



**FINAL MEETING MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**November 18<sup>th</sup>, 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
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President (ten minutes late)	Robbin Friedman, Asst Library Director, Head of Childrens Dept.	
George Benack, Finance Officer	Amy Kaprelian, Staff Assistant	
Jennifer Fahey, Secretary		
John Harrison, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		

**1. CALL PUBLIC MEETING TO ORDER**

- A. P. Moskowitz called the meeting to order at 7:00pm identified the emergency exits and the Board recited the Pledge of Allegiance.

**2. EXECUTIVE SESSION**

**MOTION:** It was moved that the the board to go into executive session at 7:01pm to discuss the ongoing process of selecting a Master Plan bidder.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

### 3. BOARD ADMINISTRATION

#### A. Acceptance of the Minutes of the **October 21st, 2025 Regular Meeting**

**MOTION:** It was moved that the Board approve the **Minutes of October 21st, 2025 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

**MOTION:** It was moved that the Board approve the October 2025 Treasurer's Report prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: B. Cook

Discussion: none

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

### 4. LIBRARY DIRECTOR'S REPORT – J. Daddio

The library is currently seeking to hire a Librarian 1 in the Adult Services Department. Those letters went out the previous Friday.

Amanda Allen & Jacob Demlow have both started as full time employees

### 5. COMMITTEE REPORTS

#### 1. Standing Committees:

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

b. Nothing additional.

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

The Board and the committee is ready to make their decision to engage the firm H2M Architects to update our strategic plan and create a Master Plan for the building.

d. **MOTION:** It was moved that the board approve to move head with engaging H2M Architects and Engineers to help us update our Strategic Plan and create a Master Plan for the building. The proposed lump fee is \$119,600, and additional expense reimbursement fee of \$2,500.

i. Discussion:

ii. Motion by: J. Fahey

iii. Second by: P. Moskowitz

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

Against:

Abstained:

6.

- a. **Personnel Committee** – J. Harrison, Chair
- b. **MOTION: It was moved that** the board approve a change in status for Jacob Demlow from part time to full time at an annual salary of \$60,970.00 effective November 10<sup>th</sup>, 2025.
  - i. Discussion: None
  - ii. Motion by: J. Harrison
  - iii. Second by: P. Moskowitz
  - iv. In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P.Moskowitz - *unanimous*

7. **Policies and Bylaws Committee** – J. Harrison, Chair  
Nothing to report.

8. **NEXT MEETING:**

- December 15th, 2025, 7:00 pm – Regular Meeting in the Library Theater

9. **ADJOURNMENT**

**MOTION: It was moved that the public meeting be adjourned at 07:33 pm.**

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained: