



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday September 16, 2024, 7:00 pm
 Chappaqua Library Theater
 Hybrid format: In-person and by videoconference
Presiding Officer: Brian Cook, Vice President

Attendees:

| Library Board of Trustees | Library Staff | Invited Guests |
|---|-----------------------------------|-------------------------|
| In Person: | In Person: | In Person: |
| Brian Cook, Vice President | Jennifer Daddio, Library Director | |
| George Benack, Finance Officer – delayed 5 mins | Amy Kaprelian, Staff Assistant | |
| Jennifer Fahey, Secretary | Presenting: | |
| John Harrison, Member-at-Large | | |
| | | |
| Videoconference (due to extraordinary circumstance): | | Videoconference: |
| | | |
| Absent (due to extraordinary circumstance): | | |
| Pam Moskowitz, President | | |

I. CALL PUBLIC MEETING TO ORDER

- A. B. Cook 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 August 19, 2024 Regular Meeting

MOTION: It was moved that the Board approve the **Minutes of the August 24, 2024 Regular Meeting** as drafted.

Motion by: B. Cook

Second by: J. Harrison

Discussion: none

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - *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 **August 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: J. Fahey

Discussion: GBenack had not reviewed. As mentioned in prior meetings, Nawrocki Smith remains unresponsive to GBenack, must be addressed. Library received Treasurer's Report only minutes ago.

JDaddio: Delayed because Library dropped ball on a few ACH items. Going forward AKaprelian will check in with NawrockiSmith a week prior to ensure they have all they need to generate the report. J. Daddio: Call with NawrockiSmith on Tuesday September 17, 2024. JFahey asked JDaddio to include GBenack which she will, schedules permitting. It was initially agreed to table the motion.

In favor: **Tabled**

Against:

Abstained:

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

MOTION: It was secondarily moved that the Board approve the **August 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented, following G. Benack's review.

Motion by: G. Benack

Second by: B. Cook

Discussion: GBenack voiced concern that it is noted that 66 test transactions had no purchase orders.

JDaddio: Will discuss with NawrockiSmith tomorrow. BCook: When signing checks as a Trustee, the expense documentation is always there, receipts etc. JFahey urged JDaddio that GBenack be included in the NawrockiSmith meeting.

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

Against:

Abstained:

MOTION: It was moved that the Board approve the July Westchester Library System's Service Level agreement (SLA) for the Chappaqua Library for **\$102,605.63** (4.9% increase) as presented with changes as discussed.

Motion by: B.Cook

Second by: J. Harrison

Discussion: J. Daddio: To save on expense because insufficiently budgeted, will reduce support for 10 public computers to 5. Digital content \$5,100 expense not included in 2024/2025 budget. Also includes swapping in a new laptop with docking station for MPerlin for Benefits. BCook: utilization of 10 computers? JDaddio: Reference desk feels 5 are sufficient, also have Chromebooks. JHarrison: How much per computer? JDaddio: \$1,000/year historically. WLS requested 3 year commitment: \$1,100 for 2025, \$1,200 for 2026, TBD for 2027. Paid in 2 payments. JFahey: WLS costs have risen each year. [Note: WLS Service Level Agreement for IT Services for 2024 cost \$97,826.08 (50% payable by March 1 and September 1 of 2024),] JDaddio: recommend try for 6 months and adjust as needed (can add MOU). Contract due by October 1, 2024. GBenack: Can we monitor usage? JDaddio: difficult to monitor how many used at one time. JFahey recommended proceeding. JHarrison: People of limited means need access. JFahey agreed.

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

Against:
Abstained:

IX. **FRIENDS OF THE CHAPPAQUA LIBRARY** – Kristin Acocella, VP

- First meeting post summer recess last week.
- Expanding Museum Pass program: renewing all, adding Noguchi Museum (Queens), 9/11 Museum (NYC), Stepping Stones Museum (Norwalk, CT), plus passes for NY & CT parks
- Recruiting additional Board volunteers.

X. **PRESIDENT’S REPORT** – B.Cook for P.Moskowitz

- August 26, 2024: Terry Kirchner of WLS presentation on roles of Library Director, resources for Trustees, etc. Requested all Trustees to watch if missed.
- First meeting with Lothrop re; Building assessment. Also excited for design for Children’s Area.
- Began contract with new building cleaning vendor, CC Clean.
- Facilities Policy updated with assistance of staff.

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

- Community Day successful: community interactions, sign-ups, networking with other organizations.
- Separations of personnel with thanks for their service: C. Colavito, D. Colavito, M. Rose, A Briones, C. Baker, S. White, E. Song, C. Weddell, C. Reznick.

XII. **COMMITTEE REPORTS**

A. **Standing Committees:**

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

- Re-presented Motion for Treasurer’s Report.
Nothing additional.

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

- Meeting held September 10, 2024.
- Stratagem Security access cards: JDaddio planning roll-out to staff.
- “Penthouse” electrical panel replacement by TriCat Electrical facing 6 months delay due to an equipment backlog.

MOTION: It was moved that the Board authorize the Library Director to proceed with the installation of a second Elkay water cooler/bottle filler near the Gallery Walk by Robert M. Spano for the cost of \$2,775 plus additional potential extra cost of \$350 for needed electrical wiring. **Total: \$3,125.**

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

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

Against:

Abstained:

- JHarrison: Staff member concern voiced in Friends 8/2024 meeting regarding state of Kitchen and Break Room. Recommend the B&G committee consider (BCook noted part of Lothrop review)

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

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of the following part-time available or substitute librarians for coverage on an as needed basis: Susan Polos, Marie Nania, Leslie Albamonte and Lesley Levine, each hired at \$32.21/hour.

Motion by: J. Harrison

Second by: J. Fahey
Discussion: JHarrison: No impact on budget. JDaddio: In case someone is sick, on vacation, 1-2 insufficient.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of the following part-time available or substitute library assistants for coverage on an as needed basis: Jacob Demlow and Emily Boyer, each hired at \$28/hour.

Motion by: J. Harrison
Second by: J. Fahey
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of Mali Jaffe as a computer page for \$16.69/hour.

Motion by: J. Harrison
Second by: B. Cook
Discussion: JDaddio: supports C.Paulsen; skill level above regular page. GBenack recommended advice on time system tier.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of the following part-time available or substitute Pages for coverage on an as needed basis Ben Millerman, Renee Wong (sp?), each hired at \$16.39/hour.

Motion by: J. Harrison
Second by: B.Cook
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

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

- New Facilities Policy completed but undergoing a small revision.

JFahey: Additional Note: Chappaqua Children’s Book Festival donated (12) \$10 vouchers for the Children’s Area to be shared with families in need. There will be hundreds of books for sale for \$10 or less.

B. Ad-hoc Committees:

- i. **Communications Committee** – B. Cook
- Nothing to report.

XIV. NEXT STEPS / RESPONSIBILITIES

None noted.

XV. NEXT MEETING:

- October 21, 2024, 7:00 pm – Regular Meeting in the Library Theater with 6:30am Executive Session.

XVI. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 7:45 pm.

Motion by: B. Cook

Second by: J. Fahey

Discussion:

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