



FINAL MEETING MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
September 15th, 2025 at 7pm
Chappaqua Library Theater
Hybrid format: In-person and by videoconference
Presiding Officer: Pam Moskowitz, President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Robbin Friedman, Asst Library Director, Head of Children's Dept.	
John Harrison, Member at Large	Amy Kaprelian, Staff Assistant	
Videoconference (due to extraordinary circumstances):		Videoconference:
Absent (due to extraordinary circumstance):		
George Benack, Finance		
Jennifer Fahey, Secretary		

1. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:02pm, identified the emergency exits and the Board recited the Pledge of Allegiance.

2. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the **August 18th, 2025 Regular Meeting**

MOTION: It was moved that the Board approve the **August 18th, 2025 Regular Meeting** as drafted.

Motion by: P. Moskowitz

Second by: John Harrison

Discussion: none

In favor: J. Harrison, P. Moskowitz, B. Cook - *unanimous*

3 FINANCE

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

George has reviewed the August 2025 Treasurer's report and there is nothing remarkable to report.

MOTION: It was moved that the Board approve the August 2025 Treasury Report prepared by NawrockiSmith including the bills as presented.

Motion by:

P. Moskowitz

Second by: J.

Harrison

Discussion: none

In favor: B. Cook, J. Harrison, P. Moskowitz, Unanimous

Against: None

4. LIBRARY DIRECTOR'S REPORT – J. Daddio

- Jen shares an update from Westchester County Civil Service Department about new changes that will be implemented, the most noteworthy of which is no longer requiring civil service exams to fill positions. This change will not be rolled out until next year.
- Jen mentions that the new changes to the Employee Handbook regarding coverage hours are included in board packet and have now been reviewed by library attorneys so ready for a motion for board.
- A recent vacancy has created a full time position for clerk who is currently part-time and we have received word from Civil Service that this is can go forward. In addition, we are canvassing the Library II test with hopes of promoting adult reference librarian, Amy Berger.
- Marge sent an email to report a patron's commending Shane on his personable and attentive customer service with a return patron who has special needs.
- Jen gave a presentation for recent All Staff Meeting about the building's construction history and bringing everyone up to date with current request for proposal for an updated Master Plan. She then gave same at the Monthly Friends of Chappaqua Library meeting, and it was very well received.

5. COMMITTEE REPORTS

1. Standing Committees:

- a. **Finance Committee** – George Benack, Chair

- b. Nothing additional.

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

George, Pam, Jennifer Robbin, Bill & Amy attended an amazing presentation and tour of the Oceanside Library to learn about their process passing Construction Bond, and the huge renovation thereafter.

- d. **Personnel Committee** – J. Harrison, Chair

- e. **MOTION: It was moved that** the board approve the change in the verbiage in the Employee

Handbook once it has been reviewed by the library attorneys.

i. Discussion: None

ii. Motion by: J. Harrison

Second by: B. Cook

In favor: B. Cook, J. Harrison, P. Moskowitz - *unanimous*

6. Policies and Bylaws Committee – J. Harrison, Chair

Nothing to report.

7. NEXT MEETING:

- October 20, 2025, 7:00 pm – Regular Meeting in the Library Theater

8. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 07:21 pm.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion:

In favor: B. Cook, J. Harrison, P. Moskowitz - *unanimous*

Against:

Abstained: