I. CALL PUBLIC MEETING TO ORDER
   A. The meeting was called to order by J. Fahey at 12:31pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

II. ROLL CALL AND INTRODUCTIONS
   A. All Trustees were present, quorum achieved.
   B. Welcome George Benack!

III. APPROVAL OF THE ORDER OF THE AGENDA
   A. It was agreed to postpone Bylaws amendments into one future meeting

II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics): None requested

IV. BOARD ADMINISTRATION
   A. Swearing in of George Benack, Trustee
      1. Notarized oath provided, RConrad will file
   B. Discussion of Officer, Committee assignments
      1. Discussion of whether officer terms should be revised to match budget year 7/1 – 6/30?
      2. Review of proposed Parliamentarian role for J.Harrison (with G. Benack as Secretary), agreed to table for year end to determine if needed.

PASSED MOTION: It was moved that: The Board approve the proposed revised slate of Officers appointing John Harrison as Secretary and George Benack as Member-at-large

   Motion by: J. Fahey
   Second by: P. Moskowitz
   In favor: G. Benack, B.Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous
PASSED MOTION: **It was moved that:** The Board approve the proposed revised Board Committees:

- **Appointing George Benack as:**
  - i) member of the Finance Committee chaired by Brian Cook,
  - ii) Chair of the Communications Committee with member Brian Cook

Motion by: P. Moskowitz
Second by: J. Fahey
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous
Against: None
Abstained: None

C. **Calendars:** Annual, Regular, Special and Committee meetings calendars reviewed and J. Fahey sought Trustee commitment as follow up

D. **Review Meeting Agenda Order for future**
   1. Timing of Executive Sessions is as per CCSD but disruptive for speakers, public
   2. **Executive Session:** Board agreed to a schedule change wherein, where a need for Executive Session is known and approval is expected, we will open our Regular Board of Trustees meeting at 6:30pm instead of 7pm and promptly enter Executive Session. We will return to the public meeting at 7pm. Should 30 minutes be insufficient time, we will return to Executive Session prior to Adjournment. This avoids inconveniencing our Regular Meeting speakers and the participating public. And generally we will try to address topics requiring Executive Session in our Special Meetings -- which typically address a single topic or fewer topics. This is intended to better accommodate our guest presenters and the public.
   3. **Public Comments:** Board agreed to move Public Comments up in the agenda again -- and will add a second session for Public Comments at the end of the meeting where the complexity of a topic and our perception of public interest warrant it.

E. **RConrad directed to provide written acknowledgements** as requested in May/June and was provided with printed copies in this meeting:
   1. Board Packet Checklist,
   2. 6/12/2023 Mid-Year Performance Appraisal,
   3. Job Expectations

   *R. Conrad agreed to provide email acknowledgement.*

F. **New Trustee Q&A** – Discussion of the following
   1. OML
   2. Advisors
   3. Committees
   4. 2022/2023 Review as Reference:
      1) 4 new Trustees
      2) Centennial Celebration
      3) NawrockiSmith replaced Joe Gallo as Treasurer
      4) Compared our Library to WLS peers
      5) Legal training
      6) Selected website designer (Library Market)
      7) New, branded Library cards
      8) Auto-renew feature, waived fees
9) Reorganization of Policies on website and reconsideration of all with counsel (NYS requires at least every 5 years but many were far older)
   i) Updated
      a. 2/13/2023: Patron Conduct Policy
   ii) New:
      a. 1/23/2023: Library Trustee Training Policy, Remote Board Trustee Participation at Meetings Policy
      b. 5/8/2023: Lactation Policy, Social Media Policy
10) Façade/Courtyards/Exterior Design RFP (KG+D selected)
11) Replaced snow/landscaping contractor (J. Vasquez Landscaping - RFP)
12) South parking lot and driveway resurfaced and restriped (Cassese)
13) Repainted Goodnough sculpture
14) Replacement of security cameras in line with US govt guidance
15) Brought toddler bathroom back into service and renovated
16) Replaced Reference Area sink with upgrades
17) Added water spigot to Children’s Area courtyard for planting projects
18) Safety check of trees
19) Dredged water feature after 10 yrs, cleared out stream growth to reduce flood risk
20) Upgraded air filtration to MERV 13
21) Replaced damaged window film in Children’s Area and at Theater entrance
22) Removed dumpsters from public view (somewhat)
23) Strengthened relationship with Friends to speed funding consideration, approvals - ongoing (and the Trustees held themselves to a material level of personal annual donation)

5. Current Major projects:
   1) Financial training from new Treasurer (NS)
   2) New website in development (LibraryMarket)
   3) AV RFP/Theater screen
   4) Façade/Courtyards/Outdoor Space Plan (KG+D)
      i) Children’s Room design/furniture (“Project Wonder”) – potential RFP or change order
   5) Disaster Plan
   6) Personnel Handbook update
   7) Proposed change: Staff Training and 10am opening on Thursdays
   8) Proposed changes: Charter/Bylaws
   9) Reviewing/Updating all policies
   10) Library Director development

V. LIBRARY DIRECTOR – PERSONNEL –
    A. The Library Director agreed to be prepared to provide personnel updates and recommended motions for the next Regular Meeting.

VI. PUBLIC COMMENTS
    There were no public comments.

VII. NEXT STEPS / RESPONSIBILITIES
    A. Set Special Meeting date – August
       i. Trustee Training: Nawrocki Smith Financial Training – 1 hr - BCook/RConrad to arrange
       ii. Finance Committee presentation: Endowments – BCook, RConrad
B. **Board Packet due 7/10/2023 – R. Conrad responsibility**

C. RConrad to present Recommended Banking alternative(s) for 50% of capital fund (as approved at 3/31/2023 BoT meeting) – *for 7/17*

D. RConrad New Website Development Progress Update – *for 7/17*
   i. Clarification of LibraryMarket ability to survey patrons/community for feedback or recommended alternative approach(es)

E. Personnel Motions: LD Assistant, Head of Adult Services, Librarian I – Adult Services, Theater Page, Custodian, Library District Clerk – *RConrad/JHarrison for 7/17*

F. Policy Motions: – *PMoskowitz for 7/17*
   i. Sexual Harassment
   ii. Whistleblower,
   iii. Circulation,
   iv. Child Safety

G. JHarrison Exit interview(s) feedback and recommendations

VIII. NEXT MEETINGS:

   A. Regular: Monday, July 17, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video

   B. Special: Thursday, August 10, 2023, 12:30pm, in person in the Programs Room

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

IX. ADJOURNMENT

   PASSED MOTION: *It was moved that:* The Board adjourn the public meeting at 2:04pm.

   Motion by: J. Harrison
   Second by: J. Fahey
   In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz; unanimous
   Against: None
   Abstained: None

Board Packet:

- Proposed 7/2023 Officer/Committee appointments
- Proposed Board of Trustees Meeting Planning - *draft*
- Proposed Board/LD Calendar - *draft*

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue
Chappaqua, NY 10514

Website: https://www.chappaqualibrary.org/index.php
Email: chaboard@wlsmail.org
Theater doors close at 7:00pm.