



FINAL MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday, January 13, 2025
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	Marilyn Reid, Lothrop Ass.	
John Harrison, Member-at-Large	Robert Gabalski, Lothrop Ass.	
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 7:06pm. All 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.

II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics):

MOTION: It was moved that the Board enter Executive Session at 7:06pm to discuss a trustee matters.

Motion by: P Moskowitz

Second by: B. Cook

Discussion: none

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

Against:
Abstained:

MOTION: It was moved that the Board exit Executive Session at 7:27pm.

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

MOTION: It was moved that the Board re-enter the public meeting at 7:33pm. No actions were taken, no motions were made in Executive Session.

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

III. PUBLIC COMMENTS

P. Moskowitz asks if there are any public comments but there are none

IV. BOARD ADMINISTRATION

A. There are not any minutes to review tonight. The November 2024 minutes need to be further reviewed for edits so they cannot be approved at this time.

VIII. FINANCE

- A. George has reviewed the December Treasurer's report and there is nothing remarkable at this time. NawrockiSmith is currently reviewing 1099 vendors that were paid in 2024 and preparing them for their tax team.
- B. John asks who processes the W-2s and Amy K. indicates that it is our payroll processor, Paylocity who issues all W2s.
- 2024 Budget meeting was cancelled due to snow/weather. Hoping to reconvene this week.

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

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

IX. PRESIDENT'S REPORT – P. Moskowitz

- We are looking forward to hearing presentation from Lothrop.
- Pam announces it is her intention to run for another term as a library trustee on May 11th, 2025 and the reason why it's been asked that existing trustees announce their intention by January, library staff members have asked to have more notice so that might engage with the public about running in the event that we are in need of candidates.

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

- Wanted to mention some fantastic programs of late, specifically a “Noon/New Year’s” program run by the Children's Room staff that was very successful and that there were close to 400 people in attendance. Jacob Demlow, children’s librarian was instrumental in this particular program so a big thanks to him and all the children's room staff who also hosted.
- Jen also acknowledges the great performance from the Yale Acapella group organized by Joan and Adult Services which was also tremendously well received.
- Plant Propagation organized by Tanya Nadas is also getting a great response from patrons.
- The Chinese New Years program is about to be sold out and is anticipated with great excitement.
- Amy Berger and Vicki Fuqua are starting new program called Spice Club.
- We will be receiving check for \$10,769 grant from Senator Harkham’s office and there will be more to come on that.
- Work on the new budget is ongoing with M. Perlin, R. Friedman, & A. Kaprelian.
- One of the signs outside building fell the previous week due to high winds. Jen has started looking into electric signs as a possibility going forward.
- There is a proposal for an Eagle Scout promotional video that Jen would like the board to look over and consider as it looks like an exciting opportunity to have made.

XI. COMMITTEE REPORTS

A. Standing Committees:

i. Finance Committee – G. Benack, Chair

Nothing further to add.

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

- Will lock in cadence of B&G meetings now that J. Daddio is on board
- Theater Project completed to great acclaim
- Have asked landscaper to straighten signs around parking lots
- RFP for electrical panel replacement – only 1 response, seeking another
- Also approached an alternative electrician for correcting the light post in the stream, a potential generator and an automatic door opening for one bathroom
- Streambed consultant RFP targeted but not constructed, identifying potential bidders
- J. Harrison requested washing of the front windows

iii. Personnel Committee – J. Harrison, Chair

MOTION: It is moved that the board appoint Amy Kaprelian as Library Board Scribe and is provided a stipend of \$208.33 per meeting to record the Library Trustee meeting minutes to commence with tonight’s meeting.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Against:

Abstained:

MOTION: It is moved that the board approve a rate increase for the hourly rate for library pages Zoya Wong, Zoya Nabeel, and Eliza Fink to \$16.50 per hour to align with the New York State minimum wage

Motion by: J. Harrison

Second by: G. Benack

Discussion:

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

Against:

Abstained:

iv. **Policy / Bylaws Committee** – J. Harrison

- Jennifer asks if the board to consider a motion regarding the existing Museum Pass policy.

MOTION: The board moves to rescind the “Museum Pass” policy that was previously adopted so that library staff can use their own discretion and make changes as they see fit to make the passes more easily available to patrons.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: None

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

Against:

Abstained:

Presentation

Robert Gabalski, AIA, and Marilyn Reid of Lothrop and Associates provide an in depth look at the Final Draft of their Building Assessment report. They do a slide show with photos from their walk-through of the library that was conducted in the fall. The members of the board thank Robert and Marilyn for their very comprehensive report.

There is a brief discussion in which Jennifer says they anticipate having another sitdown with Robbin and staff from the Children’s Room and Marilyn from Lothrop to talk about other options for the renovation of the Children’s Room, and make sure they are all on same page.

XII. MEETING: February 10, 2025

XIII. ADJOURNMENT NEXT

MOTION: It was moved that the Board adjourn the public meeting at 9:08pm.

Motion by: P. Moskowitz

Second by: B. Cook

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

Against:

Abstained: