



DRAFT MINUTES

**The Chappaqua Library
Board of Trustees Regular Meeting
Monday, September 11, 2023, 6:45pm
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: Jennifer Fahey, President

Expected Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Robert Conrad, Library Director	Katherine Whymark, President, Friends of the Chappaqua Library
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
Delayed: Brian Cook, Finance Officer – <i>joined in Executive Session</i>		
John Harrison, Secretary	Presenting:	
George Benack, Member-at-Large	Denise Mincin, Acting Head of Adult Services	
Videoconference (due to extraordinary circumstance):		Videoconference:

I. CALL PUBLIC MEETING TO ORDER

A. The meeting was called to order at 6:46pm. Emergency exits were noted and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS

A. 4 Trustees are present, quorum achieved.

III. APPROVAL OF THE ORDER OF THE AGENDA

We agreed to move Friends’ presentation higher up in the Agenda and acknowledged the proposed Executive Session.

IV. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject

matter within permissible topics): Discussion of the Westchester County May 2023 Librarian III Exam results and Next Steps.

MOTION: It was moved that the Board enter Executive Session at 6:48pm to discuss the Westchester County May 2023 Librarian III Exam results and Next Steps, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

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

Against: None

Abstained: None

MOTION: It was moved that the Board terminate the Executive Session at 7:08pm and re-enter the public meeting.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

V. PUBLIC COMMENTS

There were no public comments.

VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the August 10, 2023 Special Meeting (Topic of focus: Proposed Charter and Bylaws amendments)

MOTION: It was moved that the Board approve the **Minutes of the August 10, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

B. Acceptance of the Minutes of the August 14, 2023 Regular Meeting

MOTION: It was moved that the Board approve the **Minutes of the August 14, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

C. Acceptance of the Minutes of the August 22, 2023 Special Meeting (Topic of focus: Employee Handbook)

MOTION: It was moved that the Board approve the **Minutes of the August 22, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

The Library Director is instructed to change any approved draft Minutes to “final” on our website.

- D. Our Charter petition (as approved in our August 14, 2023 meeting) has been overnight mailed/signature required to the Regents of the University of the State of New York for consideration of our proposed change in term length from 5 to 3 years effective May 2024.

VII. FINANCE

- A. July 2023 Treasurer’s Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook
- i. Approval of the July 2023 Financial Statements
 - ii. Review of the July 2023 Fund
 - iii. Approval of the bills as presented (inclusive of those missing from our August 14, 2023 meeting)
 - iv. Noted: 10 checks more than 6 months outstanding, Library urged to contact those vendors. Money Market and Capital Fund accounts have not undergone financial reconciliation since 2/2022. Library Director was unaware of the needed accounts reconciliations.

MOTION: It was moved that the Board approve the **July 2023 Treasurer’s Report** prepared by NawrockiSmith including the bills as presented.

Motion by: B. Cook

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

- B. Danziger Markhoff actuarial report completed and delivered 8/30/2023. Has the Library Director delivered it to PKF OD for completion of the 6/30/2023 audit? Are any additional materials needed by PKF OD? Brian Cook confirmed all on track, expect draft report by December 2023.
- C. Banking alternatives for 50% of Capital Fund on track for 9/21/2023? Library Director assured his efforts toward 9/21/2023 presentation of alternatives is on track.
- D. Grant proposal to be submitted in October as potential offset to the expense involved with the Theater Return-to-Use project.

VIII. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

- A. Katherine Whymark, President
- Written summary. Cited accomplishments: Most successful Annual Drive, Book Sale, broader payment/donation methods, etc.
 - Healthy balance – determining opportunities to support.
 - Planning OWL Labs Meeting Camera, considering request for a SmartBoard
 - Requests for patron chairs, tables for Rapid Reads
 - Story Walk support
 - Project Wonder endowment under consideration

- Patron request for 2 new Museum passes: Boscobel, Hammond
- Will launch a community committee for 2024 Book Sale.
- Determining cabinet/display case for placement under the Donor Tree for merchandise etc.
- National Friends of Libraries week in October – requesting banner design from Library
- Presented Memorandum of Understanding (MOU) for Library consideration.
- K Whymark now FT Librarian (Bedford Free library)
- Logo discussion – Library BoT would like an aligned logo. KW prefers to retain a tree. Will discuss.
- Friends BoT meets the 2nd Wednesday of each month at 7 o7:30pm with a summer recess; these meetings are open to the public (in person at the library and via videoconference).
 - Possible ability to post meetings on community electronic bulletin board.

IX. PRESIDENT’S REPORT

- A. Recognition of September 11th anniversary.
- B. Impactful Library table representation at Community Day, Saturday September 9, 2023.
 - Special thanks to Library Department Heads who organized and attended, staff who attended; as well as attending Board members.

