



**FINAL MEETING MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday, April 21st, 2025**  
Chappaqua Library Theater  
Hybrid format: In-person and by videoconference  
**Presiding Officer:** John Harrison, Member at Large

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
John Harrison, Member-at-Large	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer		
Jennifer Fahey, Secretary		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		
Pam Moskowitz, President		

**1) CALL PUBLIC MEETING TO ORDER**

In Pam's absence, J. Harrison' called the meeting to order at 7:02pm. Emergency exits were noted and the Pledge of Allegiance was recited. No changes were requested to the Agenda.

**2) PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics):

**MOTION:** It was moved that the Board enter Executive Session at 7:05pm to discuss some financial matters.

Motion by: J. Harrison

Second by: B. Cook

Discussion: none

In Favor: G. Benack, B. Cook, J. Fahey, J. Harrison, -unanimous

Against:  
Abstained:

**MOTION: It was moved that the Board exit Executive Session at 7:25pm.**

Motion by: J. Harrison  
Second by: J. Fahey  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, - unanimous  
Against:  
Abstained:

**MOTION: It was moved that the Board re-enter the public meeting at 7:23pm.** No actions were taken, no motions were made in Executive Session.

Motion by: J. Fahey  
Second by: J. Harrison  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, - unanimous  
Against:  
Abstained:

### 3) PUBLIC COMMENTS

J. Harrison asks if there are any public comments but there are none

### 4) BOARD ADMINISTRATION

**MOTION: It was moved that** the Board approve the Draft Meeting Minutes for the March 17th 2025 Library Board Meeting.

Motion by: J. Fahey  
Second by: B. Cook  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, - unanimous  
Against:  
Abstained:

### 5) FINANCE

A. George has reviewed the March 2025 Treasurer's report and there is nothing remarkable to report at this time. George did speak with Jennifer about the lack of approval signatures as noted by Nawrocki Smith, that it was discussed with Layla from Nawrocki, and that it was a matter of tightening up on procedure for PFK Audits and was being addressed immediately.

**MOTION: It was moved that** the Board approve the March 2025 prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack  
Second by: B. Cook  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, - unanimous  
Against:  
Abstained:

## B. Capital Expenses

**MOTION:** George moved that the Board approve the \$12,000 to be paid from the Capital fund for the new electrical panel being installed by Tricat Electric. This work has already been approved by this Board at the July 15, 2024 meeting.

Motion by: G. Benack

Second by: J. Fahey

Discussion:

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

Against:

Abstained:

## 7) LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS- J.Daddio

- Jennifer wants to acknowledge Assistant Director Robbin Friedman for her hard work on the New York State Annual Report which she submitted to WLS with very few come backs or corrections requested.

**MOTION:** J Harrison moved that the Board approve the New York State Annual Report for the Chappaqua Library for the year ending 2024.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

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

Against:

Abstained:

- Jen acknowledges Marie Nania, a former Children's librarian that was hired for a part-time position in the but who we have not had the opportunity to work with and whose position has consequently been terminated for the time being.
- There is a proposal to upgrade the electrical in order to power the new electrical sign that the library is purchasing with funds from the Friends and will be ready for installation in a few weeks.
- Our Contract with Assa Abloy, the company that services our automatic doors. Jennifer is asking that we are upgrade from the Bronze service plan at \$600 per year to the Gold Service Plan for \$2200 annual in order to address a recent increase in services calls and enable us to save money going forward as the doors are aging and require parts replacements and more repairs.
- Jennifer and Robbin had discussed merging the Childrens Services with the Teen Services in order to provide a more holistic approach and provide a better segway between the two as the children grow up and offer more support to the Head of Youth Services as she is currently operating
- Jen says that patrons can come beginning on May 12 and then May 13th to bring donations for the annual Friends Sale. The sale raised over \$20,000 last year which was their best year yet, and volunteers are needed so all are encouraged to join.

## 8) COMMITTEE REPORTS

### B. Standing Committees:

- 1) **Finance Committee**— G. Benack,  
Chair Nothing further to add.

- 2) **Building and Grounds Committee** – J. Fahey, Chair.

**MOTION: J. Fahey moved that the Board** approve the estimate of \$2200 to update the electrical power that will allow the library to install the new electronic sign that is currently being created.

Motion by: J. Fahey

Second by: G. Benack

Discussion:

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

Against:

Abstained:

**MOTION: J. Fahey moved that the Board** approve the change of contract from our automatic door vendor, Assa Abloy from the Bronze contract to the Pro-Active Gold Contract, in the amount of \$2200 to provide a more affordable solution for the aging doors and their accessories.

Motion by: J. Fahey

Second by: B. Cook

Discussion:

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

Against:

Abstained:

#### **9) Personnel Committee – J. Harrison, Chair**

**MOTION: John moves that the Board** approve the hire of Saule (Sunny) Nurgazieva as a Part Time Available Clerk, effective March 10, 2025.

Motion by: J. Harrison

Second by: B. Cook

Discussion:

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

Against:

Abstained:

**MOTION: John moved that the Board** approve the probationary appointment of Jacob Demlow as a regular Part Time Librarian as of April 2, 2025 at \$32.21/hour.

Motion by: J. Harrison

Second by: G. Benack

Discussion:

In favor: J. Harrison, G. Benack, J. Fahey, G. Benack, unanimous

Against:

Abstained:

**MOTION: I move that the Board** approve the probationary appointment of Robbin Friedman as Assistant Library Director III as of March 24, 2025 at an annual salary of \$90,000.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor:

Against: J. Harrison, J. Fahey, G. Benack, B. Cook

Abstained:

#### **10) Policy / Bylaws Committee – J. Harrison**

Discussion: John states that we currently do not have a policy regarding reserve for the capital fund balance so we will look at this at future meetings as it was advised to us by the School District. Jennifer D. has done some research into other libraries and their situations with this and she indicates that there is a broad variety of arrangements in her findings.

#### **11) NEW BUSINESS**

George Benack acknowledges that he attended Program Coordinator Joan Kuhn's retirement party at the library and that it was well attended and a lovely event.

**NEXT MEETING:** Monday May 19th, 2025

#### **ADJOURNMENT**

**MOTION:** It was moved that the Board adjourn the public meeting at 08:45 pm.

Motion by: J. Harrison

Second by: G. Benack

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, - unanimous

Against:

Abstained:



