

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Monthly Meeting***  
***Monday, May 20, 2019, 7:00 p.m.***

**MEETING MINUTES**

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

Call to Order

At 7:06 p.m. President Matthew Weiss called the May 20, 2019 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the March 25, 2019 Regular Meeting of the Board of Trustees.

Lucinda Manning moved and Matthew Weiss seconded the motion to approve the March 25, 2019 Meeting minutes. Motion passed. Cecilia Quintero abstained.

Motion to Accept the Revised Minutes of the April 22, 2019 Regular Meeting of the Board of Trustees.

Matthew Weiss moved and Peter Capek seconded the motion to approve the revised April 22, 2019 Meeting minutes. Motion passed unanimously.

Public Comment - None

Director's Report and Personnel Report

- Civil Service new Librarian III Spanish Speaker position posted for Children's Services position
- ADP Time Clock is set up
- Staff Training, Wednesday, May 22
- Budget Vote tomorrow, May 21
- Universal Summer Reading Program planned
- Bob Minzesheimer Author Series featuring Douglas Brinkley, June 12, 7:00 PM, ticketed event
- TASC classes have started
- Annual Meeting: June 10, 2019, 7:00 PM
- Technology issues – malware, VDI slowness, ILS migration problems
- Library Directors to meet to discuss tech problems by the end of June
- Our Website was hacked – Mallory and Allison worked with WLS IT to resolve issues.
- YSS Conference held in Tarrytown
- Marie and Molly attended the Excite Bootcamp

Payroll Approvals – the Board approved payrolls for March 29, April 12, 26, and May 10, 2019.

Committee Reports

**President’s Report**

- Matt and Karen attended the Chamber of Commerce Meeting
- Calvin Henninger Memorial Service, June 1, 11:00 AM
- June 10 Annual Meeting
- Next Regular Meeting of the Board: June 24
- Budget Vote tomorrow

**Policy and Bylaws & Personnel**

- Unattended Children Policy  
Ask parents via OPL Eblast to update their child’s record and have policy available in Children’s Room.
- Customer Service – Patrons and Library Staff  
Add: “creed”

**Finance Committee**

- Budget Vote and Election tomorrow

**Building and Grounds**

- Karen reviewed Dattner comments. Next step – follow-up meeting in a couple of weeks. Dattner will solidify plans.
- Focus is on more meeting space, larger Teen area, possibly another café, more space for technology, more flexibility among spaces and better flow throughout building.

Resolutions

**RESOLUTION #44 – Approval of Policies**

**RESOLVED**, that the Board of Trustees approves as Second Readings the revised Unattended Children Policy dated 5/20/2019 and the revised Customer Service – Patrons and Library Staff Policy dated 5/20/2019.

Shandi Speller moved and Lucinda Manning seconded the motion to approve Resolution #44 as amended. Motion passed unanimously.

**RESOLUTION #45 – Approval of 2018 Annual Report**

**RESOLVED**, that the Board of Trustees approves the 2018 Annual Report.

Peter Capek moved and Shandi Speller seconded the motion to approve Resolution #45. Motion passed unanimously.

**RESOLUTION #46 – Approval of Personnel Change**

**RESOLVED**, that the Board of Trustees approves the following personnel change:

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<i>New Hires:</i>					
Tracy Dunstan	Librarian I Sub	Adult Services	PT	\$30.13/hr.	4/16/19

Lucinda Manning moved and Cecilia Quintero seconded the motion to approve Resolution #46. Motion passed unanimously.

**RESOLUTION #47 – Approval of Memorandum of Agreement**

**RESOLVED**, that the Ossining Public Library Board of Trustees hereby approves the Memorandum of Agreement between the Ossining Public Library and the CSEA Local 1000, AFSCME, AFL-CIO, covering the period July 1, 2018 - June 30, 2021 and authorizes the expenditure of funds consistent therewith; and

**BE IT FURTHER RESOLVED**, that the President of the Board and the Library Director are authorized to execute a collective bargaining agreement covering the period from July 1, 2018 through June 30, 2021 that is consistent with the terms of the Memorandum of Agreement.

Matthew Weiss moved and Lucinda Manning seconded the motion to approve Resolution #47. Motion passed unanimously.

**RESOLUTION #48 – Approval of Services by Baldessari & Coster LLP for the Audit of Fiscal Year Ending June 30, 2019**

**RESOLVED**, that the Board of Trustees approves the confirmation of services dated April 25, 2019 from Baldessari & Coster LLP to provide the Ossining Public Library for the year ended June 30, 2019.

Shandi Speller moved and Peter Capek seconded the motion to approve Resolution #48. Motion passed unanimously.

Old Business

- HVAC Discussion

Jim Dolan to get further information to us. We need affordable plans in a cost effective method. What should the base bid be – boiler or well monitoring? Do we want to go forward and how?

Karen to call Jim – one or two page summary and projected costs – wells separate and boiler separate from other items.

Karen – there is a small window to apply for a construction grant - WLS

New Business

- Scheduling of Space in the Library and Associated Fees for Outside Groups Discussion  
Entire schedule filled up in January (6-9 months in advance)  
Outside groups not paying premium price to be here. Associated fees should be the going rate in this area. Can we adjust policy so that the community comes first?
- Annual Meeting – June 10, 2019  
It was suggested that the coin-drop be placed at the lower entrance.

Public Comment - None

Executive Session

At 8:30 p.m. Matthew Weiss moved and Peter Capek seconded the motion to enter into Executive Session to discuss personnel items. Motion passed unanimously.

At 9:01 p.m. Peter Capek moved and Lucinda Manning seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:02 p.m. Peter Capek moved and Shandi Speller seconded the motion to adjourn the May 20, 2019 Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Library Director*