



MINUTES

**The Chappaqua Library
Board of Trustees Search Committee Trustees and Dept. Heads
Special Planning Meeting
October 2, 2023, 2:00pm
Chappaqua Library Conference Room
In-person
Presiding Officer: Pam Moskowitz, Chair**

Attendees

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Pam Moskowitz, Vice President, Search Committee Chair	Robbin Friedman, Head of Children’s Services	
George Benack, Trustee, Search Committee	Denise Mincin, Head of Adult Services	
	Cathy Paulsen, Head of Teen Services	
	Shantell Pena, Staff Assistant	
By phone: Jennifer Fahey, President, ex-Officio Search Committee member	Marjorie Perlin, Head of Circulation and Payroll Administrator	
	Sally Scudo, Head of Technical Services	

I. CALL PUBLIC MEETING TO ORDER

- A. The meeting was called to order by Pam Moskowitz at 2:00pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS

- A. At the last minute 3 trustees participated as J. Fahey wanted 2 Trustees in person out of respect for staff concerns. There were no planned motions or votes as this was intended to be a meeting of discussion.

III. PROPOSAL FOR ADDITION OF AN INTERIM LIBRARY DIRECTOR BY LIBRARY DEPARTMENT HEADS (“DHS”)

The Department Heads expressed the view that the events of 9/29/2023 demonstrated the need for an interim Library Director following prior Library Director’s 9/27/2023 departure.

A. Discussion of Legionella bacteria discovery and subsequent actions and timeline:

- 9/11/2023 Nalco (an Ecolab company) routine testing of the Library’s rooftop cooling tower (final routine test of the season).
- Monday afternoon 9/25/2023: (External) cooling tower (a roof based system that rejects waste heat) positive Legionella bacteria testing results received by the Library Director (“LD”) from Nalco.
 - Cooling tower promptly taken out of service

- Note: Cooling tower disseminates heat from the building -- No internal systems were impacted
- Tuesday morning 9/26/2023 prior to Library opening: Cooling tower disinfected by Nalco
- Tuesday 9/26/2023: Required notice given to Westchester County Department of Health by Facilities Consultant, advised no public notice required. Board drafted notice and vetted with Facilities Consultant and counsel.
- Wednesday 9/27/2023: Counsel returned draft notice recommendation. Building & grounds Committee meeting and discussion. Facilities Consultant recommended no notice, said notice must be cleared with WCDOH. In the face of ongoing delays and reviews and no ongoing exposure or threat, Board decided to present notice in next Board meeting.
- Friday 9/29/2023: Post cleaning testing performed, Nalco arrival (understandably) concerned staff. Board notice posted on Library website.

Board apology voiced for failure to have advised staff (and public) asap due to needed review and conflicting advice from WCDOH, Facilities Consultant and attorneys. Decision was made (as no ongoing health threat existed) to discuss in next Board or Trustees meeting, October 5, 2023; in retrospect a poor decision.

- B. Discussion of the 9/29/2023 storm and excessive rainfall*** with the roiling Tercia Brook that encircles the Library property impinging on the south parking lot. M.Perlin called J.Fahey to request an early 12:30pm closure to avoid any vehicle entrapment and the 1pm staff turnover and it was immediately agreed, with sawhorses to block the driveway. J.Fahey advised the Board and asked our webmaster to update the website to provide notice to the public. This was promptly done by T.Nguyen. Staff reviewed the property at various points during the storm and J.Fahey reviewed the stream/parking lot once the storm diminished at approximately 9pm.
- It was agreed that at our 10/5/2023 Board meeting we will request that our Board approve our Facilities Consultant seeking proposals from a stream management firm to mitigate such future intrusion with a berm or wall as this has been a recurring problem despite our maintenance efforts to mitigate the risk.
- C. Discussion of the Librarian in Charge identification process being insufficiently clear** (Note that the Board led by D.Wu, Chair Communications had identified this as a priority concern and had worked with the LD and DHs in 2022 to specify a process to delineate this daily with clarity for staff and public at the Reception Desk. Per the LD the DHs ultimately requested this methodology be terminated in Q12023 as the whiteboard system was too arduous and the electronic system sufficed.) to suffice for day-to-day management during the LD search.
- D. M.Perlin citation of an excerpt from The Handbook for Library Trustees of New York State (2018):** "In the event the library board finds themselves without a director/library manager during the search process it is important to appoint a qualified interim/acting director as soon as possible. If no one on staff is available the board is strongly advised to contact their library system for assistance. The interim director should not be a trustee, unless they resign their position and are qualified for appointment. In no case should the board take on the day to day management of the library."

- The Trustees were well aware of this guideline, and no one has proposed that a Trustee serve in the interim.
- E. R. Friedman expression of the **Department Heads (DHs) inability to take on additional work**. This was not expanded upon with any illustration of LD tasks now required of the DHs. The Board has requested President/VP and Department Head group meetings every 2 weeks to keep things on track (timing preference set by DHs) which represents one additional meeting beyond the DHs prior monthly meetings with their LD.
- F. **Interim Library Director:**
- Initially it was thought that the recent release of the Eligibles List (vs. 2022 where we had to work from an older list) would negate the need for an Interim Director, but the Department Heads feel strongly that the position is required to enable them to perform their responsibilities.
 - The probable timeline for a Library Director hire under Civil Service guidelines was discussed.
 - Potential candidates were discussed.
 - It was agreed that we will proceed in hiring an interim Library Director if a willing, quality individual can be found and if the Board approves the search and hire. The recommendation will be made in our next Special Board Meeting on 10/5/2023 by Pam Moskowicz, VP and Chair of our Search Committee.

VII. ADJOURNMENT

MOTION: It was moved that the Board adjourn the public meeting at 2:42pm.

Motion by: P.Moskowicz
 Second by: J. Fahey
 In favor: G. Benack, J. Fahey, P.Moskowicz
 Against: None
 Abstained: None

*"On September 29, 2023, heavy rainfall led to flooding across portions of the New York metropolitan area and areas in New York City, United States. New York governor Kathy Hochul declared a state of emergency for five boroughs in New York, including portions of Hudson Valley and Long Island, and New York City mayor Eric Adams declared a state of emergency for the city." (Source: Wikipedia)

The Chappaqua Library Board of Trustees
 195 South Greeley Avenue
 Chappaqua, NY 10514
 Website: <https://www.chappaqualibrary.org/index.php>
 Email: chaboard@wlsmail.org