MOTION: It was moved that the Board authorize the Library Director to **open the Library to the public at 10am on Thursdays (versus 9am currently) effective November 2023**, a one hour reduction to our public hours from 65 to 64 during the school year. The hour from 9am to 10am will be expressly used for the Library Director and Library department heads to engage in structured and directed staff training and staff meetings with the professional staff of the Chappaqua Library per the detailed schedule presented by the Library Director (in April, June and August of 2023) with the support of our Department Heads; such proposal further supported by research conducted including a community survey (52% of 77 respondents said no impact), recent stats (e.g., 11 visitors during the proposed hour) and a review of Westchester peer library hours and training practices (Chappaqua would remain in top 5 by hours open to the public).

Motion by: J. Fahey
 Second by: J. Harrison
 Discussion: Emergency closures – would lose this time and postpone or reschedule as needed. Thanksgiving or any holiday would be a missed date. 2x/month for meetings, 2-3x/month trainings. Would apply during summer.

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz
 Against: None
 Abstained: None

MOTION: It was moved that the Board authorize the Library Director to enter into the renewal of the proposed **WLS Service Level Agreement for IT Services for 2024 for \$97,826.08** (50% payable by March 1 and September 1 of 2024), based on 45 devices (may increase), with a cost breakdown as follows:

- ILS Maintenance Service: \$37,246.08,
- Networked Managed Service: \$15,000,
- Device Support and Maintenance Service: \$40,500 based on 45 devices
- Wireless Support: \$3,080.00
- Email Maintenance Support: \$2,000 based on 50 accounts

This represents a cost increase of \$11,183.62 or 12.9% from 2023.

Motion by: J. Harrison
 Second by: P. Moskowitz

Discussion: History: Library moved from WLS and returned. Cost recovery if network is down? Counsel has reviewed the contract. Staffing commitments and delivery times barring force majeure (which is not grounds to terminate). Can reduce or eliminate services but because part of a co-op, costs not refunded.

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

Suggestion that this be overseen by Communications Committee.

X. DIRECTOR’S REPORT AND DEPARTMENT HEAD REPORTS

- No written report from Library Director, verbal only.
- Interviewed Leslie Kuhn of WCLWV.
- First program held in courtyard (previous moved indoors with air quality/wildfires, rain, etc.
- Recommended addition of Larry D’Amico presentation.
- Reference survey – report to NYS annually; DMincin streamlined report and added clarity.
- Circulation: MPerlin certified “Gold” as payroll administrator in NYS.
- Technical Services: Sustainable Shelves: 259 books evaluated, 109 eligible for resale – resulting in a library credit; remainder recycled (laborious).
 - RFriedman considering appropriateness of Sustainable Shelves for our library.
- Children’s Services: up to 8 story times/week

XI. DEPARTMENT HEAD PRESENTATION

A. Denise Mincin, Acting Head of Adult Services

- Team of 11
- Purchase all for adult collection, in English and Chinese, books, audio books, e-books, publications, databases
- Reference Desk aka Information Desk – staffed by 2 at all times, except in evenings
- Address Library and non-Library questions
- Requests for book recommendations “readers Advisories” – VFuqua indispensable
- Teach patrons how to download and use Libby, Hoopla, WLS apps
- Study rooms (so much demand), public computers, printing, copier, museum passes, social media posts (FB, X, Instagram), engage authors, adult programs, displays
- VFuqua – much of the buying
 - Use RFriedman Excel format!
- Moved collections responsibilities with RRogan departure in line with interests
 - Eg, ABerger – local history
- Purchasing every day
- E-books and audio books very popular, traditional books remain popular however
- Idea to add separate terminal for scheduling study rooms

XII. COMMITTEE REPORTS

A. Standing:

- i. **Finance** – B. Cook, Chair
No additional reporting.
- ii. **Policy / Bylaws** – P. Moskowitz, Chair

MOTION: It was moved that the Board approve the proposed amendments to the Bylaws (last revised November 16, 2021) as reviewed in detail in our Special Meeting on July 10, 2023 and as reviewed by counsel; such changes including (beyond formatting changes): corrected legal name, clarification that

partial terms are not full terms, modernized posting requirements, addition of remote participation as permitted by law, 4 hour Trustee continuing education training requirement, addition of the Personnel Committee as a standing committee, greater specificity for existing committee charters and a new Personnel Committee charter. (If the Regents of the University of the State of New York approve our petition for the charter change then we will promptly amend the Bylaws accordingly.)

Motion by: P. Moskowitz
Second by: B. Cook
Discussion: Will propose further amendment if Charter petition is approved.
In favor: G. Benack, B. Cook, J. Fahey, J, Harrison, P. Moskowitz
Against: None
Abstained: None

MOTION: It was moved that the Board approve the **updated Circulation Policy**, which updates the current version from Library Fines and Fees 9/22/2022 and which has been reviewed by the Library’s legal counsel (a redline version detailing additions and deletions is in the Board Packet), as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion by: P. Moskowitz
Second by: B. Cook
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J, Harrison, P. Moskowitz
Against: None
Abstained: None

MOTION: It was moved that the Board approve the **Library Mission statement** as included in our Selection Policy: “Our mission is to be a center for community engagement and personal enrichment, providing users with a place where people and ideas meet to change lives.”
to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion by: P. Moskowitz
Second by: B. Cook
Discussion: Goals remain separate.
In favor: G. Benack, B. Cook, J. Fahey, J, Harrison, P. Moskowitz
Against: None
Abstained: None

Collections Policy drafted but under review by counsel.
Thanks to SPena for work on Theater Policy revisions.

