



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, October 23, 2023, 7:00pm
 Chappaqua Library Theater

Hybrid format: In-person and by videoconference

The CCSD community are encouraged to attend either in person or by video conference. The Board Packet is posted on the Library website (<https://www.chappaqualibrary.org/index.php/board-of-trustees>) prior to the meeting. Meeting minutes and a videorecording, where applicable, will follow on the website at prescribed timing.

Presiding Officer: Jennifer Fahey, President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Shantell Pena, Staff Assistant	
Pam Moskowitz, Vice President		
Brian Cook, Finance Officer	Presenting:	
John Harrison, Secretary		
George Benack, Member-at-Large		
Videoconference (due to extraordinary circumstance):		Videoconference:

- I. CALL PUBLIC MEETING TO ORDER**
 - A. J.Fahey called the meeting to order at 7:00pm and noted the emergency exits
- II. ROLL CALL AND INTRODUCTIONS**
 - A. All 5 Board members were in attendance and quorum was achieved.
- III. PLEDGE OF ALLEGIANCE**
 - A. The Pledge of Allegiance was recited.
- IV. APPROVAL OF THE ORDER OF THE AGENDA**
 - A. Apologies were given for the Updated agenda submitted late.
 - B. No changes were requested.
- V. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics):
 - A. No Executive Session was requested.
- VI. PUBLIC COMMENTS**
 - There were no public comments.

VII. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the September 11, 2023 Regular Meeting

MOTION: I move that the Board approve the **Minutes of the September 11, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion: none

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

Against: none

Abstained: none

B. Acceptance of the Minutes of the September 21, 2023 Special Meeting (Topic of focus: Board Financial Education)

MOTION: I move that the Board approve the **Minutes of the September 21, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: B. Cook

Discussion: none

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

Against: none

Abstained: none

C. Acceptance of the Minutes of the October 2, 2023 Special Meeting (Topics of focus: Legionella bacteria, Staff request for Interim Library Director)

MOTION: I move that the Board approve the **Minutes of the October 2, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Against: none

Abstained: none

D. Acceptance of the Minutes of the October 5, 2023 Special Meeting (Topic of focus: Library Director search update, Interim Library Director proposal)

MOTION: I move that the Board approve the **Minutes of the October 5, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: B. Cook

Discussion: none

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

Against: none

Abstained: none

E. Acceptance of the Minutes of the October 12, 2023 Special Meeting (Topic of focus: Library Director search update, Interim Library Director proposal)

MOTION: I move that the Board approve the **Minutes of the October 12, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

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

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

VIII. FINANCE

- A. August 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
 - iii. Checking account reconciled with no exceptions
 1. Noted: 10 checks that are 6+ months outstanding
 - iv. Money Market and Capital Fund reconciled back to February 2022.
 - v. Working with G. Benack to begin first pass at 2024-2025 Budget (vs January for 2023-2024 Budget).

MOTION: I move that the Board approve the **August 2023 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

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

IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

- A. Proposed Memorandum of Understanding vetted with counsel

X. PRESIDENT'S REPORT

- A. Board has been very, very busy – will address via committee reports.

XI. DEPARTMENT HEAD REPORTS

- A. Included in the Board Packet.

XII. DEPARTMENT HEAD PRESENTATION

- A. Larry D'Amico, Curator, Gallery will present at 11/13/2023 Regular Meeting

XIII. COMMITTEE REPORTS

A. Standing Committees:

- i. **Finance Committee** – B. Cook, Chair
 - Updated NawrockiSmith agreement signed or signature required? Committee will ensure signed copy is returned. Expanded services including reconciliation commenced this past month.
 - Written response to PKF OD regarding their recommendations in the PKF OD 2022 Audit no later than November 23, 2023 (within 6 months).
 - One recommendation involved introduction of Change Report to payroll processing – already effected
 - J. Fahey will confirm 2 responses needed to the Finance Committee post-meeting.

