



**FINAL MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday June 17, 2024, 7:00 pm**

Chappaqua Library Theater

Hybrid format: In-person and by videoconference

*Note: Due to technical difficulties only 14 minutes of the public meeting were recorded.*

**Presiding Officer:** Pam Moskowitz, President

**Meeting Attendees:**

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

**I. EXECUTIVE SESSION:**

**MOTION:** It was moved that the Board enter Executive Session in the Library Director’s office at 6:35pm to discuss anticipated motions and appropriate wording:

- Motion by: P. Moskowitz
- Second by: B. Cook
- Discussion: none
- In favor: B. Cook, J. Fahey, P. Moskowitz - unanimous
- Against:
- Abstained:
- G. Benack joined at 6:40pm.

**MOTION:** It was moved that the Board exit Executive Session and re-enter the public meeting at 6:55 pm.

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

Against:  
Abstained:

## II. CALL PUBLIC MEETING TO ORDER

Having exited Executive Session with no actions taken and no motions made, P. Moskowitz called the meeting to order at **7:00 pm**. 4 Trustees were present and a quorum was achieved. Emergency exits were noted. The Pledge of Allegiance was recited. No changes were requested to the Agenda.

## III. PUBLIC COMMENTS

There were no public comments.

R. Friedman, Head of Childrens' Services made note that Angel Elektra, a family storytime host who performed here in May 2024 (and for many years prior) had recently performed at Sing Sing Kill Brewery and gave a shout-out to Chappaqua Library and their staff in attendance and encouraged everyone to get a library card. R. Friedman noted that the community feedback from our May event has been positive, with appreciation voiced for inclusive programming and the event noted as great fun.

## IV. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the May 20, 2024 Regular Meeting

**MOTION: It was moved that the Board approve the Minutes of the May 20, 2024 Regular Meeting as drafted.**

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion: J. Fahey noted that her May meeting absence was due to the League of Women Voters candidates night presentation by Board member candidates. P. Moskowitz extended congratulations for winning re-election.

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

Against:

Abstained:

B. The Annual Report ensures that the Library operates in accordance with all provisions of Education Law and the Regulations of the Commissioner.

**MOTION: It was moved that the Board approve the Annual Report for Chappaqua Library that was submitted to New York State in accordance with NYS Education Law and Regulations on May 13, 2024.**

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: J. Daddio and staff were congratulated on the timely submission as timeliness had been an issue in prior years under prior leadership.

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

Against:

Abstained:

## VIII. FINANCE

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

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

Motion by: G. Benack

Second by: B. Cook

Discussion: B. Cook noted that the backlog had been significantly reduced.

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

Against:

Abstained:

**MOTION:** It was moved that the Board authorize the Library Director to proceed with the **compensation increases itemized in the 2024/2025 budget** and approved by public vote on May 21, 2024. These pay raises will be effective July 1, 2024.

Motion by: G. Benack

Second by: P. Moskowitz

Discussion: J. Fahey noted that this was “belt & suspenders” since the budget inclusive of these raises was previously approved by the Board and ratified by public vote in favor.

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

Against:

Abstained:

**MOTION:** It was moved that the Board authorize the Library Director to **fold in the stipend given as additional compensation to Department Heads**, to create a new effective rate for each Department Head. From this point forward stipends will not be offered in addition to salary. These new rates will be effective July, 1, 2024.

Motion by: G. Benack

Second by: P. Moskowitz

Discussion: This is as documented in the approved budget. J. Fahey noted that there would be a “knock-on” effect to benefits which are costed off of compensation, J. Daddio agreed that would be small. It was noted that this would eliminate a discretionary element.

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

Against:

Abstained:

**MOTION:** It was moved that the Board authorize the Library Director to proceed with the **closure of the ICS (Insured Cash Sweep) feature for our accounts with Valley Bank** to avoid the administrative burden caused in the financial reconciliation process. While it was well intended to spread our risk across numerous financial institutions it created a multitude of transactions. Further our Treasurer, NawrockiSmith, advised us that, in addition to FDIC protection on our accounts with Valley Bank, we are further protected by additional State insurance.

Motion by: G. Benack

Second by: B. Cook

Discussion: There was discussion of the history of the implementation of the ICS feature.

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

Against:

Abstained:

**MOTION:** It was moved that the Board authorize the Library Director to **utilize ACH (Automated Clearing House) payments for workers compensation and other payments as proves expedient.**

Motion by: G. Benack

Second by: P. Moskowitz

Discussion: There was discussion of how ACH payments were standard with most businesses.

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

Against:

Abstained:

#### **IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT**

Kristin Acocella provided an update on Friends’ activities:

- Nearly \$25,000 raised in the May 2024 book sale, exceeding even 2023's record results.
- Volunteers, staff and the community were thanked for achieving such a great result.
- K. Acocvella thanked Library staff and patrons for moving programs to facilitate the Book Sale and use of space
- Friends is adjourned for the Summer but will join the Summer Concert Series Friday night events in the Main Courtyard (weather permitting) – these events are provided at no cost for patrons
  - This Friday's event (Sammy Wags Collective) to be held in the auditorium due to the expected heat

#### X. **PRESIDENT'S REPORT – P. Moskowitz**

P. Moskowitz expressed gratitude to Friends of the Chappaqua Library and noted the difficulty of the scale of this annual project. She spoke to the plans to “scaffold” the administrative support for the Library Director and staff with additional hiring or positions. She thanked J. Daddio for the innovative idea of the Building Assessment and noted that the Library would be closed for Wednesday June 19<sup>th</sup>, “Juneteenth.” She expressed plans to meet on 8/5/2024 for In Service training with the director of WLS to clarify roles for the Board and Library leadership.

