



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, November 18, 2024, 7:00 pm
 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	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	Presenting:	
Jennifer Fahey, Secretary		
John Harrison, Member-at-Large		
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		

I. CALL PUBLIC MEETING TO ORDER

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

I. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL

MOTION: It was moved that the Board enter Executive Session at 7:01pm.

Motion by: G. Benack

Second by: B. Cook

Discussion: none

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

MOTION: It was moved that the Board exit Executive Session at 7:16pm. The Board discussed Trustee appointments beginning in January 2025.

Motion by: P. Moskowitz

Second by: B. Cook

Discussion: none

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

MOTION: It was moved that the Board return to the public Meeting at 7:17pm. The Executive Session included no Motions or approvals.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion: none

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

II. PUBLIC COMMENTS

- A. Karen Basik, Trustee of the Chappaqua Garden Club and leader of the Juniors Program, made a presentation. She was extended additional time from the 3 minute allotment.
- The Garden Club is similarly 100 years old and has long supported the Chappaqua library.
 - In preparation for the Library's Centennial, the Club reviewed potential sites with Dennis Corelli and the then Library Director, Andrew Farber.
 - Planted bluebells in the woods, pussytoes and milkweed.
 - Won grant to help the library be part of the Pollinator Pathway.
 - (Struggling) Pussytoe patch was replaced by the Library's planting of a magnolia tree selected by the Library Director.
 - Had finally developed some flowers and American Lady caterpillars.
 - Want to ensure other garden (milkweed) will remain.
 - J. Daddio apologized for any miscommunication that occurred, had thought were all on same page. The library milkweed garden will remain under oversight of the Garden Club.
 - J. Fahey and P. Moskowitz voiced thanks for all the Garden Club has done for years.
- B. Victoria Alzapiedi, resident of NC, former Title IX lawyer, public administration degree, cofounded New Castle Healthy Yards and New Castle Pollinators Coalition
- Saddened by people who use pesticides
 - See pesticide signs at Library? CCSD has forgone use of Pesticides.
 - Suggested that Karen or another Garden Club member participate on the Building & Grounds Committee
 - Asked Library to restore the pussytoe plants
 - J. Fahey advised that per RFP were to use no pesticides except SavATree to address infestation of 2 diseased trees: the large maple in the south parking lot and the crabapple in the entry circle bed.
- C. Denise Mincin, head of Adult Services
- Library of Things headed up by Amy Berger
 - Examples include portable dvd and cd players
 - Air monitor
 - Suggestions welcome at the Reference Desk
 - J. Daddio: Many ideas arise from sustainability focus
 - Walking sticks

III. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the **October 21, 2024 Regular Meeting**

MOTION: It was moved that the Board approve the **Minutes of the October 21, 2024 Regular Meeting** (Note: Erroneously presented as September Minutes in the Agenda) as drafted.

Motion by: J. Harrison

Second by: B. Cook

Discussion: none

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

VIII. 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 **September 2024 Treasurer's Report** prepared by NawrockiSmith including the bills (Note: Erroneously presented as September Treasurer's Report in the Agenda) as presented.

Motion by: G. Benack

Second by: B.Cook

Discussion: G. Benack: Testing of transactions results much improved. Change to quarterly testing by NawrockiSmith to begin immediately with their next testing in January 2025. 13 checks remain outstanding. Expenses represent 29.5% of budget against 33% of year, including some expenses like insurance paid upfront.

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

IX. **PRESIDENT'S REPORT** – P.Moskowitz

- Continued work with Lothrop on the Building Assessment and Children's Area design recommendations.
- Future training in effective signage

MOTION: It was moved that the Board approve the next officer terms to run from January 2025 to June 30, 2025 to better align with the fiscal year.

Motion by: P. Moskowitz

Second by: B. Cook

Discussion: J. Fahey noted that a Bylaws modification is likely required. P. Moskowitz asked J. Harrison to review.

Has been a January to January term for years.

J. Fahey had recommended in December 2023 and January 2024 to better align the officer slate with the financial/fiscal year.

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

X. **LIBRARY DIRECTOR'S REPORT** – J. Daddio

- 90% of the 2023 Theater AV improvement grant is formally acknowledged as payable as partial reimbursement of that expense. Hoping for payment soon. Submitted paperwork for remaining 10%.
- Still working on \$10,000+ bullet aid with assistance from NYS Senator Pete Harckham. Still hoops to jump through. J. Daddio thanked A Kaprelian for her assistance.
- J. Harrison offered thanks to NYS Senator Pete Harckham.
- Building assessment work is ongoing. Requesting additional information from Lothrop with hopes for a final report to the B&G Committee by year end. Should be in 3 tranches by priority with projects clumped where related.
- Also working on Children's Room redesign, making progress.
- Personnel Committee reviewed proposed language for an updated Employee Handbook (current is as of 2019) – now in hands of attorneys. Goal: to take effect 1/1/2025. Thanks extended to Marjorie Perlin and R Friedman.
- Staff professional development: Westchester County Dept. of Community and Mental Health – discussed mobile crisis unit – may extend to a public training.
- In December will begin working on the 2025-2026 budget.
- J. Harrison questioned the 5 computer reduction agreed as part of the WLS service agreement. J. Daddio reminded that we can change mid-term.

XI. **COMMITTEE REPORTS**

A. **Standing Committees:**

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

- Nothing additional.

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

- Nothing additional.

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

- Employee Handbook process beneficial.

iv. **Policies and Bylaws Committee** – J. Harrison, Chair

- Nothing additional. Will research officer terms in the Bylaws.

B. Ad-hoc Committees:

i. **Communications Committee** – B. Cook

MOTION: It was moved that the committee be dissolved effective November 18, 2024 as not currently needed.

Motion by: P. Moskowitz

Second by: B. Cook

Discussion: J. Fahey congratulated J. Daddio on her work with New Castle government, New Castle Historical Society and P. Moskowitz added Rotary as well.

J. Harrison questioned who presents the budget in May. (Library Director)

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

- P. Moskowitz noted that WLS ranked Chappaqua Library in the top 5. J. Fahey noted as has been the case for years through COVID. Thanks were given to J. Daddio who thanked the staff.

XIV. NEXT MEETING:

- December 16, 2024, 7:00 pm – Regular Meeting in the Library Theater

XV. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 8:06 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: