



Final Meeting Minutes
Board of Trustees Regular Meeting
Thursday January 29th, 2025, 6pm
 Chappaqua Library Theater

Hybrid format: In-person and by videoconference

The CCSD community is 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, President

Expected Attendees:

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

1. CALL PUBLIC MEETING TO ORDER

A. Emergency Exits were noted.

2. PLEDGE OF ALLEGIANCE

Pledge of allegiance was recited by all in attendance.

3. PUBLIC COMMENTS

It was noted that the meeting was rescheduled to January 29th from the original date of January 26th which was cancelled due to a snow storm. It was further noted that due to the change of location, the meeting although still open to the public was not live streamed.

5. BOARD ADMINISTRATION

Acceptance of the Minutes of the June, 2025 Regular Meeting

MOTION: **It was moved that the Board** approve the **Minutes of the December 2025 Regular Meeting** as drafted.

Motion by: Pam

Second by: G. Benack

Discussion:

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

Against:

Abstained:

6. 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 December 2025 **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: B. Cook

Discussion:

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

Against:

Abstained:

7. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

- a) Jen mentions a social networking post that received over 100 views in which the staff participated.
- b) Jen notes that the Children's Room staff had over 300 in attendance for the 2nd annual "Noon Year's Eve."
- c) The library will be featured in the February edition of Stroll Magazine.
- d) Competency tests will be conducted with all reference desk staff in the coming weeks under the direction of Amy B. & Robbin.

8. COMMITTEE REPORTS

B. Standing Committees:

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

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

MOTION: **It was moved that the Board** approve a motion to increase the maximum amount that the Director can sign off on for building operations from \$2,000 to \$5,000.

Motion by: P. Moskowitz

Second by: B. Cook

Discussion:

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

Against:

Abstained:

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

MOTION: **It was moved that the Board** approve a motion to increase Jennifer Daddio's vacation

time from four to five weeks per year.

Motion by: Pam
Second by: B. Cook
Discussion:
In favor: P. Moskowitz, J. Fahey, B. Cook, G. Benack, Unanimous
Against:
Abstained:

MOTION: It was moved that the Board approve the wording of the Employee Handbook to read as follows: *The library is under no obligation to re-hire or provide volunteer opportunities to employees who have resigned, retired, or been terminated from employment. Former employees who are re-hired or continue to in a volunteer capacity, must first engage in a period of separation. The period of separation will be determined by the Director, based on the needs of the library. Under no no circumstances will the period of separation be less than one pay period.*
Former employees who have not been re-hired or re-engaged as volunteers may not enter staff-only areas of the library unless accompanied by an active employee.

Motion by: Pam
Second by: George
Discussion: The language has been reviewed and approved by the library's legal counsel.
In favor: P. Moskowitz, J. Fahey, B. Cook, G. Benack, Unanimous
Against:
Abstained:

4. **Policy / Bylaws Committee** – J. Harrison, Chair

9. NEW BUSINESS

10. NEXT STEPS / RESPONSIBILITIES

11. NEXT MEETINGS: February 23, 2026 at 7pm in the library theater

12. ADJOURNMENT

MOTION: It was moved that the Board conclude and adjourn the trustee meeting at 6:21pm.

Motion by: Pam
Second by: B. Cook
Discussion:
In favor: P. Moskowitz, J. Fahey, B. Cook, G. Benack, Unanimous
Against:
Abstained:

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

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.