#### XI. **LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – J. Daddio**

J. Daddio thanked the community for the overwhelming (2:1) support for the 2024/20215 Budget. She thanked the Friends for the Book Sale results and effort and expressed her enjoyment of the partnership and collaboration. She thanked the staff for their support in preparing the Annual Report for NYS, a massive undertaking. She advised of a new Assistant Director, R. Friedman, currently Head of Childrens' Services and shared kind words about Robbin's contribution.

#### XII. **COMMITTEE REPORTS**

##### A. **Standing Committees:**

- Finance Committee** – George Benack, Chair  
Nothing further to report.

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

**MOTION:** It was moved that the Board authorize the Library Director to **proceed with the 4/8/2024 proposal from Lothrop Associates Architects D.P.C. for design services and budgeting advice for what we have referred to over the past 18 mos plus as “Project Wonder” to enhance the theme and design, organization and furniture elements of the Children’s Area** following its physical expansion and reopening in 11/2021, for a fee of **\$3,000 plus an estimated \$300 reimbursable expense allowance**. This follows a review of proposals from Lothrop and HMA2 by Robbin Friedman, the Head of the Children’s Area and the Building & Grounds Committee including Jennifer Daddio and our Facilities Consultant, Bill Link.

Motion by: J. Fahey  
 Second by: P. Moskowitz  
 Discussion: Excitement was expressed that the project would move forward.  
 In favor: G. Benack, B. Cook, J. Fahey, P. Moskowitz - unanimous  
 Against:  
 Abstained:

**MOTION:** It was moved that the Board authorize payment by the Library Director for the **4/17/2024 proposal from Lothrop Associates Architects D.P.C. for an Architectural and Engineering building assessment** incorporating the building’s mechanicals, structure, windows, finishes, plumbing, lighting, security, carpets etc. with advice on prioritizing and budgeting for any concerns noted for a fee of **\$13,500 plus an estimated \$500 reimbursable expense allowance**. The final findings will be presented to the Library Board. This is something Jennifer Daddio had performed at her prior library and which she

found quite useful. Our facilities consultant also agrees with the potential value. We agreed that Jennifer will request a split payment: an advance deposit followed by the balance in 1-2 additional payments and that she will ensure that Lothrop first reviews the KG&D assessment and the 2023-2024 recommendations and the changes implemented by Stratagem Security.

Motion by: J. Fahey  
Second by: B. Cook  
Discussion: It was appreciated that a presentation would be made to the full Board.  
In favor: G. Benack, B. Cook, J. Fahey, P. Moskowitz - unanimous  
Against:  
Abstained:

**MOTION: It was moved that the Board** authorize payment by the Library Director for **Stratagem Security’s proposal #8121** to separate the burglary and fire systems as is usual for a building and business of our size for **\$2,102.52** (the net amount after subtracting \$4,520.68 for services previously provided toward this goal). Our thanks to Amy Kaprelian and Jennifer Daddio for sorting through the multitude of prior invoices from Stratagem to ensure we were not paying in a duplicative manner.

Motion by: J. Fahey  
Second by: G. Benack  
Discussion: J. Fahey noted that the Facilities Consultant had been recommending for over a year.  
In favor: G. Benack, B. Cook, J. Fahey, P. Moskowitz - unanimous  
Against:  
Abstained:

**MOTION: It was moved that the Board** authorize payment by the Library Director for **an expansion of pest management services from exterior only to the inclusion of interior treatments**. The current cost of \$95/month would increase to **\$225/month for \$2,160 annual**. (J. Daddio to confirm amounts with Facilities Consultant,  $\$2,160/12=\$180?$ ) Jennifer D confirmed that we are not aware of an interior pest problem.

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

Additional:

- Elkay water cooler with bottle filler installed in entrance, second (donated) cooler having parts ordered.
- (Gallery walk) Bathroom automatic door opener in place to benefit elderly and differently abled patrons.

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

**MOTION: It was moved that the Board provisionally appoint Robbin Friedman to Assistant Director** of Chappaqua Library effective July 1, 2024 at compensation of **\$90,000 annually** (an increase from \$70,404 for 2023/2024 (27.8% increase) and \$79,046 as budgeted for 2024/2025 (13.9% increase)).

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

Against:

Abstained:

Congratulations were extended to R. Friedman.

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

Nothing to report.

**B. Ad-hoc Committees:**

i. **Communications Committee** – B. Cook

Nothing to report.

XV. **NEXT MEETINGS:** Monday July 15, 2024, Monday August 19, 2024

**XV. ADJOURNMENT**

**MOTION:** It was moved that the Board adjourn the public meeting at **7:27pm**.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion:

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

Against:

Abstained:

Website: <https://www.chappaqualibrary.org/index.php>  
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