

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
September 22, 2014, 7:00 p.m.**

MEETING MINUTES

In Attendance:

Board of Trustees: Alice Joselow, *President*, Lucinda Manning, *Vice President*,
Madeline Zachacz, *Secretary*, John Crawford, Debbie Goddard,
Matthew Weiss

Staff: Molly Robbins, *Assistant Director*; Kathy Beirne, *Secretary to Director*

Public: Peter Capek

Call to Order

At 7:02 p.m. President Alice Joselow called the meeting to order.

Pledge of Allegiance

All those present stood for the pledge.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the August 4, 2014 Regular Meeting, the August 7 and the September 8, 2014 Special Meetings of the Board.

8/4/14

| <i>Vote</i> | J Crawford | D Goddard | A Joselow | L Manning | M Weiss | M Zachacz |
|----------------|------------|-----------|-----------|-----------|---------|-----------|
| <i>Yes</i> | X | X | | X | X | X |
| <i>No</i> | | | | | | |
| <i>Abstain</i> | | | X | | | |

8/7/14

| <i>Vote</i> | J Crawford | D Goddard | A Joselow | L Manning | M Weiss | M Zachacz |
|----------------|------------|-----------|-----------|-----------|---------|-----------|
| <i>Yes</i> | X | X | X | X | | X |
| <i>No</i> | | | | | | |
| <i>Abstain</i> | | | | | X | |

9/8/14

| <i>Vote</i> | J Crawford | D Goddard | A Joselow | L Manning | M Weiss | M Zachacz |
|----------------|------------|-----------|-----------|-----------|---------|-----------|
| <i>Yes</i> | X | X | X | X | X | |
| <i>No</i> | | | | | | |
| <i>Abstain</i> | | | | | | X |

Lucinda Manning moved and Madeline Zachacz seconded the motion to approve the meeting minutes as amended. Motion passed according to above votes.

Director's Report and Personnel Report

Molly reported that Maureen Sullivan will be here on October 6 during the Board Meeting, 5:00 - 9:30 p.m. The confidential survey will be forwarded to the Board by October 2. She would like them returned by October 6. Maureen plans to meet with the staff during the day from 9:00 a.m.-7:00 p.m. in their respective departments. Molly will get a day-to-day agenda.

Molly has been collecting estimates for the facilities projects of window cleaning and replacement of staircase carpet. She will forward them to the Building and Grounds Committee as soon as possible.

It is that time of the year for Rotary Employee of the Year Award. Molly will bring this to the department heads' attention.

We received a thank you letter from the Ossining Food Pantry for contributions of in kind food.

Rich of the Wobble Cafe/Footnote Cafe has not found any further evidence of a rodent and neither has McHale's. Wobble will be advising of their goals at OPL and Molly will advise the Board when she hears from Rich.

Maddi mentioned that she will get in touch with Wobble their ideas on the space. The Board had discussed substantive improvements to the space - a broader conversation is needed. The next Finance Committee meeting is scheduled for 9/24.

Molly also commented on an incident that occurred last Wednesday - teenager assault outside on lower level.

Should the Code of Conduct Policy be revised by adding wording pertaining to "contacting parents or primary caregivers". Molly will let department heads determine at Wednesday meeting.

Warrant and Schedule of Claims Approval and the Payroll Warrants were approved by the Board.

Treasurer's Report

There was no report as Jaime was absent. Lucinda Manning asked that on the "Budget vs. Actual" report the column headed "over Budget" be renamed "Over/Under" Budget.

Committee Reports

President's Report

Note of Appreciation (from Alice) for the great summer programs at the library and the staff that made them successful.

Policy and Bylaws Committee

The Committee has not had a meeting yet – they hope to have one in early October. Focus of attention will be the *Fringe Benefits for Non Union Employees Policy*.

