



FINAL APPROVED MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday July 15, 2024, 7:00 pm
 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 7:17pm (delay due to video difficulties), confirmed a quorum and identified the Emergency Exits and the Board recited the Pledge of Allegiance.

II. APPROVAL OF THE ORDER OF THE AGENDA

A. No changes were requested.

III. PUBLIC COMMENTS

A. No public comments were made.

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 June 17, 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. 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 May **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: J. Fahey

Discussion: G. Benack noted that there have been checks outstanding consistently, approx.. \$6-7K. The change to ACH payments began in May and is underway. The cash sweep is being terminated with investment retained solely with Valley National Bank. Funds are fully collected from the town/taxes. We collected \$46K in excess revenues and will report back on the "other sources".

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

Against:

Abstained:

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

Motion by: G. Benack

Second by: B. Cook

Discussion: B. Cook/J. Daddio: ACH process had been approved by the board, NS didn't realize.

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 **transfer \$30,000 from the Health Insurance line (.6120) of the 2024/2025 Budget to the following lines** for zero net increase or decrease as follows:

- \$3,000 to Travel (.9440)
- \$2,000 to Periodicals (.7310)
- \$5,000 to Telephone (.9330)
- \$1,500 to Sewer Taxes (.8060)
- \$8,000 to Medicare Reimbursement (.6130)
- \$10,500 to Insurance

Total: \$30,000

Motion by: G. Benack

Second by: P. Moskowitz

Discussion: J. Daddio: Required to closed out prior year.

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 **transfer \$120,000 of the 2024/2025 Budget into Building Service Contracts line (.8020) from the following lines** for zero net increase or decrease as follows:

- \$44,000 from Health Insurance (.6120)
- \$64,000 from NYS Retirement (.6170)
- \$12,000 from Professional Fees (.9210)

Total: \$120,000

Motion by: G. Benack

Second by: P. Moskowitz
Discussion: Required for same rationale.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz – *unanimous*
Against:
Abstained:

IX. **PRESIDENT’S REPORT – P. Moskowitz**

- Annual Report submitted and accepted by NYS. Tracks progress for the Library, mandatory. Received \$5,066 for filing, additional 10% forthcoming.
- Appreciation voiced for NawrockiSmith.
- A. Kaprelian working through checks outstanding.
- Official county cooling center.
- Reminder on Board training, 4 hours annually required of Trustees.

X. **LIBRARY DIRECTOR REPORT – J. Daddio**

- R. Friedman serving as new Assistant Director, huge help already.
- Exploring DEI initiatives for training. Explored multiple organizations. OLOS: works with ALA, comprehensive DEI training programs. 3-4 half day training: 1. Exploring cultural literacy and competency, 2. Implicit Bias, 3. Power of Privilege. Willing to host up to 60 persons. Ensuring applicable to library workers. Cost: \$2,700 or \$3,600 inclusive of go-forward plan – will come from Professional Development line budget item. J. Fahey pointed out may be able to coordinate with electrician to overlap so we avoid OT overage for replacing the electrical panel.
- LevittFurst: Anticipate increased insurance premiums, exploring options. No claims filed.
- Technology meeting with WLS. Fees will increase.
- Similar appreciation voiced for NawrockiSmith.

XI. **COMMITTEE REPORTS**

A. **Standing Committees:**

i. **Finance Committee – George Benack, Chair**

- Nothing additional.

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

- Meeting held 7/9/2024.
- The Library Director, Assistant Director and Assistant’s offices and the converted Study Room have all been painted as agreed.
- Lothrop Associates’ Architectural and Engineering building assessment – kickoff meeting being scheduled for September
- Lothrop Associates “Project Wonder” – kickoff meeting held
- Stratagem Security: no additional work requested, awaiting completion of agreed projects.
- Update on the pest management contract – decided not to proceed with interior services due to 2x cost and lack of observed problems
- Update on a potential second water cooler/bottle filler – awaiting an estimate for parts/installation
- Streambed management: Our facilities consultant will be asking our Grounds Maintenance vendor to dredge the southern and eastern streambeds and water feature, may need to install additional rip rap stone to mitigate flooding and erosion

MOTION: It was moved that the Board authorize the Library Director to proceed with the **proposal from Tri-Cat Electric for \$14,880 to replace the 50+year old electric panel** in the “penthouse” equipment room following 2 RFP processes led by our facilities consultant wherein the majority of selected bidders declined due to overwork/unavailability or failed to respond. In the first round only Tri-Cat responded, and in the second round Tri-Cat again responded one additional bidder responded

who was far more expensive. Note that this pricing includes a \$1,280 overtime premium to conduct the replacement work after hours to avoid having to close the library for a day.

Motion by: J. Fahey

Second by: B. Cook

Discussion:

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

Against:

Abstained:

Note: The facilities consultant will also ask Tri Cat, as our selected vendor, to provide proposals to install an alarm in the automatic door bathroom and to move the parking lot light pole that has largely been overtaken by the streambed due to erosion.

MOTION: It was moved that the Board authorize the Library Director to proceed with the weekend and janitor time off infill cleaning proposal from CC Clean for an expected annual cost of \$35,350 (vs. the budgeted amount of \$_____ (to be provided)), including:

- \$23,400 for a weekly deep cleaning in addition to our custodian daily cleaning (believe includes the weekend)
- \$1,100 for on-demand carpet cleaning (estimated 1x)
- \$750 for on-demand resilient floor cleanings (estimated 1x)
- \$4,100 for on demand window cleanings (estimated 1x)
- \$200 per day per diem for infill during custodian vacation/sick days (estimated 30 days)

This represents a change from our current vendor Arco following an RFP led by our facilities consultant in which 3 companies responded (including our incumbent vendor) with proposals and 2 declined to bid. CC's terms were superior in pricing and breadth and their references were excellent.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: B. Cook questioned the budget amount (TBC). Window cleaning is an addition.

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

Against:

Abstained:

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

- (Junior) Custodian hire will not be pursued at this time due to J. Daddio solution with technological help in Theater. J. Daddio requests staff advise if willing to take additional hours.

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

- Nothing to report.

B. Ad-hoc Committees:

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

- Nothing to report. P. Moskowitz noted that T Nguyen has posted future meetings on the website.

XIV. NEXT STEPS / RESPONSIBILITIES

XV. NEXT MEETINGS:

- August 19, 2024, 7:00 pm – Regular Meeting in the Library Theater with 6:00am Executive Session.
- September 16, 2024, 7:00 pm – Regular Meeting in the Library Theater

XVI. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 7:47 pm.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion:

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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