



**MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Special Meeting**  
**Thursday, June 1, 2023, 12:30 pm**  
 Programs Room  
 Hybrid format: In-person and by videoconference  
**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Robert Conrad, Library Director	
Pam Moskowitz, Vice President		
Brian Cook, Finance Officer		
<b>Videoconference:</b>	<b>Videoconference:</b>	<b>Videoconference:</b>
John Harrison, 2023 elected Trustee	Shantell Pena, Staff Assistant	Christopher Kurtz, Esq., Labor & Employment Law, Bond, Schoeneck & King PLLC (BSK)
		Kelly McKinney, Labor & Employment Associate, BSK

**I. CALL PUBLIC MEETING TO ORDER**

A. The meeting was called to order by J. Fahey at 12:38pm. Emergency exits were noted, and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

A. All Trustees present with the exception of Liz Haymson with no explanation or notice. 3 of 4 Trustees: quorum achieved.

**III. APPROVAL OF THE ORDER OF THE AGENDA**

It was agreed that due to E. Haymson’s absence the planned Mid-Year Performance Appraisal of the Library Director in Executive Session would be postponed to June 12, 2023.

**IV. BOARD ADMINISTRATION**

- A. Election results: Thank you for the community support for our proposed Budget and tax levy for 2023/2024 and the support for our 2 Trustee candidates!
- B. Welcome to forthcoming new Trustee, George Benack
  - i. Position to take effect in July 2023
- C. Welcome and introduction of new Trustee, John Harrison, swearing in/administration of Oath of Office performed

**V. LIBRARY ADMINISTRATION – 5 mins**

A. R. Conrad proposal: Adult Services: Line transfer expense request due to elevated books pricing

**MOTION:** It was moved that: the Board authorize the Director to transfer \$1,000.00 from Audio Books to Books at the request of Adult Services because of the increasing pricing of books.

Motion by: B. Cook

Second by: P. Moskowitz

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

Key discussion points relative to the motion, if any:

- It was confirmed that this was not expected to hinder needed purchasing of audio books.
- It was requested that B. Cook and R. Conrad review any needed budget changes prior to final approval scheduled for 6/12./2023.

**B. New Website Design and Implementation Project:** The Board had requested an update from the Project leader, Thao Nguyen. However, this time did not work with her schedule and it appears that the timing of the regular Board meetings also does not work. B. Cook made a recommendation in which we could possibly ask for a recording to be made to be presented to the Board. R. Conrad will pursue this.

R. Conrad provided a brief update on the assignment of positions/roles to be played by the different staff who will be working on this project.

- Library Team:
  - Thao Nguyen: project leader, branding, color scheme, usability, consistency and professionalism of website
  - JulieAnn Polasko: Children's Room, ease of program entry, ease of registration for patrons
  - Amy Berger: Adult Services, integration of marketing with social media
  - R. Conrad to attend where possible
  - Shantell Pena: Details, links, copy/editing
- Reviewed current website
- Addressed LibraryMarket questions, including staff and patron survey – will provide from LRS Plan survey
- Phase 1: Discovery – 2-4 weeks
- Phase 2: Design
- Phase 3: Development: 6-8 weeks
- Phase 4: Delivery, target is 10/31/2023

J. Fahey questioned the applicability of the LRS Plan survey data – likely from Q42020; R. Conrad believed relevant for website, Board agreed. J. Fahey raised interest in determining if the Board supports embarking on a new 2024-2029 Long Range Strategic Plan (and updated patron survey) once the two new Trustees are on board (ideally assisted by new website Q42023).

## VI. PERSONNEL

**MOTION:** It was moved that the employee Handbook be amended for compliance with the Library Director's provisional employment offer letter language reading:

"Your standard and expected work week shall be five consecutive days, Monday through Friday, and your standard and expected work hours shall be approximately 10:00 a.m. – 6:00 p.m. each day. Please note that the Library considers your position to be Exempt under the federal Fair Labor Standards Act – meaning that you will not be eligible for overtime as provisional Library Director III."

and in line with typical pay practices for Library Directors, we approve the modification of the language in the Chappaqua CSD Public Library Employee Handbook 2019 dated October 1, 2019 and termed “2<sup>nd</sup> revision”, on page 6 to read as follows:

**“Redline”:**

Exempt employees are not granted the protections of the FLSA and are therefore not entitled to overtime pay. The only exception to this is if an Library Director, Assistant Director, or Department Head works a public service desk on Sunday, or works more than 40 hours in one week.

(underline = addition, strikethrough = deletion)

**“Clean”:**

Exempt employees are not granted the protections of the FLSA and are therefore not entitled to overtime pay. The only exception to this is if an Assistant Director, or Department Head works a public service desk on Sunday, or works more than 40 hours in one week.

Motion by: J. Fahey

Second by: P. Moskowitz

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

**VII. 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 12:56pm for the purpose of Review of Proposed Remote Work Policy with BSK, Legal Counsel.

Motion by: P. Moskowitz

Second by: B. Cook

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

**MOTION:** It was moved that the Board exit Executive Session at 1:34pm.

Motion by: B. Cook

Second by: P. Moskowitz

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

**MOTION:** It was moved that the Board return to the public Meeting at 1:35pm. The Executive Session included no Motions or approvals.

Motion by: J. Fahey

Second by: P. Moskowitz

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

**VIII. PUBLIC COMMENTS**

There were no public comments.

**IX. NEXT MEETINGS**

- A. Regular: Monday, June 12, 2023, 7:00 pm, The Chappaqua Library Theater and by video; **Board Packet posting due 6/5/2023**
- B. Regular: Monday, July 17, 2023, 7:00 pm, The Chappaqua Library Theater and by video; **Board Packet posting due 7/7/2023**
  - i. Swearing in of George Benack

**X. ADJOURNMENT**

**MOTION:** It was moved that the Board adjourn the meeting at 1:36.

Motion by: J. Fahey

Second by: P. Moskowitz

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

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org)