



FINAL MINUTES
The Chappaqua Library
Board of Trustees Special Meeting
Thursday, November 2, 2023, 7:00pm
 Chappaqua Library Program Room
 Format: In-person and videoconference (recorded)
Presiding Officer: Jennifer Fahey, President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
John Harrison, Secretary	Shantell Pena, Staff Assistant	
George Benack, Member-at-Large		
	Presenting:	
Videoconference (due to extraordinary circumstance):	Thao Nguyen, Reference Librarian, Project Leader	Videoconference:
Pam Moskowitz, Vice President		
Absent (due to extraordinary circumstance):		
Brian Cook, Finance Officer		

I. CALL PUBLIC MEETING TO ORDER

A. Jennifer Fahey called the meeting to order at 7:03pm and noted the emergency exits.

II. ROLL CALL AND INTRODUCTIONS

A. With 3 Trustees attending in person, quorum was achieved. C. Reznick was welcomed as Interim Library Director.

III. PLEDGE OF ALLEGIANCE

A. The pledge was recited.

IV. APPROVAL OF THE ORDER OF THE AGENDA

A. No Executive Session was requested, no material changes were requested to the Agenda.

V. PUBLIC COMMENTS

A. There were no public comments.

VI. NEW WEBSITE IMPLEMENTATION PROJECT AND 11/1/2023 ROLLOUT

- Congratulations offered for keeping this major project on schedule!
- Thao Nguyen, Project Leader
- Core Team included: Amy Berger, Julia Polasko, Shantell Pena
- Met weekly

- Gave content to LibraryMarket in September; they created, we made edits
- Helpful to have done advance work on branding, color palette as well as 2021 community survey
- Staff Communications Committee recommended selection of Library Market for website after considering alternative proposals, peer websites (eg, Scarsdale, Yonkers use LibraryMarket)
- New:
 - Can now search website
 - No navigation hidden
 - Services: Reserve a Room, Notary
 - 16-20 room reservations/day
 - Announcements: eg, closings, delays
 - Editorial section planned with employee content, adds personality
 - 3 book “rivers” to scroll through
 - Can register for events
 - Library of Things under Borrowing/Collections
- WLS updated its catalogue – have only interface
 - Each library has own instance
- Comments re website go to Reference
- J. Harrison: Will relay website comments to Board email
- Board documents:
 - Will add drop down for 2022 Board documents under Archives
 - Videos: Events/Board Meeting Recordings
 - Board Packets (including Agendas): Under future meetings
- J. Harrison: Cyber security concerns? Very experienced vendor (LibraryMarket) and WLS
- C. Reznick: Departments managing their own postings? Children’s Services generally upload their own (eg, river), Thao uploads Adult Services river
- J. Harrison: Monitor traffic: Yes tools to monitor clicks, navigation
 - Outside the community? Not tracked.
 - Department traffic?
 - Previously used Tockify as plug-in to old website
 - With LibraryMarket calendar is part of website
- Cessation of printed newsletter
- J. Harrison: Recommendation to name study rooms – Chappaqua schools, storied figures
 - Study Room 2: Michelle Reznick Studio
- Museum passes
- Policies – separate pages
- Job Postings
- Looks great on phones etc.

VII. INTERIM LIBRARY DIRECTOR WELCOME AND REMARKS

- Carolyn Reznick was welcomed.
- C. Reznick provided an update on her first 2 days in the role:
 - Chappaqua Library has a wonderful staff
 - The Library has a high quality of books for adult readers
 - The Library has good circulation of the collection
 - All Staff Department meeting held today
 - Library staff like having a director on the staff
- Noted concerns included:
 - Selection and deselection of library materials

- Concern about what to do with the old books and how to manage their disposal
 - Review of applicable policies underway to consider the process and method used to dispose of old books.
- Theater A/V project: Ribbon-cutting voted down – back room type improvements, theater will look the same
- One hour opening delay on Thursdays:
 - Today: All Staff Meeting
 - Whole schedule developed to maximize time efficiency
 - Owe community reporting? No, Board approved (and community survey approved; and typical of peer libraries). Just routine retrospective updates for Board.
 - 1st week of month: All Staff Meeting
 - 2nd and 4th: Professional development: eg, next week: Review of building/facilities (may be of interest to newer Trustees)
 - 3rd: Dept meetings
 - Calendar entries: general

VIII. COMMITTEE UPDATES

A. Standing Committees:

i. Finance Committee – G. Benack

- Capital Fund alternatives:
 - Valley Bank interest rate: 4.75%, better than Chase 4.5%

MOTION PASSED: It was moved that the Board approve the interim Library Director or Finance Officer to engage PKF O’Connor Davies, LLP as our external auditor (since 2018) for the year ended June 30, 2023 for the amount of \$13,000, a \$500 or 4% increase from 2022 due to “our increased costs of labor and related benefits, which have been rising more rapidly in recent years” plus the below hourly costs for any services outside the contract (contract being reviewed by Library counsel, BSK).

Level	2023
Sr. Partner/Partner	\$310-300
Sr. Manager/Manager	\$240-210
Supervisor	\$185
Senior Accountant	\$165
Associate	\$145

Motion by: G. Benack

Second by: J. Fahey

Discussion:

- J. Fahey noted that while PKF OD has performed well, it has been 5 years and it may be appropriate to embark upon an RFP in 2024/2025 to ensure best pricing/value
- J. Fahey reminded that we need to review the contract with Library legal counsel.

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

Against: None

Abstained: None

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

- KG+D proposals and Next Steps
 - 11/7/2023: Committee to finalize recommendations back to KG+D on proposals, options and prioritization.

- J. Fahey reached out to Dan Birmingham, Bond counsel at Hawkins Delafield and Wood LLP – awaiting a response
- 11/14/2023 4pm Chappaqua Central School District Board of Education Facilities Committee meeting
- Theater A/V Project update – S. Pena
 - Equipment on order
 - Targeting February installation - this delay is due to *our requirement* to have all the materials onsite prior to the work beginning
 - Grant approved to help defray some of the cost of the library renovation.
- Status update meeting with Stratagem Security on 10/24/2023
 - One access control addition awaiting required asbestos testing (Theater door) – believe it to be wood wool bound with cement product (as agreed by P. Thornton prior Library Director)
 - Initial testing proposal for whole theater deemed unnecessary – want to test door only as sole vendor requirement
 - Access control locks are good for efficiency, security and safety (vs physical key locks), J. Fahey urged the Board to budget for 4-5 door additions annually

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

- 10/31/2023: Payroll review by P. Moskowitz (thank you!)
 - C. Reznick will undertake future reviews.
- C. Reznick, Interim Library Director began and was welcomed 11/1/2023
- Proposed Updated (2023) Employee Handbook – Board reviewing questions/edits with counsel before presenting to designated staff (M.Perlin/S. Pena/C. Reznick) for input
 - 11/7/2023 meeting with BSK
- 2024 Calendar requires approval
 - Observed vs official holidays – closed 2 days for Veteran’s Day
- Community concerns/perception
- Stipend review planned
- Finalized compensation payment to Bob Conrad, prior Library Director

B. **Ad-hoc Committees:**

i. **Communications Committee** – G. Benack, Chair

- 10/30/2023: Met with Thao Nguyen to talk about the website start up – announcement re; new website
- Trustees provided a small welcoming reception for Carolyn Reznick's first day
- *The Examiner* was given a press release to announce the arrival of C. Reznick

ii. **(Library Director) Search Committee** – P. Moskowitz, Chair

- Candidate interviews underway
- Search vehicles due to “broken” list: NYLA, Indeed; ALA too expensive: \$600

IX. **NEXT STEPS / RESPONSIBILITIES**

- A. Regular Meeting Board Packet target posting due date: **November 6, 2023** – S. Pena and C. Reznick
- B. Secretary to note all action items for the Board.

X. **NEXT MEETINGS:**

- A. **Regular:** Monday, November 13, 2023 7:00pm, in person in The Chappaqua Library Theater and by video

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

XI. ADJOURNMENT:

MOTION PASSED: It was moved that the Board adjourn the public meeting at 8:44pm.

Motion by: J. Harrison

Second by: J. Fahey

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

Against: None

Abstained: None

The Chappaqua Library Board of Trustees

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