

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
Monday, July 9, 2018, 7:00 p.m.

MEETING MINUTES Revised

In Attendance: Matthew Weiss, *President*, Alice Joselow, *Vice President*,
Madeline Zachacz, *Secretary*; Peter Capek, Lucinda Manning,
Cecilia Quintero, Shandi Speller

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

Others: Craig Olivo, Esq.

Call to Order

At 7:02 p.m. President Matthew Weiss called the July 9, 2018 Reorganization and Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Alice Joselow, Shandi Speller, Cecilia Quintero (*Public Officer's Law §10*)

President Matthew Weiss administered the Oaths of Office to Alice Joselow, Shandi Speller, and Cecilia Quintero.

- 2) Election of Officers - 2018-2019 Nominated Slate of Officers: Matthew Weiss, President; Alice Joselow, Vice President; Madeline Zachacz, Secretary

Motion made by Matthew Weiss to approve the 2018-2019 slate of officers. Motion passed unanimously.

- 3) Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement
All Trustees read and signed acknowledgement of Code of Ethics and Conflict of Interest Policy.

Reorganization Meeting (resumes)

- 4) Committee Appointments
Following is a list of committees to which Board of Trustees members will be appointed for the 2018-2019 fiscal year. The President will be an ex officio member of all committees.

Committee	Chair			Ex Officio
Finance Committee	Peter Capek	Madeline Zachacz	Shandi Speller	Matthew Weiss
Policy & Bylaws/Personnel Committee	Alice Joselow	Cecilia Quintero	Lucinda Manning	Matthew Weiss
Building and Grounds Committee	Lucinda Manning	Peter Capek		Matthew Weiss

5) Adoption of Annual Resolutions

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2018-2019 fiscal year.

a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

Resolved that the regular monthly meeting of the Board of Trustees for the 2018-2019 fiscal year be held starting at 7:00 p.m. in the Director's Office at the Ossining Public Library, 53 Croton Avenue, Ossining NY in accordance with the following schedule:

2018

July	9	Reorganization and Regular Meeting
August	20	Regular Meeting
September	17	Regular Meeting
October	15	Regular Meeting
November	26	Regular Meeting
December	17	Regular Meeting

2019

January	28	Regular Meeting
February	25	Regular Meeting
March	25	Regular Meeting
April	22	Regular Meeting
May	20	Regular Meeting
June	24	Regular Meeting
July	8	Reorganization and Regular Meeting

b) **Resolution 2: Designating Depositories**

Resolved that the Mahopac National Bank, Signature Bank, and Peoples United Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.

c) **Resolution 3: Approval of Check Signers**

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Matthew Weiss, President; Alice Joselow, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

d) **Resolution 4: Naming the Official Newspapers of the Library**

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2018-2019 fiscal year.

e) **Resolution 5: Naming the Official Radio Stations of the Library**

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2018-2019 fiscal year.

- f) **Resolution 6: Appointing Library Auditor for 2018-2019**
Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2018.

- g) **Resolution 7: Appointing Library Attorney for 2018-2019**
Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2018-2019 fiscal year.

- h) **Resolution 8: Appointing Section 75 Hearing Officer**
Resolved that, Mr. Joseph Wooley, Esq., is appointed a Section 75 Hearing Officer for the 2018-2019 fiscal year pursuant to Section 200 of the Commissioner's Regulations at an hourly rate of \$175.

- i) **Resolution 9: Appointing Consultants for the 2018-2019 Fiscal Year**
Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2018-2019 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,175/per year
John Tortoso	Building Management	Supervision and training of custodial staff	\$23.51/per hr.