- Claims Audit Process to be detailed by the Finance Committee – Finance Officer is sign-off monthly
 - Two steps needed:
 1. Formalize process
 2. Create Library Policy specifying such.
 - 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 current arrangements with Valley Bank: Will address in future
 - investments,
 - online checking costs implementation process and costs,
 - ETF
 - Recommended call with January Bourke of Valley Bank:
Vice President, Government Services
Valley National Bank
370 Pascack Rd, Township of Washington, NJ 07676
Cell: 201-509-7304
Email: jbourke@valley.com
- Potential to invest capital funds at a higher APR
- Banking alternatives for 50% of Capital Fund
 - G.Benack met with Joe Cohen of Chase Bank in Milwood to discuss alternative investment of 50% of capital fund
 - Recommended T-Bills: 1/3/6/9/12mos – if needed funds earlier could swap with someone whose T-Bills were coming due
 - No FDIC but US gov’t backing
 - Brokerage accounts – 5-5.25%, locked up for 3mos, fully taxable
 - Lending Club: 4.5%
 - Fidelity Money Market Fund: 5.5%., no FDIC but SIPC
 - J. Fahey encouraged review with NawrockiSmith
- Endowments – G. Benack; J. Fahey requested a chart such as the below (inputs from P. Thornton, prior Library Director and J. Gallo, prior Treasurer) be added to our ongoing NawrockiSmith financial reports bolstered by with research by staff into library files
 - Determination if commingling is acceptable; G. Benack would prefer earmarked at least

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**

- Nalco Update:
 - 9/29/2023 testing was negative for legionella bacteria in the rooftop cooling tower
 - Staff/Patrons advised via website
 - Facilities Consultant submitted forms to DOH as required

- Spoke with Nalco regional leader, Kevin Danko, determining local contact
- Spring 2024 will be next testing
- KG+D Façade, Entry, Courtyards proposals and Next Steps
 - Committee to finalize recommendations back to KG+D on proposals, options and prioritization.
 - 11/14/2023 4pm CCSD BOE facilities committee meeting
 - CCSD BOE Facilities Committee has had proposals since August 2023
 - Feedback from CCSD on preference to push Library bond due to prioritization of CCSD bond(s) (as communicated solely to prior Library Director)
 - Concerns voiced for timing of 2024 being aggressive relative to hiring new Library Director
 - J. Fahey expressed likelihood that the project would be “chunked” into parts and will face timing delays
 - J. Fahey expressed goal to introduce CCSD recommended counsel Dan Birmingham of Hawkins Delafield and Wood LLP
 - Need for community education on goals
- Theater A/V Project update – S. Pena
 - Equipment on order
 - Some complications encountered with screen installation
 - Targeting January installation – expect Theater to be unavailable for 1-2 weeks
 - Grant approved
 - G. Benack suggested re-opening ceremony
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
 - “Project Wonder” – Children’s Area design and furniture (drafted)
 - J. Fahey toured current Pleasantville Children’s Area and renovation plans with Bill Link
 - Roof Electrical Panel (drafted), expected to be \$35,000 or less
 - Weekend Cleaners (current Arco)
 - Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
- Status update meeting with Stratagem Security postponed to 10/24/2023
- 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
 - Emphasis on utilizing LED lights
 - J. Harrison stressed the need for these type of activities to be assumed by the interim Library Director and future Library Director
- Review of Tercia Brook streambed with J Vasquez (Grounds Maintenance and Snow Removal contractor): 3 proposals
 1. **Tercia stream encircling southern parking lot: \$10,460**
 - Further cleanup as needed,
 - packing the northern edge of the stream (closest to the parking lot) with large stones/boulders to avoid further edge erosion and improve containment,
 - deepening the floor of the stream
 - Modest earth berm along parts of greatest flooding (12-15 yards of soil: cannot introduce full berm as the south parking lot drains into the stream. – Will delete this

Note: \$6,750 requested by LHaymson, approved by Board Special Meeting 8/29/2022 to undertake initial streambed cleaning and rock replacement

Note: We are undertaking an RFP to hire a drainage engineer to give us further guidance on this stream.

We will obtain alternative proposals to ensure this pricing is appropriate.

2. Tercia stream emerging from underneath northern parking lot: \$1,200

- cleanup of area where it emerges from the culvert under the parking lot to ensure smooth flow
- removing weeds to allow 5 ft wide path for the stream to where it runs into the culvert under Greeley Avenue
- *Facilities Consultant recommends proceeding with this expansion of his grounds maintenance work.*

3. Shrubbery Trimming for security: \$975

- trimming the overgrown (arborvitae? cedars?) to approx. 5 ft tall around the electric box in the grass island in the south parking lot so the lights are effective from a security perspective.
- addition of 3 similar, small shrubs to fill in holes except for the entrance to the electric box.
- trimming the shrubs along the water feature fence blocking the view from Town Hall to the Library entrance for security
- *Facilities Consultant recommends proceeding with this expansion of his grounds maintenance work.*

MOTION: I move that the Board approve the engagement of our Grounds and Snow Removal contractor, J. Vasquez, to cleanup the north branch of Tercia Brook to mitigate flooding and to trim the shrubs around the lightpole in the south lot and blocking our sightline from the police station for **\$2,175** in total.

