

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
September 26, 2016, 7:00 p.m.

MEETING MINTUES 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

Following Executive Session:

Call to Order

At 7:07 p.m. President Alice Joselow called the September 26, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment

Frankie Rowland and Miriam Haas of Down to Earth Farmers Markets, were present to address the Board again with their request to hold the winter market here. They also presented an updated potential layout.

The Board reached consensus that as Saturday is the busiest day of the week at the Library the available parking cannot be sacrificed.

Approval of Prior Meeting Minutes

Motion made to accept the revised minutes of the August 22, 2016 Regular Meeting of the Board of Trustees. Madeline Zachacz moved and Matthew Weiss seconded the motion. Motion passed. Stephanie Unger abstained.

Motion made to accept the revised minutes of the September 12, 2016 Special Meeting of the Board of Trustees. Matthew Weiss moved and Debbie Goddard seconded the motion. Motion passed. Stephanie Unger and Madeline Zachacz abstained.

Director's Report

- Cheryl Cohen is out for an extensive medical leave. We are in the process of hiring part time Library Assistants – Carleen Ince has been promoted to one of these positions.
- WLS arranged to increase our bandwidth – work went off without a hitch week of 9/19
- OUFSD 5th grade classes to visit Library. Also planning to have all kindergarten classes visit in spring
- School architect came to see the 5000 room space and assess it for usability. Superintendent Ray Sanchez will let us know the results.
- Creative Aging Grant has been accepted
- Senior Law Day of 9/12 successful
- Place for All People posters delayed
- We are partnering with Park School teachers for additional Spanish language class with Guillermo Rodriguez.

- Battle of the Books gearing up
- Capoeira program
- Board requested statistics – interlibrary loans, etc. Karen is planning to create metrics from Annual Report.

*Matthew Weiss commented on the September 16th *Words and Music Concert* with Lori Lieberman and James Maddock. The concert was great - there was a full house again. Great job by Alan Marzelli!

Committee Reports

Finance – no meeting – Audit is in process.

Building and Grounds

Matthew Weiss discussed some items. Report from engineer on wall received. Met with consultant for HVAC, Jim Dolan of OLA Engineers. Parking lot wall separating – wells are deteriorating. Waiting on second proposal for HVAC. No resolution to date.

Safety

PESH (*Public Employees Safety & Health*) coming tomorrow to meet with Karen. Karen is working with staff on Disaster and Emergency Plans – no report yet but is underway.

Change in Safety Committee members: Lucinda Manning, Madeline Zachacz, and Stephanie Unger.

Ossining 125th Anniversary

Change in Committee members: Lucinda Manning, Alice Joselow, and Matthew Weiss. (*Note added to 7/11/16 Reorg Meeting Minutes regarding both changes*).

Lucinda and Karen met last week. Lucinda would like to establish a timeline, steering committee and task force. Add item to next Board meeting.

Resolutions

RESOLUTION #17 – PERSONNEL CHANGES

RESOLVED, that the Board of Trustees approves the following personnel change(s):

Name	Position	Department	FT/PT	Pay Rate	Effective Date
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Resignation:

Jean Fischer	Library Clerk	Circ.	PT	18.07/hr.	9/08/2016
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New Hire:

Mishal Zia	Page	Children's	PT	9.00/hr.	9/13/2016
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Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolution #17. Motion passed unanimously.

RESOLUTION #18 – EXTENSION OF EMPLOYMENT CONTRACT

WHEREAS, the current employment contract for Karen LaRocca-Fels is due to expire on October 1, 2016; and

WHEREAS, the Board of Trustees and Karen LaRocca-Fels are currently engaged in

negotiations for a successor contract but need more time to do so;

NOW THEREFORE BE IT SO RESOLVED, that the Board hereby approves the extension of Karen LaRocca-Fels' current employment contract for a period of up to 60 calendar days beyond its expiration under its existing terms or until a successor contract is agreed upon, whichever occurs first; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Board President to execute a Stipulation extending Karen LaRocca-Fels' contract under such terms as set forth herein and as is drafted by and approved by the Board's counsel.

Matthew Weiss moved and Lucinda Manning seconded the motion to approve Resolution #18. Motion passed unanimously.

Old Business

- *Long Range Plan Update*
Karen has possible dates for retreat – Board should respond as soon as possible.
- *Vending Machines*
Machines have been installed – no prices on drinks machine. Stephanie will contact vendor.
- *Supplemental Heating Project*
See Building & Grounds report.
- Annual Goals 2016-2017
Internal document – Goals should be merged with Long Range Plan

New Business

- *Structural Engineering Services* - Retaining Wall Proposal of 9/14/2016
Karen asked if Board wishes to go further with the proposal for the video survey.

RESOLUTION #19 – STRUCTURAL ENGINEERING SERVICES

RESOLVED, that the Board of Trustees approves that the video inspection be done by Antonucci & Associates, Architects & Engineers LLP for a period of up to two days per their proposal of September 14, 2016.

Madeline Zachacz moved and Matthew Weiss seconded the motion to approve Resolution #19. Motion passed unanimously.

- *Parking Lot Entrance Signage*
Confusing signage for driveway entrance – need clear entrance and exit signs.
- *Holiday Schedule*
12/26/16 and 1/2/17 are both Mondays/day after Sunday holidays. Karen will check with our attorney since they are both Federal Holidays.

Public Comment - None

Executive Session

At 8:20 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to enter into Executive Session to discuss new contract matters. Motion passed unanimously.

At 8:27 p.m. Matthew Weiss moved and Madeline Zachacz seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:28 p.m. Matthew Weiss moved and Stephanie Unger seconded the motion to adjourn the September 26, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Director