



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, January 22, 2024, 6:30pm
 Chappaqua Library Theater
 Hybrid format: In-person and by videoconference

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 | | |
| Brian Cook, Finance Officer | Presenting: | |
| John Harrison, Secretary | | |
| George Benack, Member-at-Large | | |
| Videoconference (due to extraordinary circumstance): | | Videoconference: |
| | | Katherine Whymark, President, Friends of the Chappaqua Library |
| Absent (due to extraordinary circumstance): | | |
| | | |

I. CALL PUBLIC MEETING TO ORDER

A. Jennifer Fahey called the meeting to order at **6:40pm**. Emergency exits were noted and the pledge of allegiance was recited. Four of five Trustees were present (G. Benack joined at 6:44pm), so quorum was achieved.

II. APPROVAL OF THE ORDER OF THE AGENDA

A. No changes were requested to the agenda.

III. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL:

MOTION: It was moved that the Board enter Executive Session at **6:42pm** to discuss personnel matters, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: None

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

Against: None

Abstained: None

MOTION: It was moved that the Board terminate the Executive Session at 7:09pm and re-enter the public meeting.

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

We returned to the public meeting at **7:13pm**. No motions were made or actions taken in Executive Session. Apologies were given for a post-7:00pm return.

IV. PUBLIC COMMENTS

A. There were no public comments.

V. BOARD ADMINISTRATION

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

MOTION: It was moved that the Board approve the Minutes of the November 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

B. Acceptance of the Minutes of the November 7, 2023 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the November 7, 2023 Regular 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

C. Acceptance of the Minutes of the November 13, 2023 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the November 13, 2023 Regular Meeting as drafted.

Motion by: J. Harrison

Second by: G. Benack

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 December 18, 2023 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the December 18, 2023 Regular 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

The Library Director was requested to ensure a change to any approved draft Minutes to “final” on our website.

E. New slate of officers for the 2024 calendar year.

MOTION: It was moved that the Board approve the **proposed officer slate** as follows:

- President: Pam Moskowitz
- Vice President: Brian Cook
- Finance Officer: George Benack
- Secretary: Jennifer Fahey

Motion by: J. Fahey
Second by: B. Cook
Discussion: J. Fahey reviewed the Board agreed roles/responsibilities for each officer title.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against: None
Abstained: None

F. New Board Committees for appointment.

MOTION: It was moved that the Board approve the **committees** as follows:

Proposed:

- Standing:
 - Finance Committee: Brian Cook, Chair; George Benack, member (no change)
 - Building & Grounds Committee: Jennifer Fahey, Chair, Pam Moskowitz, member (no change)
 - Personnel Committee: Brian Cook, Chair; Jennifer Fahey, member
 - Policy/Bylaws Committee: John Harrison, Chair; George Benack, member
- Ad-hoc:
 - Communications Committee: John Harrison, Chair; Brian Cook, member
 - Search Committee: Pam Moskowitz, Chair; George Benack, member (no change) (will discharge once LD candidate begins service)

Motion by: J. Fahey
Second by: B. Cook
Discussion:

- G. Benack will move to Chair of the Finance Committee in the future once he has participated in a full budget process.
- P. Moskowitz pointed out that the staff personnel committee members preferred no change in Board committee members for continuity. It was agreed that P. Moskowitz would move off in view of her new President role, to be replaced by J. Fahey. *Thus changed to:*
 - Personnel Committee: John Harrison, Chair; Jennifer Fahey, member
- It was agreed that if J. Harrison remains as Chair of Personnel, he should not be asked to lead 3 committees. *Thus changed to:*
 - Communications Committee: George Benack, Chair; Brian Cook, member (no change)

In favor (with noted changes): G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None
Abstained: None

G. The Charter amendment petition as approved by the Board on 8/14/2023 and following our petition sent 8/24/2023 was approved by the Regents of the University of the State of New York. Draft By-laws changes were included in tonight's Board Packet (clean and redlined).

MOTION: It was moved that the Board approve the Revised By-laws reflecting the change to a 3-year term (as initially posted in March 2023 and discussed in the March, April, June, August, September 2023 regular Board meetings) as drafted.

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

It was agreed that these changes would need to be reflected in the Library's website and the change clarified to the CCSD District Clerk and Secretary, Liisa Elsner.

H. P. Moskowitz and C. Reznick will initiate weekly President and interim Library Director meetings on priorities.

I. The Board will begin planning for 2024 Trustee recruitment. C. Reznick and G. Benack discussed the Library's website communication on this point. The Board Packet includes language reflecting recommended changes to existing language regarding term length.

