



**FINAL APPROVED MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday, October 21, 2024, 6:30 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
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
George Benack, Finance Officer – delayed 5 mins	Amy Kaprelian, Staff Assistant	
Jennifer Fahey, Secretary	<b>Presenting:</b>	
John Harrison, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		
Brian Cook, Vice President		

**I. CALL EXECUTIVE MEETING TO ORDER**

- A. P. Moskowitz called the meeting to order at 6:30pm in the Library Director’s office.
- B. Discussion of potential modification of NawrockiSmith services.
- C. Discussion of change in officer roles effective January 2025. P. Moskowitz volunteered to remain as President. J.Fahey complemented her service but urged each Trustee to serve as President due to the benefits of the experience and the reduced time commitment due to the strength of our Library Director, Assistant Director and Library Director’s assistant management team.
- D. Reminder on Trustee training.

**II. CALL PUBLIC MEETING TO ORDER**

- A. P. Moskowitz called the meeting to order at 7:00pm, confirmed a quorum and identified the Emergency Exits and the Board recited the Pledge of Allegiance.
- B. Jennifer Coulter, the Library Director for Pound Ridge Library and the Head of Children’s Services for the Irvington Library were welcomed as guests.

**III. APPROVAL OF THE ORDER OF THE AGENDA**

- A. As per the Executive Meeting discussion it was agreed that an additional Finance motion would be made.

#### IV. PUBLIC COMMENTS

A. No public comments were made.

#### V. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the September 23, 2024 Regular Meeting

**MOTION: It was moved that the Board** approve the **Minutes of the September 23, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

In favor: G. Benack, 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 **September 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack Second by: P. Moskowitz

Discussion: J. Daddio has clarified for NawrockiSmith that our Library does not use purchase orders. However, the Library Director reviews and signs all invoices.

It was noted that 11 checks remain outstanding but J. Daddio noted that some people don't cash checks timely.

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

Against:

Abstained:

B. NawrockiSmith duties revision.

**MOTION: It was moved that the Board** authorize the Library Director to reduce the NawrockiSmith on-site visits from monthly (as initiated in 10/2023 to conduct bookkeeping activities not addressed by the prior Library Director's management team) to quarterly, effective immediately.

Motion by: G. Benack

Second by: J. Fahey

Discussion: J. Daddio believes that NawrockiSmith agrees that the Library has demonstrated progress in its bookkeeping practices and processes. The next onsite visit will now be in January 2025. It was clarified that monthly Treasurer's reports will still be provided but the monthly onsite activities specified as:

- Credit Card utilization and supporting documents
- Test purchasing, disbursements and claim supporting documents
- Test payroll transactions
- Test cash receipts/handling
- Test HR files
- Test Leave accruals, Vacation
- Other as needed.

in October 2023 for an additional \$1,350 per month are no longer needed with such frequency due to the capabilities of the J. Daddio led management team.

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

Against:

Abstained:

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

- Lothrop (architect firm selected for Building Assessment and design for Children’s Area) meeting held, attended by G.Benack, J. Harrison, P. Moskowitz of Trustees.
- NYS construction grant funds received for Theater Equipment Upgrade (as previously announced in 2023)
- September 28, 2024: Library staff assisted with the Chappaqua Children’s Book Festival
- All 23 Library policies are now reviewed, and revised and updated as needed, over the last 3 years as a stated goal of the 2022 Long-Range Strategic Plan
- Employee Handbook modifications proposed further to work of committee in 2023 and 3 Trustees will meet with J.Daddio and team on November 5, 2024 to review and discuss. Possible November 2024 Motion.

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

- \$10,769 bullet aid secured with assistance from NYS Senator Pete Harckham. Likely not applicable to Children’s Area re-design.
- Circulation Department noted appreciation for Thursday morning monthly meetings to foster collaboration.
  - 1<sup>st</sup> Thursday of month: All-Staff meeting
  - 2<sup>nd</sup> Thursday of month: Staff Training
  - 3<sup>rd</sup> Thursday of month: Dept Meeting
  - 4<sup>th</sup> Thursday of month: Staff Training
  - 5<sup>th</sup> Thursday of month (when applicable): Group get-together
- Facilities Use Policy rewrite reviewed with all department heads
- R Goodnough painting over Theater entrance will be moved to main Library over periodicals. J.Fahey: Same artist as for the red sculpture out front.
- Personnel separations: Ben Millerman and Aimee Gutierrez, both wished well.
- J. Harrison: Bees? J. Daddio: Began appearing in Children’s Area. Openings in façade visible from roof. Actually had to close the Children’s Area for a period. (Librarians posted at entrance and retrieved needed books.) McHale addressed.
- J. Vasquez will secure and plant a magnolia tree near the Library front entrance in the empty corner, for \$750.
- G. Benack questioned the potential expense for revised lighting above the Children’s Area Reference Desk. Discussed needed lighting modifications in Children’s Area.

XI. **COMMITTEE REPORTS**

A. **Standing Committees:**

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

- Nothing additional.

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

**MOTION:** It was moved that the Board authorize the Library Director to **transfer any Library owned artwork not currently on display** to the New Castle Historical Society for safekeeping and exhibition.

- Motion by: J. Fahey
- Second by: P. Moskowitz
- Discussion: P. Moskowitz: Other artwork? J. Daddio: large American Indian art piece previously discussed by the Board, found to be objectionable and agreed to be disposed.
- In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz - *unanimous*
- Against:
- Abstained:

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

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

**MOTION:** It was moved that the Board authorize the Library Director to proceed with the revised **Facilities Use Policy** as drafted.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: J. Harrison noted the importance of policies as stressed in a training he attended. P. Moskowitz: Blending 3 policies into one? J. Daddio: Yes. J.Harrison: What if a highly objectionable group or cause sought access? Can we decline?. J. Daddio: Yes. Example: Excellent “Careers in STEM” presentation this weekend but declining future high school projects due to *extensive* staff time required.

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

Against:

Abstained:

**B. Ad-hoc Committees:**

i. **Communications Committee** – P. Moskowitz for B. Cook

- Nothing to report.

**XIV. NEXT STEPS / RESPONSIBILITIES**

None noted.

**XV. NEXT MEETING:**

- November 5, 2024, 3:30pm - Special Meeting: Review of Employee Handbook proposed changes
- November 18, 2024, 7:00 pm – Regular Meeting in the Library Theater

**XVI. ADJOURNMENT**

**MOTION:** It was moved that the public meeting be adjourned at 7:33 pm.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

**The Chappaqua Library Board of Trustees**

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