

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
October 17, 2016, 7:00 p.m.**

MEETING MINUTES

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 7:12 p.m. President Alice Joselow called the October 17, 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 September 26, 2016 Executive Session and Regular Meeting of the Board of Trustees.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve the meeting minutes. Motion passed unanimously.

Director's Report

Karen commented on the following:

- Lower level of library painting complete and floors stripped and waxed
- Long Range Strategic Planning Committee meeting with Board of Trustees, Alan and Leslie Burger
- Cheryl Cohen is making good progress in her recovery
- Hosting of the NY Library Association's Library Assistant Training Program here at OPL
- Working on Ossining Basics with School District – Kick off in December
- Friends Book Sale this month
- Stair treads going up to Mezzanine have been replaced
- PESH consultation visit
- Battle of the Books held Saturday, October 15 at OHS

Comment by Madeline Zachacz:

- Kudos to Jimmy Trapasso for his help with Organ Donor Enrollment Day

Payroll Approvals – the Board approved the payrolls as presented.

Committee Reports

Finance

Audit has been completed – draft copy of report received and is being review by Karen.

Building and Grounds

Peter Capek reported on second meeting held with Jim Dolan of OLA (Mechanical Engineering Services Company that also advised Greenburgh Library). September 23, 2016 Proposal for Professional Services submitted. Work expected to be completed by mid-December - decision by January. We can use the school architect. Plans already drawn up can be used. Follow up on Grant money.

Resolutions

RESOLUTION #20 – PERSONNEL CHANGES

RESOLVED, that the Board of Trustees approves the following personnel changes:

Name	Position	Department	FT/PT	Pay Rate	Effective Date
Promotion:					
Carleen Ince	Lib Asst.	Adult Serv	PT	\$24.84/hr.	9/21/16
New Hires:					
Sheila Vereen-Massengale	Lib Clerk	Circulation	PT	\$17.77/hr.	10/03/16
Briany Barone	Lib Clerk	Circulation	PT	\$17.77/hr.	10/06/16
Nicholas Dunckleman	Page	Children’s	PT	\$9.00/hr.	10/06/16

RESOLUTION #21 – HVAC PROFESSIONAL SERVICES AGREEMENT

RESOLVED, that the Board of Trustees approves the September 23, 2016 Proposal submitted by OLA Consulting Engineers to survey and make recommendations for our HVAC system at a cost \$25,000.

Madeline Zachacz moved and Peter Capek seconded the motion to approve Resolution #20 and 21. Motion passed unanimously.

Old Business

- Long Range Plan
Items discussed at first LRP Strategic Committee meeting: Mission of the library; future-oriented position; broad goals; valuable staff conversation; opportunity for staff to have a stake in the outcome; The Burgers have proven to be excellent facilitators; need for marketing professional; communication is a big thing – need to work on; fear of missing out; how to communicate with the community?

Karen plans to conduct a second meeting on Monday, November 14. The BOT scheduled Special Meeting/Work Session will have to be moved to Wednesday, November 16 which will enable Craig Olivo, Esq. to be available during the Board meeting.

- Parking Lot Entrance Signage & Additional Parking
The need for more parking was discussed.

Lucinda Manning arrived at 8:10 p.m.

New Business

- Comments about the lower outside circle’s future
- Need for installation of middle bannister on outside wide staircase
- Memorial for Bob Minzesheimer will be Monday, October 25, 4:00 p.m. Scarborough Church. Family has requested use of OPL for a reception at 5:30 p.m. after services. No food or drink upstairs. Underage kids not to be served alcohol. Karen will speak to Chief Sylvester about the drinking. Appropriate signage to be posted – private reception. It is recommended that a parking

lot attendant be present. Recommend establishment of scholarship by the Friends – pursue how to honor Bob.

RESOLUTION #22 – USE OF BUILDING FOR BOB MINZESHEIMER FAMILY RECEPTION

RESOLVED, that the Board of Trustees approves the use of the Library by the Minzesheimer family on Monday, October 24, 2016, 5:30 p.m. for a private reception after the services for Bob. The family needs to ensure that all legal requirements for the serving of alcohol are met.

Lucinda Manning moved and Matthew Weiss seconded the motion to approve Resolution #22. Motion passed. Stephanie Unger abstained.

Public Comment – None

Executive Session

At 8:45 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 9:07 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:08 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to adjourn the October 17, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Director