As newly elected President, Pam Moskowitz assumed the leadership of the remainder of the meeting. P. Moskowitz and the Trustees kindly thanked J. Fahey for her leadership as Board President across a tumultuous 2023 year and J. Fahey commended the excellence and collaborative nature of the current Board.

VI. FINANCE

- A. November/December 2023 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook, Finance Officer.
- i. November 2023 Financial Statements
 - ii. Approval of the bills as presented

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

Motion by: B. Cook
Second by: J. Harrison
Discussion:

- Cook noted particulars from the report including any open items.
- S. Pena explained some of the open items.
- J. Fahey congratulated the Finance Committee for managing the new NawrockiSmith Treasurer relationship so successfully. B. Cook noted that their monthly testing added excellent controls.

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

J. Fahey asked if NawrockiSmith could step in to temporarily assume the Staff Assistant's bookkeeping duties following her departure? B. Cook agreed to inquire.

VII. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT – Katherine Whymark, President (by video) and Melanie Smith-Klein, Trustee

- 2024 Friends Book Sale planned for the week of May 13, 2024 – May 19, 2024; included in the Library’s website calendar.
 - Will need same space: theater, Gallery, Program Room
- Successful membership drive in addition to the Book Sale; provided much needed additional fundraising.
 - Membership drive fundraising exceeded the Book Sale fundraising for the first time.
 - Testament to the Friends Board.
 - Look forward to working with the Library Director on needed expenditures.
 - Request for glass boards for Study Rooms to work as white boards tentatively agreed; installation to be performed by the Library.
- Announcement: 2025 will be 10 years of service for Katherine Whymark as Friends’ President and she has given notice of her intent to retire at that milestone. Will ensure smooth transition in the coming 18 months.
- Updating job descriptions and Bylaws.
- The Library Board thanked Katherine for her contribution across many years of service.

VIII. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – C. Reznick

- Coming canned food drive for United Way, C. Paulsen will assume leadership.
- Kind patron letter of appreciation for opening the Library for a partial day (1/16/2024) despite poor weather.
 - P. Moskowitz noted that a closure is never a difficult decision. C. Reznick noted that some staff commute a long way, most do not live in Chappaqua.
 - C. Reznick was thanked by the Board for her management of the weather scenarios.
 - G. Benack advised that Nixle cannot support communication of Library closings. He will determine if CCSD can notify the CCSD community of Library closings.
- T. Nguyen will post prior Board Meeting Minutes as recommended by counsel.

IX. COMMITTEE REPORTS

A. Standing Committees:

i. Finance Committee – B. Cook, Chair

- Budget planning – meeting next week, proceeding well
- 6/30/2023 Audit process/PKF OD – almost finalized
- Claims Audit Process to be detailed by the Finance Committee – Finance Officer to sign-off monthly
 - Current policy being reviewed by C. Reznick and Policy Committee
- Recommendations for: i) investment of capital fund at higher APR ii) banking alternatives for 50% of Capital Fund
- Endowments – research by Library Director, staff into library files has been unsuccessful.

Known Endowments:

| 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 | | | |
| | | | | | | | |

- Joe Gallo advised that any interest on endowments has been de minimus.
- P. Moskowitz agreed to inquire of our prior Library Director, Pam Thornton.

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

- KG+D proposals and Next Steps
 - Will ask bonds counsel to present to Board (Daniel Birmingham of Hawkins, Delafield & Wood)
 - Need to coordinate with CCSD BOE facilities committee with introduction of new Facilities Director
- Theater A/V Project update – Need to appoint new project director, recommend W. Link (R. Friedman kindly offered but may be over-extended)
 - Equipment on order
 - Targeting February installation – Theater will likely be “offline” for 2 weeks
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
 - “Project Wonder” – Children’s Area design and furniture (drafted)
 - Roof Electrical Panel - received one proposal not properly executed (being revised), two rejections due to lack of availability
 - Theater door tested for asbestos and tested negative (no asbestos found); cost within LD approval threshold
 - Weekend Cleaners (current Arco) - planning
 - 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
 - Search complicated by fact that stream is tributary to federal waterway, Sawmill River
 - W. Link adding rip-rap stones to streambed areas of high flooding as an experiment (P. Moskowitz inquired about aesthetics)
 - W. Link noted 5 large logs and a lot of debris/silt in the water feature in front of the Library entrance following the recent storms; will ask the Library’s landscaper (J. Vasquez) to address.
- Pest control: Will contrast Suburban proposal with current vendor arrangement with McHale (latter is limited to rodents)
 - Library has requested to piggyback on the CCSD pest control purchasing contract
- Seeking electrician to move one light pole out of the streambed
 - W. Link advised that electricity enters far above water level, not viewed as major risk
 - Still concerned, will investigate additional electricians
- Investigating addition of:
 - an automated/push button door for one of the Gallery Walk restrooms – difficulty in finding vendor
 - a water bottle filler in our lobby entrance (Elkay)
 - a generator for community benefit
 - J. Harris pointed out that Mt. Kisco Library has recently added a generator and that it’s quite large. And that there are annual service fees beyond the initial investment.
 - G. Benack pointed out that generators can serve whole buildings or partial facilities.

