



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, February 26, 2024, 7pm
 Chappaqua Library Theater
 Hybrid format: In-person and by videoconference
Presiding Officer: Pam Moskowitz, President

Attendees:

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

I. CALL PUBLIC MEETING TO ORDER

A. P. Moskowitz called the meeting to order at 7:04pm. All Trustees were present and a quorum was achieved. Emergency exits were noted and the Pledge of Allegiance was recited. No changes were requested to the Agenda.

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

MOTION: It was moved that the Board enter Executive Session at 7:05pm to discuss a patron experience.

Motion by: J. Fahey

Second by:

Discussion: none

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

Against:
Abstained:

MOTION: It was moved that the Board exit Executive Session at 7:32pm.

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

MOTION: It was moved that the Board re-enter the public meeting at 7:33pm. No actions were taken, no motions were made in Executive Session.

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

III. PUBLIC COMMENTS

P. Moskowitz reviewed our approach to public comments. There were no public comments.

IV. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the January 22nd, 2023 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the January 22, 2024 Regular Meeting 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:
Abstained:

VIII. FINANCE

A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

- 2024 Budget meeting was cancelled due to snow/weather. Hoping to reconvene this week.

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

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

IX. PRESIDENT'S REPORT – P. Moskowitz

- Exciting new audio-visual system being utilized tonight.

- Welcomed new Library Director, Jennifer Daddio on February 12, 2024.
- Thanks were given to Carolyn Reznick, Interim Library Director for all her hard work keeping the Library running and to Shantell Pena for her service and assistance with transitioning in our new Library Director and temporary Staff Assistant.

X. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – J. Daddio

- Excited by opportunity, will do best to advocate for the staff and this Library
- Incredibly professional staff, looking forward to building a great future
- “Second career” librarian, previously in publishing, book design, still work in book design
- Library education
- Teen Librarian, Head of Children’s Department, Head of Adult Services at Pearl River Library
- Somers Library, 3 years
- Reside in Montrose, NY with family
- Potter
- Noted press kudos for the Children’s Department and Robbin Friedman
- Cathy Paulsen served as liaison with the New Castle Historical Society in coordinating a presentation by a local WWII veteran, Dave Mann, over 150 attended

XI. COMMITTEE REPORTS

A. Standing Committees:

i. **Finance Committee** – G. Benack, Chair
Nothing further to add.

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

- Will lock in cadence of B&G meetings now that J. Daddio is on board
- Theater Project completed to great acclaim
- Have asked landscaper to straighten signs around parking lots
- RFP for electrical panel replacement – only 1 response, seeking another
- Also approached an alternative electrician for correcting the light post in the stream, a potential generator and an automatic door opening for one bathroom
- Streambed consultant RFP targeted but not constructed, identifying potential bidders
- J. Harrison requested washing of the front windows

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

- Facilities Director – consultant has limited bandwidth, exploring fulltime employee

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

- Closing out tenure as Committee Chair before handing off to John Harrison; after extensive contribution from Carolyn Reznick, with multiple motions relative to the following:
 - Cash Register Income Policy to Cash Management Policy
 - Claims Audit Policy
 - Deselection of Material Policy
 - Gallery Policy
 - Financial Policy
 - Investment Policy
 - Material Selection Policy

- o Purchasing/Bidding Policy
- o Purchasing/Bidding Regulations Policy
- o Reconsideration of Materials Policy
- o Friends of Chappaqua Library - Memo of Understanding

MOTION: It was moved that the Board approve and authorize the Library Director to **rename the Cash Register Income Policy to “Cash Management Policy”**, section 8K in the Financial Policy.

Motion by: P. Moskowitz
 Second by: J. Fahey
 Discussion: Will just be renamed within aggregate Financial Policies
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
 Against:
 Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to **make the Claims Audit Policy a stand alone policy.**

Motion by: P. Moskowitz
 Second by: G. Benack
 Discussion:
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
 Against:
 Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to post the **updated version of the Deselection of Material Policy.**

Motion by: P. Moskowitz
 Second by: B. Cook
 Discussion: Previously presented but found had not been reviewed with Department Heads; further revised.
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
 Against:
 Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to **reinstate the Gallery Policy** as a stand alone policy.

Motion by: P. Moskowitz
 Second by: J. Fahey
 Discussion: Pre-existing, had not been treated as an active policy. Important in recognition of the special nature of our art gallery.
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
 Against:
 Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to post the **updated version of the Financial Policy.**

Motion by: P. Moskowitz
 Second by: G. Benack
 Discussion: Effort made to improve clarity

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

MOTION: It was moved that the Board approve and authorize the Library Director to post the **updated version of the Material Selection Policy.**

Motion by: P. Moskowitz
Second by: J. Harrison
Discussion: After staff review and input
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:
Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to **remove the Investment Policy as a stand alone policy** as it I can be found in the Financial Policy under 8C.

Motion by: P. Moskowitz
Second by: B. Cook
Discussion: Duplicative, does not need to stand alone.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:
Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to **remove the Purchasing and Bidding Policy** as it is a duplicate of 8A in the Financial Policy.

Motion by: P. Moskowitz
Second by:
Discussion: Duplicative, does not need to stand alone.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
In favor:
Against:
Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to **remove the Purchasing and Bidding Regulation Policy** as it is a duplicate of 8A in the Financial Policy.

Motion by: P. Moskowitz
Second by: J. Fahey
Discussion: Two policies regarding purchasing
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:
Abstained:

MOTION It was moved that the Board approve and authorize the Library Director to post **the updated version of the Reconsideration of Materials Policy.**

Motion by: P. Moskowitz
Second by: B. Cook
Discussion: Added updated form to website as well.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:
Abstained:

MOTION: It was moved that the Board approve and authorize the Library Director to post the **Friends of Chappaqua Library “Memo of Understanding’ under Policies on the Library website**, although not a Policy per se.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion:

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

Against:

Abstained:

J. Harrison: Post ALA new core values? J. Daddio: Recommend that we indicate our alignment on our website.

J. Fahey recommended Board approval via motion. P.Moskowitz recommended approval. J. Harrison will share language with Board. B.Cook voiced concerns.

B. Ad-hoc Committees:

i. Communications Committee – B. Cook

- G. Benack worked with T. Nguyen to post Library Trustee election information from L. Elsner

XII. NEXT MEETING: March 18, 2024, 7:00pm

XIII. ADJOURNMENT

MOTION: It was moved that the Board **adjourn the public meeting at 8:03pm.**

Motion by: P. Moskowitz

Second by: B. Cook

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

Against:

Abstained:

The Chappaqua Library Board of Trustees
195 South Greeley Avenue
Chappaqua, NY 10514
Website: <https://www.chappaqualibrary.org/index.php>
Email: chaboard@wlsmail.org