



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday , August 14, 2023, 7:00PM
 Chappaqua Library Theater
 Hybrid format: In-person and by videoconference
Presiding Officer: Jennifer Fahey, President
Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Jennifer Fahey, President	Robert Conrad, Library Director	
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer	Presenting:	
John Harrison, Secretary	e.g., Dept Head presenter	
George Benack,	Marge Perlin - Director of Circulation	
Videoconference (due to extraordinary circumstance):		Videoconference:

I. PUBLIC MEETING CALLED TO ORDER

A. The meeting was called to order by *J. Fahey* 6:30PM.

Executive Session:

It was noted that the Library board had been in executive session starting at 6:30PM prior to the start of the general meeting. There were no votes taken and there were not motion made while in executive session

Motion:

Motion by: John Harrison starting at 6:30PM
 Second by: Jen Fayhey
 Discussion: None
 In favor: Unianous
 Against: None
 Abstained: None

Motion to exit Executive Session at 7:00PM

Motion by: John Harrison

Second by: Jen Fayhey

Discussion: None

In favor: Unianous

Against: None

Abstained: None

II. ROLL CALL AND INTRODUCTIONS

III. APPROVAL OF THE ORDER OF THE AGENDA

Agenda was approved by the board

IV. PUBLIC COMMENTS

There were no public comments.

V. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the July 17, 2023 Regular Meeting

MOTION: I move that: The Board approved the July 17, 2023 Regular Meeting Minutes as presented.

Motion by: John Harrison

Second by: Jen Fayhey

Discussion: None

In favor: Unianous

Against: None

Abstained: None

VI. FINANCE

A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer

i. June 2023 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer, presented by B. Cook

ii. June 2023 Fund Data presented

iii. June 2023 bills presented

MOTION: I move that: The Board approves the June 2023 Treasurer's Report inclusive of Monthly Bills as presented.

Motion by: Brian Cook

Second by: George Benack

Discussion: None

In favor: Unanimous

Against: None

Abstained: None

Discussion of Financial Matters:

- 6/30/2023 Audit process update - including delivery of data to Danziger Markhoff for preparation of the GASB 75 report in preparation for the PKF OD audit report. Process supposed to begin promptly after the 6/30 fiscal close. – R. Conrad
- NawrockiSmith-led Trustees Financial Training as focus of September Special Meeting coming in September, 2023
- Update on bounced checks (June and any subsequent, including retiree Medicare reimbursement checks) – R. Conrad
 - i. Number and value
 - ii. Fee reimbursements paid, anticipated
 - It was reported that there was a total of Six for Medicare Reimbursement
 - Library directed stated that there was an offer to reimburse people who were hit with banking fees
- Presentation of written Banking alternatives for 50% of Capital Fund (inclusive of bank contacts/team, recommended investment strategy, interest, FDIC protection, custodial bank) as directed/approved at 3/31/2023 BoT meeting – R. Conrad
 - Bob Conrad has not yet completed the details of different banking system
 - J. Fayhey requested written proposals from all three banks

VII. PRESIDENT'S REPORT

- a. J. Fayhey made comments about the exceptional programming

VIII. LIBRARY DIRECTOR'S REPORT AND DEPARTMENT HEAD REPORTS

Following observations were made during the Library Director's Report

- Circulation report – holding steady and or going up
- Children Room events are very well attended – 6 per week
- The issue of delaying the opening of the library for 1 hour on Thursday was presented again. The proposal was to have a delayed opening of Thursday - 10 AM
- The library director presented a list of topics of what the delay opening might be used

The list including:

- Staff/patron safety and emergency procedures

- Mechanical tour of the building and “What to do” when there’s a leak, the lights go out, you smell something funny, etc.
- First Aid training
- CPR
- Narcan
- “mental health first aid”
- AED
- Conflict de-escalation
- Personal safety / self defense

Google Suite - how to’s and best practices for organization and file sharing.

- Seeing co-workers calendars
- Scheduling with co-workers
- Privacy settings for personal events
- Filters
- Chat, Spaces, Meet
- All staff, WLS, department, and other listservs

Microsoft Office Suite and internal file structure - organizing together for the whole organization.