Finance Committee

October 1 is the next scheduled meeting. Topics of discussion will be:

- Rich of the Wobble Café will hopefully be in attendance for discussion of Footnote Café.
- ITC Phone System
- Purchasing (Procurement) Policy
- Consolidation of Assigned Fund Balances

Building and Grounds Committee – HVAC Proposal

Motion was made to authorize \$5,000 for Randy Martin to start the study that he needs to do to review and design supplemental heating system.

John Crawford moved and Lucinda Manning seconded the motion to approve. Motion passed.

(The Building and Grounds Committee will work with him to schedule a meeting to meet with the entire Board prior to October 27, 2014.)

Resolutions

RESOLUTION #20

RESOLVED, that the Board of Trustees approves the personnel changes so noted.

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Projected Hrs.</u> | <u>Salary</u> | <u>Effect. Date</u> |
|---------------------|--------------|-------------------|-----------------------|---------------|----------------------------|
| <u>RESIGNATIONS</u> | | | | | |
| Henry Silver | Page | Children’s Rm. | 12 hrs. | \$9.35/hr. | 09/13/14 (\$112.20/wk.) |
| <u>TERMINATIONS</u> | | | | | |
| Eduardo Olchelvsky | Page | Circ. Dept. | 16 hrs. | \$8.00/hr. | 08/16/14 (\$128/wk.) |

Madeline Zachacz moved and Matthew Weiss seconded the motion to approve Resolution #20. Motion passed unanimously.

RESOLUTION #21

RESOLVED, that the Board of Trustees approves the following 2014-2015 salaries, effective 7/01/14.

July 1, 2014 Full Time Salary Increases

| <u>Employee #</u> | <u>Title</u> | <u>Total Salary 6/30/14</u> | <u>Total Salary 7/1/14</u> |
|-------------------|------------------|---------------------------------|--------------------------------|
| 101012 | Library Clerk | \$34,215.00 | \$34,796.66 |
| 003455 | Staff Ass't-Lib. | \$70,351.00 | \$70,351.00 |
| 004422 | Sr. Bookkeeper | \$57,290.00 | \$58,263.93 |
| 003934 | Library Ass't. | \$52,429.00 | \$53,320.29 |

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| | | | |
|--------|--------------------|--------------|--------------|
| 004110 | Library Ass't | \$50,902.00 | \$52,710.00 |
| 003593 | Library Ass't. | \$52,429.00 | \$53,320.29 |
| 001888 | Cultural Prog Spec | \$53,477.58 | \$54,386.70 |
| 000812 | Custodian | \$58,778.52 | \$58,778.52 |
| 002579 | Custodian | \$58,778.52 | \$58,778.52 |
| 001047 | Librarian II | \$76,757.04 | \$76,757.04 |
| 002502 | Librarian III | \$79,122.42 | \$80,467.50 |
| 003786 | Librarian I | \$62,972.00 | \$64,042.52 |
| 004358 | Librarian I | \$55,938.00 | \$56,888.95 |
| 001319 | Librarian II | \$76,757.04 | \$76,757.04 |
| 003731 | Librarian I | \$64,860.00 | \$65,962.62 |
| 004134 | Ass't. Dir III | \$105,000.00 | \$105,000.00 |
| 000813 | Librarian II | \$76,757.04 | \$76,757.04 |
| 002496 | Libr Trainee | \$47,970.60 | \$48,786.60 |
| 000266 | Libr Trainee | \$52,429.00 | \$53,320.29 |

