

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*September 28, 2015, 7:00 p.m.*

**MEETING MINUTES (Draft)**

In Attendance: Alice Joselow, *President*; Madeline Zachacz, *Vice President*;  
Matthew Weiss, *Secretary*, Debbie Goddard, Lucinda Manning,  
Cecilia Quintero, Stephanie Unger (arrived at 8:05 p.m.)

Staff: Karen LaRocca-Fels, *Director*; Kathy Beirne, Secretary to Director;  
Bob Majernik, Sr. Bookkeeper

Other: Tamara Stewart

Call to Order

At 7:02 p.m. President Alice Joselow called the September 28, 2015 Regular Meeting of the Board to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Executive Session

At 7:05 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to enter into Executive Session. Motion passed unanimously.

At 7:27 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed unanimously.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the August 24, 2015 Regular Meeting of the Board and the revised September 21, 2015 Special Meeting/Work Session of the Board of Trustees.

Matthew Weiss moved and Madeline Zachacz seconded the motion to approve the meeting minutes. Motion passed. Alice Joselow abstained. Stephanie Unger was not present for vote.

Public Comment

Tamara Stewart, former OPL employee, asked the Board to consider writing a letter of support in her behalf to Westchester County Human Resources. She stated that she would greatly appreciate the Board's support in trying to restore her right to work as a professional librarian in Westchester County. She presented the Board with documents pertaining to her situation.

Director's Report

- Photo op: Director checking out books!
- Captain Scott Craven took Karen on tour of Ossining.
- OPL department meetings begin on Thursday, October 1.

Committee Reports

Policy and Bylaws, Personnel – *Fringe Benefit Policy for Non Union Employees and Vacation Policy* – Board reached consensus on both – ready for adoption – send to attorney for review.

New OPL Director Meet and Greet

- 10/4, 12:00–2:00 p.m. – refreshments through Wobble Café. Karen will be introduced before concert begins. (email invite flyer to Board members for distribution)
- 10/15, 5:30–7:30 p.m.

Buildings and Grounds

- “As Builts” have been found downstairs in 5000 Room
- HVAC Project documentation to be resubmitted to DASNY

Resolutions

**RESOLUTION #21**

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

<i>Name</i>	<i>Title</i>	<i>Dept</i>	<i>Proj Hrs.</i>	<i>Salary</i>	<i>Effect. Date</i>
<b><u>NEW HIRES</u></b>					
Jean M. Fischer	Lib.Clerk	Circ.	15 hrs/wk	\$17.77	09/21/2015
James Johnson	Monitor	Teens	15 hrs/wk	\$17.77	08/17/2015
William Kress	Lib.Clerk	Circ.	15 hrs/wk	\$17.77	09/22/2015
Janice Noto-Helmers	Graph.Illus.	B.O.	17 hrs/wk	\$22.63	10/01/2015
Sirreke Stephen	Monitor	Teens	15 hrs/wk	\$17.77	08/31/2015

**RESOLUTION #22**

**RESOLVED**, that the Board of Trustees approves the Ossining Public Library Annual Report for Public and Association Libraries-2014. (*This resolution had previously been tabled on May 18, 2015: Resolution #50*)

Madeline Zachacz moved and Matthew Weiss seconded the motion to approve Resolutions 21 and 22. Motion passed unanimously.

Old Business

- Lucinda to head up the 125<sup>th</sup> Anniversary committee
- John Tortoso to attend 10/19 Regular Monthly Meeting of Board
- Planning of Board Retreat – Alice would like to be part of process. Lucinda too. Karen will obtain facilitator. Topics to be considered: long range planning, team building, shared vision with Director, shared readings. Orientation of new board members. Proposed date: November or early December – Sunday afternoon.

Stephanie Unger arrived at 8:05 p.m.

New Business

- 2015 Nov/Dec Holiday hrs.– Library will be open:  
Wednesday, November 25, 9:00 a.m.–1:00 p.m.  
Thursday, December 24, 9:00 a.m.–1:00 p.m.  
Thursday, December 31, 9:00 a.m.–1:00 p.m.

Public Comment

Tamara Stewart is going to recommend that the Mt. Vernon Library Board come to visit OPL.

Executive Session

At 8:23 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to enter into Executive Session for the purpose of discussing personnel matters.

At 9:26 p.m. Stephanie Unger moved and Madeline Zachacz seconded the motion to leave Executive Session.

**RESOLUTION #23**

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

**TITLE CHANGE**

<u>Name</u>	<u>Title</u>	<u>Dept</u>	<u>Proj Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
Molly W. Robbins	Asst Lib Dir III <i>from Acting Dir III</i>	Director	35 hrs/wk	\$101,000	10/01/2015

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolution #23. Motion passed.

<i>Vote</i>	D Goddard	A Joselow	L Manning	C Quintero	S Unger	M Weiss	M Zachacz
<i>Yes</i>		X	X	X	X		X
<i>No</i>	X					X	
<i>Abstain</i>							

Adjournment

At 9:28 p.m. Lucinda Manning moved and Stephanie Unger seconded the motion to adjourn the September 28, 2015 Regular Meeting of the Board of Trustees.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*