Microsoft Office documents vs. Google equivalents

- Shared on Google Drive vs. via email or on Intranet
- File folder structure, version conflicts
- Shared server spaces
- “Beyond the basics” for Publisher, Excel, Word, etc.
- Our own voicemail/phone/intercom system
- Librarian-in-Charge training
 - Cross training
 - Circulation Policies
 - Evergreen
 - Jamex
- Adult Reference
 - Databases
 - Local History
 - Museum passes
 - Item locations
- Adult Programming
- Theater tech
 - A/V tech
 - Webcasting
- Children’s Room
 - Child development
 - Early childhood literacy
 - Item locations
 - Weeding and collection development initiatives
- Summer reading
 - Outreach

Library Cards

- Meet with a New Castle Police officer to go over “what ifs.” (Everyone mentions “Active Shooter” training. Please keep that as a stand alone topic as I - and perhaps others - have to recuse myself. But I wouldn’t want to miss other, less violent, safety conversations.)

Diversity, Equity, and Inclusion training

Orientation/overview

Industry-specific issues

Community-specific issues

- Recognizing hate speech and symbols
- Sexual Harassment training
- Library ethics
- Customer service, rules of conduct, de-escalation

Civil Service basics

- Breakout sessions: manager/supervisor training, department training, evaluations • Who’s who at Town Hall and how do we work together
- Who’s who at CCSD and how do we work together
- Who are our business partners and how do we work together
- Who are our not-for-profit partners and how do we work together
- Personnel basics and employee responsibilities
- Benefits review, open enrollment, basics

Library director indicated that there were two week suspension of interlibrary Loan suspension - July 27 - August 14th due a staff member vacation schedule

Library director made further comments about the 2022-2026 Long Range Strategic Plan Quarterly Update – progress report

- i. Specific comments were made regarding the wheelchair and handicapped accessibility issues for the outdoor garden

Library director made comments about the new Website Development Progress Update (“LibraryMarket,” target implementation 10/31/2023)

Library Director comments that a Smart board to one of the study rooms which will be additional space added to the public - Conference / study room (for reservation)

- Outdoor space - suggested that there may need to for need bond
- Library director observed that t there made be sources of funding from New York State
- Library director observed that this year we are ready to advance on revocation of the theater
- Library Director report was held at Bronxville on - July 20th
- Library director commented that there will be an ongoing email domain switch....
- It was observed that a library patrons Lives in Rye but travels to Chappaqua due to the quality of the collection

Department Head Presentation: Marjorie Perlin, Head of Circulation

- i. Presentation by the circulation director - Marge Perlin
 - Chappaqua Library is a net lender!!! More libraries want our stuff
 - Strong tech staff currency
 - Marge P. reported that circulation department is strong in terms of personnel, however upcoming changes to staffing in the circulation department will make it even stronger in its ability to serve the public
 - Marge P. reported that there is strong use of the electronic books system (Libby and Hoopla) however the overwhelming majority of users prefer print resources
 - Marge P. reported that there are no real issues with vandalism or theft in terms of the Chappaqua Library collection

IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

No Report given

X. COMMITTEE REPORTS

B. Standing:

- i. **Finance** – B. Cook, Chair

There were no motions brought forward by the finance committee.

- ii. **Policy / Bylaws** – P. Moskowitz, Chair

There were several motion brought forward by the policy and bylaw committee

MOTION: I move that the Board approve the updated Child Safety Policy, which updates the current version from 2021 and which has been reviewed by the Library's legal counsel (a redline version detailing additions and deletions is in the Board Packet), as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion by: Pam Moskowitz
Second by: George Benack
Discussion: No discussion
In favor: Unanimous
Against: None
Abstained: None

MOTION: I move that the Board approve the **updated Whistleblower Policy**, which updates the current version from 2018 and which has been reviewed by the Library's

legal counsel to conform to NYS law, (a redline version detailing additions and deletions is in the Board Packet as is the law firm's annotated version with their comments on relevant changes in law), as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director. Note that we have also advised our Library Director that Appendix A is required to be posted where staff frequent – a Staff room or bulletin board.

Motion by: Pam Moskowitz

Second by: John Harrison

Discussion: Ties with an update from New York State and there will be a need to bring this to the attention of staff

In favor: Unanimous

Against: None

Abstained: None

Also there was a motion regarding circulation policy that was tabled. (See below)

MOTION: I move that the Board approve the **new and updated Circulation Policy**, which aggregates and updates the current versions of the:

- Deselection of Material Policy from 2010
- Extended Loan Policy from 2021
- Library Cards, Fines and Fees Policy from 2022
- Selection of Materials Policy from 2010

The policies have been reviewed by the Library's legal counsel, (redline versions detailing additions and deletions are in the Board Packet), as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion: The motion was tabled

There was a motion regarding the Policy program

MOTION: I move that the Board approve the **new Program Policy**, which provides important clarification to the public and which has been reviewed by the Library's legal counsel, as presented to be: i) posted on our website and ii) reviewed with staff by the Library Director.

Motion by: Pam Moskowitz

Second by: John Harrison

Discussion: None

In favor: Unanimous

Against: None

Abstained: None

Charter Revision Motion

- There is a move to make revisions to the policy. Original charter dates from 1974. A constraint of the charter is the length of the trustee term. There will be a petition to reduce the term of trustee from three to five years based on the May 2024 election.
- The Board needs to proceed with a petition to the Board of Regents of the State of New York.
 - The request may take several weeks or months to gain approval.

MOTION to change the New York State Library charter which stipulates a five year trustee meeting to a three year term.

Motion by: Pam Moskowitz

Second by: Jen Fayhey

Discussion: This process has begin now with the hope that it will be in place for the May 2024 Library elections

In favor: Unanimous

Against: None

Abstained: None

iii. **Building and Grounds** – J. Fahey, Chair

A. **KG+D Design Project** (Façade/Entrance/Courtyards) update

- Jen F. has been meeting with many groups regarding the possible changes to the physical grounds of the library
 - October meeting – there will be a presentation by KG+D with a formal presentation of the proposal they have drawn up
 - Jen F. stated that there will need to be bond needed here
 - The Chappaqua School District needs to be brought into October Board meeting
 - Need to make sure that the spaces are made accessible to the public

Theater Audio Visual RFP update

1. Bob C. was in support of the proposal from D&R in termS of updating the AV equipment in the library theater. Bob C. stated that they made good presentation
2. There were question asked about the the role of training for the staff for the equipment
3. There was also a discussion that a percentage of the money fro this project might be reimbursed by a state grant. Shantell P. was in the process of looking to this state reimbursement program

MOTION to: Proceed a with prodial for \$126,620.46 from D & R Laboratories for an AV Update for the Chappaqua Public Library teacher conditioned on the checking of reference of the Westport Public Library and Darien Library to check out the reference for D&R prior work

Proposed: Jen F.

Second: Pam M.

Discussion - Brian C. asked if anyone had contacted the references provided by D&R. It was agreed that reference should be check before making an absolutely final commitment to D&R on the project.

In Favor: Unanimous

Against: None

Abstained: None

Insurance

There was a discussion of the library's insurance policies. Jen. F. expressed a desire for the library to find, if possible local business that might be able to provide the library insurance

Motion

To accept the renewal of the building insurance policy with Utica National in the amount of \$20,237.74 for the term of 9/1/2023 - 9/1/2024.

Proposed: Jen F.

Second: Pam M.

Discussion None

In Favor: Unanimous

Against: None

Abstained: None

C. Ad-hoc Committees :

i. Communications – G. Benack, Chair

- George B. reported that he has been in contact with the school district and the library is now able to post messages on the community information board which is near the train station.
- George asked the board to consider what other types of information might be posted on the community board.

ii. Personnel – J. Harrison, Chair

MOTION: I move that the Board consolidate several current vacancies in the Circulation Department to fill the full-time, entry-level position of Library Clerk at 35 hours per week at the rate of \$25.00 per hour. This proposal is budget neutral.

Motion by: John Harrison

Second by: Jen Fayhey

Discussion: It was mentioned that there was a need for the circulation desk to have staff members that were capable of taking on many different types of tasks. There expectation here is that with the personal move, there will be an opportunity to broaden the skills set of the staff of the circulation department

In favor: Unanimous

Against: None

Abstained: None

XII. NEXT STEPS / RESPONSIBILITIES

A. Board Packet due 9/4 /2023 – R. Conrad responsibility to organize, assemble and post 7 days prior for public and Board of Trustees

XII. NEXT MEETINGS:

Regular: Monday, September 11, 2023, 7:00 pm, in person in The Chappaqua Library Theater and by video

Special Meeting - Thursday - September 21st - - 7:00 PM in person at the Chappaqua Library

IX. ADJOURNMENT

MOTION: It was moved that the Board adjourn the public meeting at *time* - 9:17PM

Motion by: Jen

Second by:Pam

In favor: unanimous

Against: none

Abstained: none

The Chappaqua Library Board of Trustees

195 South Greeley Avenue

Chappaqua, NY 10514

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

Email: chaboard@wlsmail.org