Motion by: J. Fahey

Second by: B. Cook

Discussion: none

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

Against: none

Abstained: none

- **New developments:** 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.
 - G. Benack noted that filters for water bottle fillers are expensive as a recurring cost.

iii. Personnel Committee – J. Harrison, Chair

- 10/17/2023: Payroll review by P. Moskowitz – thank you!
- Interim Library Director hire finalized: Carolyn Reznick, effective 11/1/2023
 - Former Library Director, North Salem and Assistant Director Chappaqua Library (tenure 1992-2006)
- Updated (2023) Employee Handbook reviewed by Personnel Committee
 - Queries sent to counsel
 - Follow-on meeting with counsel
 - then review with staff representatives
 - Payroll administrator needs approval of 2024 holidays
- Webmaster appointment and stipend
 - J. Harrison requested further research and return in 30-45 days
 - Unclear if standalone Civil Service position (or just additional responsibilities/stipend)
 - J. Fahey requested interim Library Director survey fellow Library Directors re webmasters
 - Desire for one voice, branding

- J. Harrison expressed intent to be deliberate with staffing issues
- Current custodian hours: 35 or 40? MPerlin confirmed FT role has always has been 40 hours
- Facilities Manager? Need to research due to aging and spread thin consultant
- Finalization of payment to RConrad
 - Hope to finalize for approval at next meeting

MOTION: I move that the Board approve the appointment of Alan Briones to the vacant position of part-time Librarian I at the rate of 32.21/hour, budgeted at 15 hours per week, retroactive to September 5, 2023. This represents a change from his current role of Librarian Assistant Part-Time Available (PTA) budgeted at 6 hours per week and a rate of \$29.71/hour. Congratulations to Alan for completing his Library degree and attaining the title of Librarian I. Alan brings many talents to the Chappaqua Library.

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

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

- New Credit Card Policy
 - Board will adopt the Westchester Library System library policy; need to draft to Chappaqua Library
- Update of Purchasing/Bidding Policy
- New Claims Audit Policy (requires guidance from Finance Committee)

B. Ad-hoc Committees:

i. Communications Committee – G. Benack, Chair

- TNguyen to present on new Library website on 11/2/2023
- New website 11/1 launch update
 - Community mailings to cease with paper copies available at Library desks; Election/Annual Report mailing will continue

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

- Candidate interview
- List broken: external search for provisional candidate
 - All paperwork to Civil Service
 - Interview questions developed: one interview next week with a List candidate
 - Searching Indeed, WLS and NYLA (Holding off on ALA due to cost \$600)
 - Interim Library Director not added to Search Committee at this time, will enlist for interviews

MOTION: I move that the Board approve the Search Committee Chair to extend an offer of employment to Chappaqua resident and former Chappaqua Library employee (1992-2007) Carolyn Reznick effective November 1, 2023 to January 31, 2024 to serve as an Exempt employee, Interim Library Director:

- i. while the search for a permanent Library Director continues, and
- ii. to assist with onboarding that replacement;

for 35 hours /week (generally 9am – 6pm including lunch) and an annual salary of \$130,000. This presents no negative impact with respect to our 2023-2024 budget.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion:

- Changed circumstances leading to changed view of need for an Interim Director: List of eligibles responses, adequacy and likely impact on timeline; Department Head requests
- Offer letter reviewed by counsel

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

Against: none

Abstained: none

XIV. NEXT STEPS / RESPONSIBILITIES

- A. Secretary to note all action items for the Board.
- B. Staff Assistant to note all action items for she and staff.
- C. Board Packet target posting due date:
 - i. November 2, 2023 Special Meeting: **Monday, October 30, 2023**
 - ii. November 13, 2023 Regular Meeting: **Monday, November 6, 2023**

XV. NEXT MEETINGS:

- A. **Regular:** Monday, November 13, 2023 7:00pm, in person in The Chappaqua Library Theater and by video
- B. **Special:** Thursday, November 2, 2023 7:00pm, in person in the Programs Room
Topic of focus: New website presentaiton
Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

XVI. ADJOURNMENT

MOTION: It is moved that the Board: adjourn the public meeting at 8:10pm.

Motion by: J. Harrison

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

195 South Greeley Avenue

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.