



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, March 18, 2024, 6:15pm
 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 (joined at 6:35pm)	Presenting:	
Jennifer Fahey, Secretary (joined at 6:19pm)		
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 6:18pm. 3 Trustees were present and a quorum was achieved. Emergency exits were noted. No changes were requested to the Agenda.

II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL:

MOTION: It was moved that the Board enter Executive Session at 6:18pm to discuss personnel issues:

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Against:

Abstained:

J. Fahey joined at 6:19pm, G. Benack joined at 6:35pm.

MOTION: It was moved that the Board exit Executive Session at 6:54pm.

Motion by: P. Moskowitz
Second by: J. Fahey
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 7:00pm. 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. ROLL CALL AND INTRODUCTIONS

A. Emergency exits were again noted and the Pledge of Allegiance was recited.

IV. PUBLIC COMMENTS

No public comments were made.

V. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the February 26, 2024 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the February 26, 2024 Regular Meeting as drafted.

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

VIII. FINANCE

A. January 2024 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

- It was agreed that NawrockiSmith should send financials directly to the Finance Officer and Library Director.
- P. Moskowitz questioned 15 checks outstanding
- Examination of supporting documentation did not occur – need to ensure NawrockiSmith is provided information to catch up with February report
- Theater grant revenue not yet included/received, J. Daddio will follow up
- J. Fahey noted that the (9/21/2023) NawrockiSmith financial training was video-taped and should be made available for Jennifer Daddio, John Harrison
- J. Fahey reminder that NawrockiSmith had specified that aggregate bills (e.g., Amazon) need to be broken down and itemized to individual financial line items (e.g., books etc.)

MOTION: It was moved that the Board approve the January 2024 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. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

P. Moskowitz invite K. Aocella of Friends to offer any updates.

- 44th Annual Young Writers' contest: Fiction, Non-Fiction, Poetry
 - Open to grades 5-12
 - Submissions due 3/29 11:59pm
 - Reception planned for winners and all contestants in courtyard or theater
- 2024 Book Sale:
 - Monday – Tuesday May 13-14th: donations accepted
 - Wednesday May 15th 5:00 – 8:00pm: Member's Preview Sale
 - Thursday – Saturday May 16-18th: Public sale
 - Sunday May 18th: All remaining books given away for free

X. PRESIDENT'S REPORT – Pam Moskowitz

- Have been working on the budget, pleased will not exceed the tax cap. Proposed changes will make the library a stronger organization.

XI. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – Jennifer Daddio

- Thanks for assistance on budget to: Amy Kaprelian, M. Perlin, C. Reznick, J. Culwell-Block (CCSD), K. Lynch (CCSD)
- Really strong budget to help prepare the Library to be stronger in the future.

XII. COMMITTEE REPORTS

A. Standing Committees:

- i. **Finance Committee** – George Benack, Chair
 - Meetings with B. Cook, J. Daddio on budget as well as J. Culwell-Block.
 - J. Culwell-Block very supportive of J. Daddio, Library Director.
 - Will work with B. Cook for handing over the baton as Finance Officer
- ii. **Building and Grounds Committee** – J. Fahey, Chair
 - Meeting with B. Link, Facilities Consultant.
 - With KGD architect proposals on hold, can we pursue re-carpeting – received proposal approx. \$100K a year ago. Will update proposal. Would update all 1970s carpeting except the Children's area, mesh selected design to complement that of the Children's area. Responding to complaints by patrons and staff – stains, tripping hazards.
 - Penthouse electric panel: competent second alternative, unsure if written proposal received.
 - J. Harrison again raised window cleaning – determining if duty of janitor or cleaning company.

MOTION: It was moved that the Board authorize the Library Director to proceed with the automation of one of the 4 gallery walk bathrooms' entrance (beneficial for those with disabilities, walkers as well as avoids need for Library staff to assist) for \$6,873 + 645 for the Flex-Presence sensor. (Total: \$7,518) from MacKenzie Automatic Doors.

Motion by: J. Fahey
Second by: B. Cook
Discussion: There will also be a need to hire an electrician as part of this job but will be a minor expense relatively.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the Robert M. Spano plumbing proposal to install an Elkay combination water fountain/bottle filler for \$3,800 in the Library's lobby entrance.

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

- Piggyback proposal not requiring competitive proposals.
- G Benack inquired as to the cost of the filters. J. Fahey agreed to inquire.

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

iii. Personnel Committee – J. Harrison, Chair

- Looking to strengthen administrative support for the Library
- Amy Kaprelian under consideration as Staff Assistant

MOTION: It was moved that the Board authorize the Library Director to proceed with funds not to exceed 10% of annual salary related to procurement/recruiting/screening costs for securing the Staff Assistant replacement.

Motion by: J. Harrison
Second by: J. Fahey
Discussion:

- A. Kaprelian has been outstanding
- J. Harrison noted smoothness of Board preparation and public documentation as an example

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

- More developments to follow in strengthening administrative structure.

iv. Policy / Bylaws Committee – J. Harrison, Chair

- ALA Core Values – will present for consideration in the April Board meeting

B. Ad-hoc Committees:

i. **Communications Committee** – B. Cook
No major issues for discussion.

XIII. 2024-2025 BUDGET PROPOSED

MOTION: It was moved that the Board authorize the Library Director to proceed with the presented budget for 2024-2025.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion:

- J. Harrison underscored not exceeding tax cap
- B. Cook noted bottom line number slightly less.
- J. Fahey: Major investments included? Examples: Children’s Area courtyard, needed building repairs
 - B. Cook: None
- Discussion of fund balance appropriateness and availability for capital expenditure. (Note: In 9/21/2023 meeting/training NawrockiSmith noted that auditors become concerned when the fund balance is less than 50% of the annual budget). (January 2024 Library Fund Balance: \$2,901,507 = 79% of proposed 2024-2025 budgeted expenses (\$3,644,646)).
 - Until 2023-2024 had allocated \$95K of budget to fund balance, ceased in 2023-2024 due to size of fund balance
- CCSD requires the line by line budget by 4/15/2024
- J. Daddio to present proposed budget to community at May 8, 2024 7pm CCSD Board Meeting (Election: May 21, 2024, 7am-9pm)
- Annual Report mailed to public in May prior to election

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

Against:

Abstained:

- It was agreed that a Special Meeting will be required to approve the line-by-line budget prior to the 4/15/2024 deadline.

XIV. NEXT MEETINGS:

A. **Regular Meeting:** Monday, April 15, 2024, 7:00pm

B. **Special Meeting:** Monday, April 8, 2024, 7:00pm – Approval of line item budget

XV. ADJOURNMENT

MOTION: It was moved that the Board adjourn the public meeting at 7:40pm.

Motion by: P. Moskowitz

Second by: G. Benack

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

Against:

Abstained:

The Chappaqua Library Board of Trustees

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