



**FINAL MEETING MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday, March 17th, 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
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer		
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 7:02pm. 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.

**2) 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 7:05pm to discuss some financial 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 7:21pm.**

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 7:23pm.** 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:

### 3) PUBLIC COMMENTS

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

### 4) BOARD ADMINISTRATION

**MOTION: It was moved that the Board approve the Draft Meeting Minutes for the February 10th 2025 Library Board Meeting.**

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

### 5) FINANCE

A. George has reviewed the January 2025 and February 2025 Treasurer's reports and there is nothing remarkable to report at this time. It is noted that there is an increase in the fuel cost presumably due to an especially cold winter that could result in the library going over budget in that line if it persists.

**MOTION: It was moved that the Board approve the January 2025 and February 2025** 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:

**MOTION: It was moved that the Board approve the Proposed Library Budget for the coming 2025-2026 Chappaqua Library Budget as written.**

Motion by: G.Benack

Second by: B. Cook

Discussion: Jennifer acknowledged the hard work of M. Perlin, R. Friedman, and A. Kaprelian on preparing the budget. Jennifer noted there was a lot of analyzing to make certain we are in a better position to be on target with our numbers going forward. She discusses salaries of staff and talks about some corrections that were made in order to address the increase of responsibilities of certain staff members, but she concluded that our salaries overall are competitive with other comparable libraries. Pam says the budget will be available online and postcards will be sent.

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

Against:

Abstained:

#### **6) Slate of Officers – P. Moskowitz**

P. Moskowitz, President, B. Cook, Vice President, John Harrison, Treasurer, G. Benack, Secretary, B. Cook, and Member-at-Large, J. Fahey.

Committees, Buildings and Grounds, J. Fahey, P. Moskowitz, Members of the Chappaqua Garden Club, Karen Basik, Melanie Smith, Finance, J. Fahey, G. Benack, Policies, J. Harrison, B. Cook, Personnel, J. Harrison, B. Cook

**MOTION: It was moved that** the Board approve the presentation of the Slate of Officers for the coming year.

Motion by: J. Harrison

Second by: B. Cook

Discussion: J. Fahey states that she doesn't feel the Board should be putting forward a president whose term expires in June and that there is no precedent for the last decade plus of this not rotating across the board, and that she would hope that another trustee would step up to take on the role of President. P. Moskowitz thinks that things are going to change as a result of our three year term amendment. J. Harrison mentions the turmoil that impacted the Board as well as the library and that given that history, this change merits the amendment that allows us to help regain some control over consistency as well as continuity.

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

Against: J. Fahey

Abstained:

#### **7) LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS- J.Daddio**

- Jennifer states that we perform a lot of notaries for patrons of the library, 2 members of staff perform these. This has occasionally posed an issue as it impacts those staff member's abilities to perform their other job responsibilities. It has also come to light that there are some liability concerns as there is a type of coverage that is used to cover notaries. Jennifer has reached out to our insurance broker to inquire about a premium quote. There will also not be any more walk-ins permitted for notary services.
- We had two different vendors come to look at the roof, re: stairs, railings as well as courtyard, but have not received any prices as of yet. Until we get a solution, we cannot allow anyone on the terrace portion of the courtyard. In addition, we had a walk through with a representative from our Insurance carrier who indicated that there were some safety concerns. Going forward, we are looking to get more prices as part of an

information gathering process before next steps that might include putting out an RFP for proposals to improve those areas.

- The Annual Report as prepared by R. Friedman is all done and should be ready to be voted on at the April board meeting.
- A reminder that the Friends Book sale is coming up in May 12-18th.
- The new electric sign needs some minor electrical work but other than that, is good to go.
- The Tri-Cat electrical panel which the board previously approved, she would like to have board approve a capital expenditure line for this expense so this does not come out of our operating budget.
- We have an estimate from a Plumber for three flushometers and 3 leaky faucets.

## **8) COMMITTEE REPORTS**

### **B. Standing Committees:**

1) **Finance Committee**— G. Benack,  
Chair Nothing further to add.

2) **Building and Grounds Committee** – J. Fahey, Chair.

MOTION: It is moved that the board approve the maintenance proposal from WTI Weatherproofing Technology Inc a subsidiary of Tremco for \$15,752.22 for five years and help us to maintain life of the roof membrane as well as the roof itself.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

Against:

Abstained:

MOTION: It is moved that the board allow Bill Link to create an RFP for replacing 2 air handlers as per the recommendations of our recent building assessment by Lothrop Associates.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

Against:

Abstained:

MOTION: It is moved that the board approve the additional add-on proposal from Lothrop and Ass. to continue to work with the childrens room leadership & staff on an update to the childrens room, design, etc. and the additional cost is estimated at around \$2,000.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

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

Against:

Abstained:

MOTION: It is moved that the board approve the proposal from Youngs Equipment for \$28,510.00 recognizing that Friends of Chappaqua Library have agreed to pay \$28,000.00 of the cost, and that the library will pay the balance due after that including any electrical costs.

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

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

Against:

Abstained:

MOTION: It is moved that the board approve the proposal from Mele Plumbing for \$3,700.00 for to replace 3 flushometers as well as 4 leaky faucets in our 4 public restrooms

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

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

Abstained:

#### **9) Personnel Committee – J. Harrison, Chair**

MOTION: It is moved that the board approve the promotion of Jacob Demlow from Library Assistant to Librarian I with a salary increase to \$32.21/hour, effective Monday, March 3, 2025.

MOTION: **It is moved that the Board** approve the change of employee status of Jennifer Daddio in her position as Library Director III from probationary to permanent status, effective February 13, 2025.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Abstained:

MOTION:

Motion by: J. Harrison

#### **10) Policy / Bylaws Committee – J. Harrison**

Mark Kramer, Chappaqua resident and former CBS correspondent, has offered to share his collection of

J. Harrison states that the board is in conversation as to how to convey to the community its policies on fund balances and will have more information in the future..

#### **11) NEW BUSINESS**

A. Mark Kramer Display of Model Airplanes and insurance.

J. Daddio states that Mark Kramer, Chappaqua resident and former CBS correspondent, has offered to share his collection of presidential model airplanes at the library. We checked with our insurance company, and we have an \$1000 deductible so the question for the board is whether we can accept this risk in the event that any harm comes to the collection. The board discusses the different scenarios and concludes that they would like to go forward with the plan to display Mark's airplanes.

**NEXT MEETING:** Monday April 21st, 2025

ADJOURNMENT

**MOTION:** It was moved that the Board **adjourn the public meeting at 08:19 pm.**

Motion by: P. Moskowitz

Second by: B. Cook

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

Against:

Abstained:



