

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
December 12, 2016, 7:00 p.m.

MEETING MINUTES Revised

In Attendance: Alice Joselow, *President*, Matthew Weiss, *Vice President*,
Stephanie Unger, *Secretary*, Peter Capek, Debbie Goddard,
Lucinda Manning, Madeline Zachacz

Staff: Karen LaRocca-Fels, Director; Kathy Beirne, Secretary to Director

Call to Order

At 7:08 p.m. President Alice Joselow called the December 12, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment - None

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 28, 2016 Regular Meeting of the Board of Trustees as amended.

Madeline Zachacz moved and Peter Capek seconded the motion to approve the amended meeting minutes of the November 28, 2016 Regular Meeting of the Board of Trustees.

Director's Report

- Emergency procedures in process along with Library-In-Charge Person designation list
- Ossining Basics meeting 12/5 – Kevin Robinson did a great job with the Count, Group, Compare
- Friends ETSY Fair successful
- Meeting with Ray Sanchez and Carrieann Sipos in regard to working together to keep children and teens reading through the summer
- Community Conversation initiative with five other libraries, WLS and Historic Hudson River Towns
- Molly Robbins is working with Marilyn Johnson to set up a collection of books in Ecuador in honor of Bob Minzesheimer
- Community Read 2017 project
- One month's worth of comparative surveys of the retaining wall show currently no movement of the wall.
- On Friday, 12/16, the ballasts are scheduled to be installed on the roof. Crane should be here very early in the morning.
- Snow plowing of OPL by the Village is not feasible

Payroll Approvals – payroll registers were shared with the Board for their approval.

Committee Reports

Policy and Bylaws, Personnel

- Policies to be addressed after the New Year

Finance

- The committee met with the Auditor – fund balance was discussed along with audit
- Auditor will be attending the 1/09/2017 Special Meeting of the Board

Board discussed the handling of the Payments Warrant to enable review by all trustees and requested revised procedure be established.

Building and Grounds

- Jim Dolan has been through entire building and reviewed all HVAC reports including our plan for supplemental heating. He plans to forward full report to Board by 1/09/2017 which will include estimated prices.

Safety

- Working on report

Resolutions

RESOLUTION #29: WORDS & MUSIC CONCERT DONATION

RESOLVED, that the Board of Trustees accepts with gratitude the donation of \$4,000 which represents the net proceeds from the two “Words & Music” concerts held this fall. The Board is deeply grateful to Alan Marzelli for his work on behalf of the Library and the Ossining Library Foundation.

Peter Capek moved and Matthew Weiss seconded the motion to approve Resolution #29. Motion passed unanimously.

Old Business

- Long Range Plan Revised Draft – waiting on new report
- Parking Lot Entrance Signage & Additional Parking – Village has given us permission to use the Municipal Parking Lot down the street

New Business - None

Public Comment - None

Executive Session

At 7:49 p.m. Matthew Weiss moved and Madeline Zachacz seconded the motion to enter into Executive Session to discuss personnel items. Motion passed unanimously.

At 8:52 p.m. Stephanie Unger moved and Madeline Zachacz seconded the motion to leave Executive Session. Motion passed unanimously.

RESOLUTION #30: APPROVAL OF LIBRARY DIRECTOR'S CONTRACT

RESOLVED, that the Board of Trustees approves the contract signed December 13, 2016 for Karen LaRocca-Fels effective December 1, 2016 through August 31, 2019.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolution #30. Motion passed unanimously.

Operating Budget and Revenue Report

Board had some questions related to some budget line expenditures to date and Karen clarified and explained.

Adjournment

At 8:56 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to adjourn the December 12, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Director