July 1, 2014 Hourly Rate Increases

| Employee # | Title | 6/30/14 Hrly \$Rate | 7/1/14 Hrly \$Rate | 7/1 Rate Increase |
|------------|------------------|------------------------|-----------------------|----------------------|
| 101007 | Cleaner | 19.24 | 19.57 | 0.33 |
| 000238 | Sec. to Director | 19.50 | 20.00 | 0.50 |
| 000363 | Librarian II | 42.18 | 42.18 | 0.00 |
| 003563 | Library Clerk | 18.45 | 18.76 | 0.31 |
| 004187 | Custodian | 23.98 | 24.39 | 0.41 |
| 101013 | Library Clerk | 17.77 | 18.07 | 0.30 |
| 001013 | Custodian | 27.70 | 27.70 | 0.00 |
| 003287 | Library A'sst. | 31.48 | 32.02 | 0.54 |
| 101015 | Cleaner | 16.27 | 16.55 | 0.28 |
| 003974 | Library Clerk | 20.46 | 20.81 | 0.35 |
| 002374 | Library Clerk | 23.41 | 23.41 | 0.00 |
| 002220 | Library Clerk | 23.41 | 23.41 | 0.00 |
| 101003 | Library Clerk | 18.45 | 18.76 | 0.31 |
| 003496 | Library Clerk | 20.46 | 20.81 | 0.35 |
| 003954 | Library Ass't. | 28.81 | 29.30 | 0.49 |
| 003978 | Library Clerk | 22.95 | 22.95 | 0.00 |
| 003787 | Librarian I | 34.60 | 35.19 | 0.59 |

| | | | | |
|--------|-------------------|-------|-------|------|
| 003963 | Graphic Illust. | 26.10 | 26.54 | 0.44 |
| 101011 | Library Clerk | 17.77 | 18.07 | 0.30 |
| 001942 | Librarian I | 38.57 | 38.57 | 0.00 |
| 101019 | Librarian I | 28.96 | 29.45 | 0.49 |
| 002977 | Library Clerk | 19.89 | 20.23 | 0.34 |
| 003511 | Library Clerk | 19.89 | 20.23 | 0.34 |
| 000404 | Librarian II | 42.18 | 42.18 | 0.00 |
| 003193 | Library Clerk | 21.65 | 22.02 | 0.37 |
| 001630 | Librarian I | 38.57 | 38.57 | 0.00 |
| 002090 | Library Clerk | 23.41 | 23.41 | 0.00 |
| 004003 | Library Ass't. | 28.81 | 29.30 | 0.49 |
| 101006 | Librarian I | 29.54 | 30.04 | 0.50 |
| 002734 | Library Clerk | 20.88 | 21.22 | 0.34 |
| 004084 | Librarian I | 31.66 | 32.20 | 0.54 |
| 000666 | Librarian II | 42.18 | 42.18 | 0.00 |
| 001714 | Library Clerk | 23.41 | 23.41 | 0.00 |
| 003903 | Library Clerk | 18.10 | 18.41 | 0.31 |
| 002185 | Prin Libr Clerk | 27.69 | 28.16 | 0.47 |
| 000764 | Sr. Library Clerk | 29.89 | 29.89 | 0.00 |
| 004038 | Library Clerk | 18.10 | 18.41 | 0.31 |
| 004353 | Library Ass't. | 27.97 | 28.45 | 0.48 |

Matthew Weiss moved and Madeline Zachacz seconded the motion to approve Resolution #21. Motion passed unanimously.

Old Business

Matthew Weiss asked about the Harbor Square Project PILOT. Madeline Zachacz mentioned that she had prepared a letter to be sent to the Village. She will forward it again to all.

The subject of the roof problem was discussed - the importance of sending the file to the attorney (that has been done). Do we want to ask the attorney to go forward? The Board agreed that they did. What will it cost? John Crawford asked that John Tortoso bring in a roofer to assess the problem.

New Business

- 2014 Nov/Dec Holiday Hours – since both holidays are on a Thursday, the library will be open the day before (Wednesday) from 9:00 a.m. to 1:00 p.m.

Public Comment - none

However, Peter Capek pointed out that he had included a "state of the roof" in his report of April (or May). Peter forwarded report to the Board.

Executive Session

At 8:44 p.m. Madeline Zachacz moved and Lucinda Manning seconded the motion to enter into Executive Session. Motion passed.

At 9:11 p.m. John Crawford moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed.

Adjournment

At 9:12 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to adjourn the September 22, 2014 Regular Meeting of the Board of Trustees.

Respectfully submitted,
Kathy Beirne, Secretary to Director