggregate) and Next Steps
 - Committee finalized recommendations to KG+D on proposals, options and prioritization.
 - 11/14/2023 4pm CCSD BOE facilities committee meeting - postponed due to recruitment of new Facilities Director
- Theater A/V Project update – S. Pena
 - Equipment on order
 - Targeting February installation – likely offline for 2 weeks
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
 - “Project Wonder” – Children’s Area design and furniture (drafted)
 - Roof Electrical Panel (drafted) – estimate reduced to \$25,000
 - Weekend Cleaners (current Arco)
 - 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
- S. Pena: Suburban Pest Control proposal received.
- 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
- **New developments planned:** 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.

CORRECTED MOTION PASSED: It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4843 for \$8,484.46** for the addition of the access control and updated camera for the double doors to the custodial area, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

MOTION PASSED: It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4844 for \$8,600.00** for the inspection and annual testing of burglary and fire system, cleaning of all cameras, checking server settings, and maintaining the access control system, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

MOTION PASSED: It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4842 for \$4,520.68** for the replacement of the receiver for our burglary and fire system, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

iii. Personnel Committee – J. Harrison, Chair

- Updated (2023) Employee Handbook reviewed
 - Reviewed some issues with counsel, subsequent draft to be reviewed with committee members
 - 2024 Holiday Schedule – need to approve but part of what Legal is weighing in on
 - Example: 2-day closures problematic; don't want to reoccur; haven't seen revised language yet
 - Were an outlier among peer libraries
- Webmaster appointment and stipend; to be discussed
- Facilities Manager: consideration of consultant arrangement vs. a full-time or part-time employee
 - Asked C. Reznick to survey peer Library Directors
- Finalization of payment to RConrad

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

- Policies: C. Reznick recommends:
 - Reaffirming 3 ALA policies
 - Duplicate policies on library records – 1985 and 2013; proposed deleting first and reaffirming latter
 - Display case policy updates based on inventory and needed flexibility
 - J. Fahey: Agreed Friends can manage a display case under donor tree
 - Facilities Policies – under review
 - Financial Policies – under review
 - Material Selection/De-selection – under review, including discussion with counsel
 - J. Fahey: (Historical) Procedure is to review all with legal counsel (ALA restatements may be an exception)
- Discussion of preference for aggregating policies or not
- P. Moskowitz:
 - New Credit Card Policy – exists within Financial Policies, decision to pull out or keep aggregated
 - New Claims Audit Policy (requires guidance from Finance Committee) – exists within Financial Policies, decision to pull out or keep aggregated
 - Update of Purchasing/Bidding Policy – counsel approved using one not two policies; discussion of thresholds
- Charter amendment to 3 year terms – awaiting decision on petition

B. Ad-hoc Committees:

i. Communications Committee – G. Benack, Chair

- New website 11/1 launch update
 - Community feedback very positive

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

- Candidate interview – declined to pursue position
- Evaluating interest form various search vehicles
- Next meeting: to review next steps

XII. 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. December 7, 2023 Special Meeting: **Thursday, November 30, 2023**
 - ii. December 11, 2023 Regular Meeting: **Monday, December 4, 2023**

XIII. NEXT MEETINGS:

- A. **Regular:** Monday, December 11, 2023 7:00pm, in person in The Chappaqua Library Theater and by video
- B. **Special:** Thursday, December 7, 2023, in person in the Programs Room
Topic of focus: 2024 Budget, 2024 Officer appointments
Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

XIV. ADJOURNMENT

MOTION PASSED: It was moved that the Board adjourn the public meeting at 8:19pm.

Motion by: J. Fahey
Second by: P. Moskowitz
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against: None
Abstained: None

The Chappaqua Library Board of Trustees
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