



**FINAL MEETING MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**February 10<sup>th</sup>, 2025 at 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
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President (ten minutes late)	Robbin Friedman, Asst Library Director, Head of Childrens Dept.	
George Benack, Finance Officer	<b>Presenting:</b>	
Jennifer Fahey, Secretary		
John Harrison, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		

**1. CALL PUBLIC MEETING TO ORDER**

- A. P. Moskowitz called the meeting to order at 7:04pm, acknowledged that B. Cook was running late, and identified the emergency exits and the Board recited the Pledge of Allegiance.

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

**2. BOARD ADMINISTRATION**

- A. Acceptance of the Minutes of the **December 16th, 2024 Regular Meeting**

**MOTION:** It was moved that the Board approve the **Minutes of December 16th, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

B. Acceptance of the Minutes of the **January 13th, 2025 Regular Meeting**

**MOTION:** It was moved that the Board approve the **Minutes of January 13th, 2025 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

C. Acceptance of the Minutes of the **November 16th, 2024 Regular Meeting**

**MOTION:** It was moved that the Board approve the **Minutes of November 16th Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion: none

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

### 3 .FINANCE

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

- G. Benack states that due to the Staff Assistant's extended absence, and the Board Meeting being scheduled a week earlier, that the January Treasurer's report will be provided along with February's report at the next meeting scheduled on March 17, 2025.
- G. Benack also reports that he met with Josh Block, Asst. Superintendent for Business for Chappaqua Schools regarding the library funds being fragmented in different categories as well as the possibility of establishing a "reserve fund policy."
- P. Moskowitz speculates as to whether there is a change that would explain the need to establish a reserve fund policy.
- G. Benack states that he is in the "fact finding" phase of this process to establish a "reserve fund policy."
- J. Fahey thinks this is a great idea to explore and J. Harrison and B. Cook concur. J. Harrison will begin his own deep dive as Chairman of the Bylaw & Policy Committee.

### 4. LIBRARY DIRECTOR'S REPORT – J. Daddio

- The check from Senator Harkham's office was received and we got some clarification from his office that we cannot spend funds on Capital Improvement projects, but we can spend it on programs, materials, and technology.
- The first thing that we have decided to purchase is a dishwasher which will be used by Adult Services and Childrens Room for a number of programs, and will also allow us to meet our sustainability goals.
- Jennifer was able to thank Senator Harkham in person at a recent engagement, but also plans to send a written thank you in the future.
- Joan Kuhn will be officially transitioning from a full-time employee to a part-time employee at the end of March, and will be answering to the head of Adult Services where she will continue to work on Adult Programs.
- Jennifer wants to acknowledge some wonderful programs recently such as a new Spice Program that is being run by Amy Berger and Vicki Fuqua.
- G. Benack asks about the transition for Joan, and Jennifer explains that Joan will slowly hand off

her established programs and Jen hopes she will focus on her specialty which is big special programs like the upcoming David Pogue talk in March.

- J. Harrison asks about the damaged sign outside the building and J. Daddio reports that she has received quotes for a replacement electronic sign.
- The trustees discuss different hopes that they would have for the new sign, ie. when the visuals would be running, where the sign would be located, etc. and J. Fahey suggests that the particulars be included in a future board packet.

## 5. COMMITTEE REPORTS

### 1. Standing Committees:

- a. **Finance Committee** – George Benack, Chair
  - b. Nothing additional.
- c. **Building and Grounds Committee** – J. Fahey, Chair
  - d. Nothing additional.
- e. **Personnel Committee** – J. Harrison, Chair
  - f. **MOTION: It was moved that** librarian Frances Rebecca Rogan Alcock from part-time available Librarian II to regular part-time Librarian II in order to work a regular part-time schedule that was vacated by Alan Briones. The change will be retroactive to February 3rd, 2025.
    - i. Discussion: None
    - ii. Motion by: J. Harrison
    - iii. Second by: P. Moskowitz
    - iv. In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - *unanimous*

## 6. Policies and Bylaws Committee – J. Harrison, Chair

- J. Harrison will begin doing research regarding the funds balance policy.

## 7. NEXT MEETING:

- March 17th, 2025, 7:00 pm – Regular Meeting in the Library Theater

## 8. ADJOURNMENT

**MOTION: It was moved that the public meeting be adjourned at 07:30 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: