



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday December 16, 2024 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
In Person:	In Person:	In Person:
Pam Moskowitz, President	Jennifer Daddio, Library Director	
George Benack, Finance Officer	Robbin Friedman, Assistant Library Director, Head of Children's Room	
Jennifer Fahey, Secretary	Presenting:	
John Harrison, Member-at-Large	Jeffrey Shaver, PFK O'Connor Davies	
	Claudia LeGall, PFK O'Connor Davies	
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		
Brian Cook, Vice President		

1. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:04pm. Four Trustees were present and a quorum was achieved. Emergency exits were noted and the Pledge of Allegiance was recited. No changes were requested to the Agenda.

2. PUBLIC COMMENTS

- P. Moskowitz asked if there were any public comments, but there were none.

2. BOARD ADMINISTRATION

- A. Pam states she is not going to move forward with a motion to approve the minutes for the previous meeting on Monday, November 18, 2024 as there some errors with the draft, and it needs to be edited.

2. PUBLIC COMMENTS

P. Moskowitz asked if there were any public comments, but there were none.

3. FINANCE

A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

- George asserts that there is nothing remarkable about the November Treasurer's Report.

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

Motion by: G. Benack

Second by: J. Harrison

Discussion: John asks if the recurring mention of uncashed checks is subject for concern but it is concluded that due to small amount, it is not currently an issue.

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

Against:

Abstained:

4. PRESIDENT'S REPORT – P. Moskowitz

A. Pam completed a 2024 end of year review and read the highlights at the meeting, citing things such as hiring the new Director Jennifer Daddio and promoting Robbin Friedman to Assistant Director whilst still remaining the Head of Children's Library, the library budget passed staying under the tax cap, we had a building assessment was completed.

5. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – J. Daddio

1. We received 90% of Construction Aid Grant in amount of almost 41K.
2. We received \$200 from a grateful patron.
3. A Department head forwarded a lovely post from Chappaqua Moms 2.0 where a patron expressed positive feedback about library.
4. Building Assessment, Jen, Robbin and Bill met with Lothrop to discuss a second draft and a meeting is in works to include Trustees once we have a final draft to review probably in January.
5. Volunteer Breakfast was lovely and it was great for Trustees who attended to meet volunteers and learn more about what everyone contributes. Jennifer wants to thank Amy B & Joan for planning/organizing as well as local businesses like Whole Foods, Susan Lawrence, and others for donating food and supplies.

6. Presentation from PFK O'Connor & Davies

Jeffrey Shaver and Claudia LeGall present an in-depth presentation of the Full Audited Financials for the period between July 1st 2024 and finishing on June 30th, 2023. They field a few questions from the trustees and conclude with the plan to send over the paperwork to commence the audit for the proceeding period finishing on June 30th, 2024.

7. Building and Grounds Committee – J. Fahey, Chair

1. There was some work needed on the boiler today due to some issues with heat, but other than that,

nothing that was not covered in Director's Report as per the Assessment Report and a pending visit for the next board meeting.

8. Personnel Committee – J. Harrison, Chair

1. The Employee Handbook was recently updated by Jennifer D., Robbin F. and Marge P. and that it has been reviewed by the attorney, it is ready to be approved by the Board.

MOTION: It was moved that the Board accept the Employee Handbook revisions that were made as of December 15, 2024.

MOTION: J. Harrison

Second by: P. Moskowitz

Discussion: Jennifer D. highlights changing a policy whereby an employee who works 21 hours can no longer be eligible for benefits. There is also a discussion about having to re-shape remote work guidelines in the wake of the Pandemic and so this is something that is addressed in new revision.

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

MOTION: It was moved that the board authorize the Library Director to adopt an employee assistance program called the EAP that will offer many benefits to enrich and support Chappaqua Library employees that comes to a total of \$2,400.00 for annual costs.

MOTION by: J. Harrison

Second by: Pam M.

Discussion: John H. mentions that it gives Director tools to deal with all sorts of situations, issues that employees encounter.

In Favor: G. Benack, J. Fahey, P. Moskowitz, J. Harrison, Unanimous

9. Policy / Bylaws Committee – John Harrison, Chair

MOTION: It was moved the Board rescinds previous motions regarding the change of calendar terms of services for any officers.

MOTION by: J. Harrison

Second by: P. Moskowitz

Discussion:

In Favor: P. Moskowitz, J. Harrison, G. Benack

Against: J. Fahey

10. NEXT MEETING: January 13th, 2025 at 7:00pm

MOTION: It was moved that the Board adjourn the public meeting at 8:03pm.

Motion by: P. Moskowitz

Second by: B. Cook

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

Against:

Abstained: