



**FINAL MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday July 21st, 2025, 7pm**  
**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 video recording, where applicable, will follow on the website at prescribed timing.

**Presiding Officer:** Pam Moskowitz

**Expected Attendees:**

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

**1) CALL PUBLIC MEETING TO ORDER**

P. Moskowitz calls the meeting to order at 7:00pm. Emergency exits were noted and the Pledge of Allegiance was recited by all in attendance. It is noted that although there are not five trustees present, there is still a quorum present.

## 2) PUBLIC COMMENTS

A. P. Moskowitz asks A. Kaprelian if there are any comments from the public, but there are none.

## 3) BOARD ADMINISTRATION

Acceptance of the Minutes of the June 16th, 2025 Regular Meeting

**MOTION: It is moved that the Board** approve the **Minutes of the June 16th, 2025 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: G. Benack

Discussion:

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

Against:

Abstained:

## 4) FINANCE

A. Treasurer's Report – prepared by Nawrocki Smith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

**MOTION: It is moved that the Board** approve the **June 2025 Treasurer's Report** prepared by Nawrocki Smith including the bills as presented.

Motion by: G. Benack

Second by: J. Fahey

Discussion: There is nothing remarkable to report. Nawrocki Smith performed their testing in June and the analysis of the transactions was discussed with Jennifer. J. Fahey notes that we have had guidance from our Treasurer as well as our outside accountants that we should have a fund balance of 33-50% and the library is currently within those parameters.

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

Against:

Abstained:

## 5) LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

- Jennifer is happy to report that thanks to a program called the NYS HELPS Program, the library can retain Staff Assistant Amy Kaprelian with a permanent status as she meets all qualifications as per the criteria of the program.
- Our new electric sign is outside and looks wonderful. We thank the Friends for their generous contribution that made this possible.
- Jennifer acknowledges facilities consultant Bill Link for bringing to our attention an error on the part of the sign vendor that resulted in additional electrical work. A. Kaprelian then persisted with the vendor until full credit was issued for the error.
- Repairs were completed on the faucets and flushometers in the public bathrooms, and a change order was required in order to complete all the necessary repairs. That invoice is included here for approval by the board.

- As noted previously, the board has approved a course of action to pursue a Master Strategic Plan. The purpose of the plan is to prioritize and lay out strategies and time frames for our building maintenance and improvement initiatives which will be accomplished in the years to come. RFPs are being sent today to multiple design firms, and we look forward to meeting representatives at a walk through on August 5th.
- Although a new RFP for the Children's Room is in the works, Jennifer and Robbin have recently learned that a \$50,000 grant from Senator Harkham's office can be utilized for the Children's Room as well. While we are still in the process of putting out the RFP, we now have the good fortune to discuss how we can make the best use of the grant.
- The Adult Reference Department has requested upgraded shelving for its Learning Center, and we have received quotes from Library Design Concepts that are included here for approval.
- Annual wage Increases for Staff effective July 1st 2025 are presented for approval.
- Renewal Contract (2025-2026) for Nawrocki Smith, current library treasurer, is included here for approval.
- An acknowledgment that Lori Cohen is doing excellent work assisting Shane Aiello with all the ins and outs of tech management.
- Jen wants to acknowledge the hard work by R. Friedman and M. Perlin on the updates for the FMLA policy up for approval this evening.

## 6. COMMITTEE REPORTS

### A. Standing Committees:

1.) **Finance Committee** – George Benack, Chair  
See motion to follow

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

3.) **Personnel Committee** – J. Harrison, Chair

See motion as presented by P.  
Moskowitz

4) **Policy / Bylaws Committee** – J. Harrison, Chair  
Nothing to add

### **Finance Committee-G. Benack, Chair**

**MOTION:** It is moved that the Board approve the contract with Nawrocki Smith, which covers the time span of July 1, 2025 until August 30, 2026. The standard monthly service fee is \$1800/monthly and the internal control testing will cost \$1350/each quarter.

Motion by: G. Benack

Second by: P. Moskowitz

Discussion: It is noted that Jennifer and the admin staff have been pleased with the work of Nawrocki Smith, and that they are able to gain a lot of knowledge through their partnership in managing the library finances. P. Moskowitz notes that there is not a rate increase for the new contract.

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

Against:

Abstained:

**MOTION:** It is moved that the Board approve the wage increases for the staff for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

#### **Building and Grounds Committee – J. Fahey, Chair**

**MOTION:** It is moved that the Board approve the request for new shelving for the Learning Center. The cost of this, including delivery and installation, will be \$7,368. This will come out of the Equipment, Maintenance and Furniture line of the budget.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

**MOTION:** It is moved that the Board approve the change order for the additional work on the faucets in the public restrooms, in the amount of \$1750. This is additional to the previously approved amount of \$3700 to address the issues of leaky faucets and inconsistently working toilets.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

#### **Personnel Committee – P. Moskowitz presiding in J. Harrison's absence**

**MOTION:** It is moved that the Board approve the permanent, non-competitive appointment (through the HELPS Program on Westchester County Department of Human Services) of Amy Kaprelian to Staff Assistant as of June 23, 2025 for a salary of \$65,000 annually.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

MOTION: **It is moved that the Board** approve the probationary appointment of Amy Berger as of July 22, 2024 and the permanent appointment of Amy Berger as of October 28, 2024.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: Refers to paperwork that was not previously filed.

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

Against:

Abstained:

MOTION: **It is moved that the Board** approve the appointment of Cassidy Weddle as a Part Time Available Library Clerk as of June 16, 2025 at \$18.65/hour.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

MOTION: **It is moved that the Board** approve to increase the salary of Robbin Friedman to \$97,000, effective today, July 21, 2025, for taking on the additional administrative duties that she has in recent months, such as overseeing the merger of Youth Services into one department.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

**Policy / Bylaws Committee** – P. Moskowitz presiding in J. Harrison's absence

MOTION: **It is moved that the Board approve** the updated FMLA policy for the Chappaqua Library.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

## 8. NEW BUSINESS

There is nothing new to report this month.

## 9. NEXT STEPS / RESPONSIBILITIES

## 10. NEXT MEETINGS:

**Monday August 18th, 2025 at 7pm**

## 11. ADJOURNMENT

**MOTION: It is moved that the Board:** adjourn the public meeting at \_7:31\_\_\_\_pm.

Motion by: P. Moskowitz

Second by: G. Benack

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

Against:

Abstained:

**Board Packet:**

- *Minutes of the prior meetings*
- *Treasurer's Report*
- *Department Head Reports*
- *All Proposed Motions*
- *Proposed New or Updated Policies (any updates to include a redline to the current version)*
- *Any draft RFPs*
- *Any RFP responses*
- *Any new or updated contracts*

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

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

Email: [board@chappaqualibrary.org](mailto:board@chappaqualibrary.org)

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



