



195 South Greeley Avenue, Chappaqua, NY 10514
 www.chappaqualibrary.org, 914-238-4779

**The Chappaqua Library
 Board of Trustees Special Meeting
 MINUTES**
 Thursday March 16, 2023, 12:30pm
 Chappaqua Library Theater

Attendees:

Library Board of Trustees	Library Staff
Jennifer Fahey, President – delayed 4 mins	Bob Conrad, Director
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant
Brian Cook, Finance Officer	Presenting:
Dana Wu, Secretary	Amy Berger, Librarian
Elizabeth Haymson, Member-at-large, Past Pres. – delayed 2 mins	Julie Ann Polasko, Librarian
	Thao Nguyen, Librarian

The Public Meeting was called to order by P. Moskowitz at 12:36pm.

Library Director and Finance Committee Presentation of Draft 2023-2024 Budget (2nd Draft)

R. Conrad reviewed changes from 2022-2023 as included in the 2023-2024 Budget Draft. Trustee questions included:

- E. Haymson: 8%/\$217K increase in staffing costs (Asst Director hired in 2021 position demoted and moved to Reference in 2022)
 - E. Haymson accused the former director of misrepresenting the cost; professional services to the prior board
- D. Wu asked for detail regarding the 142%/\$86.9K increase in professional fees; what is earmarked;
- E. Haymson said she would not vote in favor of \$65,000 for designer and materials: J. Fahey noted lack of clarity on included items
- Salary % discussed, peer comparables requested
- B. Cook questioned the materials budget staying flat

Library Director and Communications Presentation on Website Design Recommendation

The Staff Communications Committee (convened since 2020) presented their recommendation and rationale (attached document) for the selection of Library Market as the Library’s new website designer. Time was spent on how this new website could offer significant enhancements to our current website:

- ability to search the website beyond materials
- easily updated
- staff page
- room reservations
- ability to prepare announcements in advance, seasonal etc.

- avoidance of multiple system entries
- registrations for programs (parents can do multiple kids).

It takes multiple staff and multiple tasks to work on the clunky and outdated website. Back-end complications are time-consuming and this website will increase patron-facing time and productivity.

- Board inquired about the ability to have patron feedback and anonymous tips/comments with the new designer, and requested peer library feedback. (It was noted that they perform work for over 2,000 US libraries including Scarsdale and Ossining and others in Westchester.)
- E. Haymson said the Library Matters work of the Communications Committee remained sequestered in the committee and it was her opinion that the public does not want a new website.

The remainder of the Board strongly agreed that improved communication is something that the public wants and needs and, given the end of Carrie Kram's role as website manager, this is the best opportunity to make the necessary change to a more technologically efficient, staff driven and user-friendly website.

Trustee Election – CCSD Trustee petitions

R. Conrad requested subsequent time with J. Fahey to clarify the necessary follow-up to properly list the two positions.

Executive Session for Personnel Discussion

Motion: To enter into Executive Session at 1:32pm to discuss confidential personnel matters.

Motion by: J. Fahey

Second by: D. Wu

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

The Board gave oral feedback to the Library Director on his Q1 and YTD Performance (attached document). Also presented 2023 Library Director Performance Expectations, discussed 2023 Goals and the assessment process and timing.

Motion: To adjourn the Executive Session at 2:29pm. No actions or votes were taken.

Motion by:

Seconded by:

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

The meeting was returned to order at 2:30pm.

Motion: To adjourn the meeting at 2:31pm.

Motion by: P. Moskowitz

Seconded by: D. Wu

The vote in favor (B. Cook, J. Fahey, E. Haymson, P. Moskowitz, D. Wu) was unanimous.

Next Meetings:

Special: Tuesday, March 21, 2023, 1:00 pm, Programs Room

Regular: Monday, March 27, 2023, 7:00 pm, The Chappaqua Library Theater

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

Board Packet (excluding any confidential materials)

- 3/10/2023 Budget Draft
- Summary of Library Market website designer Advantages

- Library Director 2022 Hiring Job Expectations