- j) **Resolution 10: Regarding the Establishment of Petty Cash Funds**
Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$ 500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$ 30</i>	<i>Marie Trapasso</i>

- k) **Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election**
Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 21, 2019 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

- l) **Resolution 12: to Establish the dates of various Annual Library Budget Vote and Trustee Election Activities**
Resolved that the following dates be established for the Annual Budget Vote and Trustee Election activities (per Bylaws):

December 17, 2018	• Presentation of 2019-2020 Preliminary Budget to Board of Trustees
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February 25, 2019	• Trustee vacancies announced to public
March 25, 2019	• 2019-2020 Final Budget adopted by Board of Trustees
April 22, 2019	• Trustee candidates' petitions due in District Clerk's Office
	• Budget Hearing: 2019-2020 Budget & Candidates presented to voters
May 21, 2019	• 2019-2020 Budget Vote and Trustee Election

m) **Resolution 13: to Establish the dates of the 2018-2019 Holidays**
Resolved that the following dates be established as the 2018-2019 Holidays:

Labor Day, September 3, 2018	Martin Luther King's Birthday, January 21, 2019
Columbus Day, October 8, 2018	Presidents' Day, February 18, 2019
Thanksgiving Day, November 22, 2018*	Easter Sunday, April 21, 2019
Christmas Day, Tuesday, December 25, 2018**	Memorial Day, May 27, 2019
New Year's Day, Tuesday, January 1, 2019***	Independence Day, July 4, 2019

* Wednesday, November 21, 2018: Library will be open 9am–1pm
 ** Monday, December 24, 2018: Library will be open 9am–1pm
 *** Monday, December 31, 2018: Library will be open 9am–1pm

Madeline Zachacz moved and Lucinda Manning seconded the motion to approve Resolutions 1 through 13. Motion passed unanimously.

REGULAR MEETING

Executive Session

At 7:12 p.m. Matthew Weiss moved and Alice Joselow seconded the motion to enter into Executive Session to discuss the union contract and personnel items.

At 8:00 p.m. Matthew Weiss moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the revised June 25, 2018 Regular Meeting of the Board.

Cecilia Quintero moved and Lucinda Manning seconded the motion to approve the June 25, 2018 revised Regular Meeting minutes of the Board. Motion passed.

Public Comment

Devante Richards

Director's Report and Personnel Report

- Best of Westchester Award for Library
- EXCITE training
- Sidewalk replacement
- Pump replaced
- BEAMS started today
- Adult summer reading BINGO

Payroll Approvals – payrolls approved by Board.

Committee Reports

President’s Report

- PR work – very positive – social media

Policy and Bylaws & Personnel – no report

Finance Committee – no report

Building and Grounds

- Building closed on Sundays in summer
- On-going challenge of the pumps
- New air filters in 5000

Resolutions

RESOLUTION 14 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<i>New Hire:</i>					
Orla Hagan	Page	Children’s	PT	\$11.00	6/19/2018
Vishnu Polkampally	Page	Children’s	PT	\$11.00	6/22/2018
<i>Resignation:</i>					
Sri Polkampally	Page	Children’s	PT	\$11.00	6/23/2018

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #14. Motion passed unanimously.

RESOLUTION 15 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated July 9, 2018 as presented by the Unpaid Bills report of July 9, 2018 reviewed by the Board.

Lucinda Manning moved and Alice Joselow seconded the motion to approve Resolution #15. Motion passed unanimously.

RESOLUTION 16 – Personnel Changes

RESOLVED, that the Board of Trustees approves the following pay increases effective July 1, 2018.

RESOLVED, that the Board of Trustees approves the following employee pay increases effective July 1, 2018:

Name	Title	Department	Salary 6/30/18	Salary 7/01/2018	Increase
Cubillos, Carmenza	Cultural Program.	Cultural Program.	\$56,417.50	\$59,272.71	\$2,855.21
Dressler, Marci	Librarian III	Children’s	\$83,472.16	\$85,141.60	\$1,669.44
Fletcher, Debra	Librarian II	Children’s	\$69,849.33	\$71,945.74	\$2,096.41
Katz, Bonnie	Librarian II	Adults	\$71,945.67	\$74,102.49	\$2,156.82

Robinson, Kevin	Librarian I	Children's	\$57,854.07	\$59,013.57	\$1,159.50
Rodriguez, Guillermo	Library Asst.	Adults	\$56,417.50	\$58,110.50	\$1,693.00
Torres, John	Librarian I	Adults/Children's	\$55,771.76	\$56,719.49	\$947.73
Trapasso, James	Library Asst.	PR/Program.	\$56,417.50	\$59,272.71	\$2,855.21
Trapasso, Marie	Princ Lib Clerk	Circulation/Tech	\$55,843.02	\$57,469.42	\$1,626.40
Zavarella, Suzanne	Library Asst.	Teens	\$58,017.49	\$59,710.50	\$1,693.01