The Library Director is instructed to timely update the Library website to reflect the new, updated and deleted policies and the amended Bylaws.

iii. **Building and Grounds** – J. Fahey, Chair

- Meeting on August 28, 2023
- Initiated discussions with CCSD on KG+D Initial Site Plans – façade/building envelope, design of entry plaza and courtyards, Theater entrance.
 - Asked P. Moskowitz to inform KWhymark of KG+D timeline.
 - 11/14/2023 1pm: CCSD Facilities Committee meeting
 - Vision boards
 - Bond proposal. grants
- Theater Return-to Use (A/V) Project

- Project Wonder: Will be developing specs for RFP for designer

MOTION: It was moved that the Board approve the Library Director to distribute the **updated Disaster Plan** as reviewed by the Library Department Heads, our committee, and our Facilities Consultant.

Motion by: P. Moskowitz
 Second by: B. Cook
 Discussion: Dept. Heads were part of the review process, BoT added Facilities Consultant review.
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz
 Against: None
 Abstained: None

MOTION: It was moved that the Board approve the Library Director to pay **dnr Laboratories a deposit** of \$63,310.23 to begin the Theater A/V Project.

Motion by: J. Fahey
 Second by: J. Harrison
 Discussion: Already approved vendor selection and dollar amount. SPena, project manager; pursuing a grant.
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz
 Against: None
 Abstained: None

iv. **Personnel** – J. Harrison, Chair

Employee Handbook review with counsel and representative staff.
 Current custodian hours: 35 or 40?

MOTION: It was moved that the Board approve the permanent appointment of **Denise Mincin to a Librarian II** vacancy created by the retirement of Rebecca Rogan, **effective July 24, 2023**, with an annual salary of \$75,530 (plus the \$1,250 Department Head stipend) for 35 hours weekly, **made retroactive to May 30, 2023**, the date of her acting Department Head appointment. This represents an increase of \$8,093 or 11.78% from her current budgeted salary of \$68,687 (plus the \$1,250 Department Head stipend) for 35 hours weekly and serves to replace the Rebecca Rogan budgeted salary of \$77,640 (plus the \$1,250 Department Head stipend) for 35 hours weekly.

Motion by: J. Harrison
 Second by: P. Moskowitz
 Discussion:
 In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz
 Against: None
 Abstained: None

MOTION: It was moved that the Board approve the contingent appointment of **Amy Berger to a Librarian I** vacancy created by the promotion of Denise Mincin, made **retroactive to August 21, 2023** when she was made a full-time employee, with an annual salary of \$64,610 (\$35.50/hr). This represents an increase of \$37,953 or 142.4% overall, or \$1.32 or 3.86% hourly from her current budgeted salary of \$26,657 for 15 hours weekly (\$34.18/hr) and serves to replace the Denise Mincen budgeted salary of \$68,687 for 35 hours weekly.

Motion by: J. Harrison
 Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

MOTION: It was moved that the Board approve the one-time, non-recurring payment of overtime in the amount of **\$3,775.97** to our **Library Director Bob Conrad** for payment of overtime totaling 35.24 hours between November 7, 2022 and April 13, 2023. While it was clearly stated in the 2022 hiring process and employment letter that he would be an exempt employee not entitled to overtime, Bob entered overtime hours and due to conflicting language embedded in the Employee Handbook from October 2019 we are recommending payment (Note that this board approved the amendment of the Employee Handbook to delete any eligibility of the Library Director for overtime on April 13, 2023).

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

8/22/2023: Employee Handbook review with counsel.

B. Ad-hoc:

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

- Need to refresh media contacts.

XIII. NEXT STEPS / RESPONSIBILITIES

A. Board Packet target posting due date: **October 9, 2023** – R. Conrad

B. Library Director to socialize actions taken tonight to dept. Heads and staff.

XIV. NEXT MEETINGS:

A. **Regular:** Monday, October 16, 2023 7:00pm, in person in The Chappaqua Library Theater and by video

B. **Special:** Thursday, September 21, 2023, in person in the Programs Room

Topic of focus: Board of Trustees Financial Training – Nawrocki Smith

- Dept. Heads to be invited to join
- J. Harrison will be absent.

C. **Special:** Thursday, October 5, 2023, in person in the Programs Room

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

XV. ADJOURNMENT

MOTION: It was moved that the Board: adjourn the public meeting at 8:54pm.

Motion by: J. Fahey

Second by: P. Moskowitz

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz

Against: None

Abstained: None

The Chappaqua Library Board of Trustees

195 South Greeley Avenue

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: chaboard@wlsmail.org

Theater doors close at 7:00pm.