



**FINAL DRAFT MINUTES**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday August 19, 2024, 7pm  
Chappaqua Library Theater**

Hybrid format: In-person and by videoconference

The CCSD community are encouraged to attend either in person or by video conference. The Board Packet is posted on the Library website (<https://www.chappaqualibrary.org/index.php/board-of-trustees>) prior to the meeting. Meeting minutes and a videorecording, where applicable, will follow on the website at prescribed timing.

**Presiding Officer:** Pam Moskowitz, President

**Expected 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	
	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	Denise Mincin, Head of Adult Service	
	Robbin Freedman, Asst Director, Head of Childrens	
John Harrison, Member-at-Large		
<b>Videoconference</b>		<b>Videoconference:</b>
<b>Absent:</b> Brian Cook, Jennifer Fahey		

**I. CALL PUBLIC MEETING TO ORDER**

Pam Moskowitz called the meeting to order at 7:03pm. Emergency exits were noted and the pledge of allegiance was recited. No changes were requested to the agenda.

**II. ROLL CALL AND INTRODUCTIONS**

Trustees Brian Cook and Jennifer Fahey absences were noted.

III. **PUBLIC COMMENTS**

No public comments.

IV. **BOARD ADMINISTRATION**

A. Acceptance of the Minutes of the July 15, 2024 Regular Meeting

**MOTION:** The Board approved the **Minutes of the July 15, 2024 Regular Meeting** as drafted.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: None

In favor: P. Moskowitz, G. Benack, J. Harrison

VIII. **FINANCE**

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

**MOTION:** The Board approved the June **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: J. Harrison

Discussion:

In favor: P. Moskowitz, G. Benack, J. Harrison

II. **PRESIDENT'S REPORT**

Post the July Board meeting, Jennifer, Library Director reviewed our budget for cleaning and saw that there was no line specifically for cleaning services, except for coverage when our regular custodian is on vacation. Our cleaning expenses were budgeted under "regular repairs and special cleaning." This line only has \$30,000 in it. We paid ARCO approximately \$23K last year. Which brings to light that we only have \$7K for regular repairs, which is a very low number. This is something to keep in mind over the next year and certainly when the budget for 2025-2026 is worked on.

Lothrop has met with Robbin and all are looking forward to getting the work started in the Children's Room.

The scope of work that we have been engaged with Strategem on is coming to a close. The last item on the list to be completed is separating the burglar and fire alarms. Jennifer is awaiting a date from them on when this will occur.

III. **LIBRARY DIRECTOR**

The Library is collecting school supplies for "The Sharing Shelf". The glass case by the entrance has a display of "The Sharing Shelf" which highlights all the good work they do.

Working on reviewing the most recent edits made to the Employee Handbook. Updating the Disaster Plan.

The Library will have a table at Community Day on 9/14/24.

#### IV. COMMITTEE REPORTS

**Personnel Committee** – The Children’s Room hired an extra sub.

**Policy / Bylaws Committee** – Jennifer Daddio is working on updating the Facilities Policy

John Harrison attended a program entitled “The ABC’s of Book Banning”. The recording was sent to all the Trustees.

#### XIV. ADJOURNMENT

**MOTION:** The Board meeting was adjourned at 7:23pm

Motion by: P. Moskowitz

Second by: J. Harrison

In favor: P. Moskowitz, J. Harrison, G. Benack