- Asked C. Reznick to survey peer LDs as to whether they have invested in a generator.
- Group discussion of need, recent years' storms, growing volatility. It was asked if the Town Hall has a generator?
- B. Cook opined that there are better investment options.
- P. Moskowitz asked if ConEd could weigh in.
- G. Benack pointed out that government entities sell surplus generators at times, CCSD has benefited.

iii. Personnel Committee – J. Harrison, Chair

- Updated (2024) Employee Handbook - to be finalized after 2/1/2024 return of M. Perlin
- Staff Assistant: S. Pena resigned effective 1/12/2024; Civil Service list of eligibles requested for the position and interviewing has begun, temporary employee hired. Considerable work to be done including transitioning in a temporary employee, educating the interim Library Director and staff on prior responsibilities.

MOTION: It was moved that the Board approve the interim Library Director to offer to **re-hire Shantell Pena on a part-time basis** not to exceed 17 hours per week and not to extend past February 16, 2024, at a rate of \$35/hour.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

- Complexity of hiring under Civil Service.
- 2/16/2024 date intended to overlap with hiring of new Library Director.

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

Against: None

Abstained: None

- Westchester minimum wage increase: four Pages with increased salary to \$16 effective 1/1/2024 (will add names)
- New Administrative Assistant: Will pursue when new Library Director begins.
- New Facilities Manager: Will pursue when new Library Director begins.
- New Library Director, Jennifer Daddio, scheduled to begin February 12, 2024.

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

MOTION: It was moved that the Board approve the **updated Exhibition Policy** as drafted (prior 5/8/2012).

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion: C. Reznick has discussed in prior Board meetings

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

Against: None

Abstained: None

MOTION: It was moved that the Board reaffirm the current FOIL, Sexual Harassment, and Pandemic Policies.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion: None

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

MOTION: It was moved that the Board eliminate the Confidentiality of Library Records Policy (1/31/1985) and reaffirm the Privacy and Confidentiality of Records Policy (3/19/2013) as the first policy is covered in the second policy.

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

MOTION: It was moved that the Board approve the separation of the Claims Audit Policy from the Financial Policies.

Motion by: P. Moskowitz
Second by: J. Fahey
Discussion:

- Agreed we could make a motion without Board Packet presentation as no language change is being proposed.
- J. Fahey: Importance of this policy per NYS 2018 Trustees' Handbook suggests separate treatment

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

- P. Moskowitz thanked C. Reznick for her hard work in updating the Library's policies.
- Update of Purchasing/Bidding Policy
 - Will prepare for next meeting
 - J. Fahey: Historical note (for C. Reznick): Has undergone review by counsel and facilities consultant; only question involved threshold levels.

B. Ad-hoc Committees:

i. Communications Committee

- Board Minutes – T. Nguyen adding historical minutes back to November 8, 2021 to the website, as recommended.

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

- Written offer to Jennifer Daddio accepted for 2/12/2024 start
- Civil Service snafu – list had expired when candidate interest re-awakened (initial declination), obtaining updated list of eligibles and following Civil Services processes.
 - Jennifer Daddio has been informed.
 - Board followed Civil Service procedure, was no interest from eligibles, list was “broken”. Prior candidate voiced interest after expiration of list of eligibles.

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. February 26, 2024 Regular Meeting: **Monday, February 19, 2024**

XI. NEXT MEETING:

A. **Regular:** Monday, February 26, 2024 7:00pm, in person in The Chappaqua Library Theater and by video.

Any person who seeks accommodation based upon disability should contact ChaDirector@wlsmail.org, at least five days prior to the meeting.

XII. ADJOURNMENT

MOTION: It was moved that the Board: adjourn the public meeting at 8:27pm.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: None

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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