			Hourly 6/30/18	Hourly 7/01/18	
Alter, Joy	Librarian I	Childrens	\$30.13	\$30.64	\$0.51
Alvarado, Luisa	Library Clerk	Circulation	\$18.49	\$18.80	\$0.31
Craven, Scott	Library Asst.	Reference	\$25.84	\$26.28	\$0.44
Crisci, Louis	Library Asst.	Teens	\$26.28	\$26.73	\$0.45
Farez, Edward	Library Clerk	Circulation	\$22.01	\$22.65	\$0.64
Gallo, Vincenza	Library Clerk	Circulation	\$18.49	\$18.80	\$0.31
Gardner, Clifford	Cleaner	B&G	\$16.27	\$16.54	\$0.27
Gutierrez, Aimee	Library Asst.	Reference	\$30.99	\$31.93	\$0.94
Ibanez, Gloria	Library Clerk	Circulation	\$18.80	\$19.12	\$0.32
Jackson, Monique	Library Asst.	Teens	\$25.84	\$26.28	\$0.44
Johnson, James	Library Monitor	Teens	\$18.49	\$18.80	\$0.31
Kress, William	Library Clerk	Circulation	\$18.49	\$18.80	\$0.31
Leung, Maggie	Library Clerk	Circulation	\$18.49	\$18.80	\$0.31
Levine, Linda	Librarian I	Reference	\$37.24	\$38.35	\$1.11
Lombardo, Francesca	Library Asst.	Reference	\$25.84	\$26.28	\$0.44
Manzo, Adriana	Library Monitor	Teens	\$18.49	\$18.80	\$0.31
Marinero, Mallory	Librarian II	Programming	\$34.08	\$34.76	\$0.68
Marmol, Julian	Library Monitor	Teens	\$18.49	\$18.80	\$0.31
Mayo, Andres	Library Clerk	Circulation	\$18.80	\$19.12	\$0.32
Molde, Arlene	Library Clerkl	Circulation	\$18.80	\$19.13	\$0.33
Moreno, Marion	Library Clerk	Tech	\$21.40	\$22.01	\$0.61
Nair, Sarath	Library Clerk	Circulation	\$21.40	\$22.01	\$0.61
Noto-Helmets, Janice	Graphic Illust.	Graphic Illus	\$23.54	\$23.94	\$0.40
Pierre, Marie	Librarian I	Childrens	\$30.13	\$30.64	\$0.51
Riedel, Catherine	Library Asst.	Teens	\$30.99	\$31.93	\$0.94
Rivera, Jesse	Cleaner	B&G	\$22.24	\$22.63	\$0.39
Robbins, Allison	Library Asst.	Reference	\$25.84	\$26.28	\$0.44
Rylands, Arthur	Library Clerk	Circulation	\$22.01	\$22.65	\$0.64
Sabini, Tricia	Librarian I	Childrens	\$34.07	\$35.09	\$1.02
Stephen, Sirreke	Library Monitor	Teens	\$18.49	\$18.80	\$0.31
Thomas, Michele	Library Clerk	Circulation	\$19.49	\$19.85	\$0.36
Vereen-Massengale, Sheila	Library Clerk	Circulation	\$18.49	\$18.80	\$0.31
Victoria, Melissa	Library Asst.	Teens	\$25.84	\$26.28	\$0.44
Yeagley, David	Cleaner	B&G	\$16.27	\$16.54	\$0.27

Lucinda Manning moved and Shandi Speller seconded the motion to approve Resolution #16. Motion passed unanimously.

Old Business

- Matt and Alice will help Karen with planning Board retreat
- Space Assessment and Planning – space professionals need to be approached
- Library Hours and Staffing – Karen is working on
- Solar Panels

New Business

- At time of this meeting no news had been received from SED on HVAC Project.
- *(Note: 7/11/18 phone message received from SED: project is under review.)*

Public Comment

Devante Richards

Adjournment

At 8:47 p.m. Alice Joselow moved and Matthew Weiss seconded the motion to adjourn the July 9, 2018 Reorganization and Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director