

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Monthly Meeting***  
***Monday, August 19, 2019, 7:00 p.m.***

**MEETING MINUTES**

In Attendance: Matthew Weiss, *President*; Alice Joselow, *Vice President*; Cecilia Quintero, Secretary; Amanda Curley, Lucinda Manning, Shandi Speller

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

Others: Dennis Neuberger, President of the *Friends*; Marci Dressler, OPL Employee

Call to Order

At 7:00 p.m. President Matthew Weiss called the August 19, 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 Minutes of the June 24, 2019 Regular Meeting of the Board and the Minutes of the July 8, 2019 Reorganization and Regular Monthly Meeting.

Amanda Curley moved and Alice Joselow seconded the motion to approve the June 24, 2019 Regular Meeting Minutes and the July 8, 2019 Reorganization Meeting Minutes. Motion passed. Cecilia Quintero abstained from approving the July 8, 2019 minutes.

Public Comment

Marci Dressler addressed the Board regarding the new CSEA union contract increase in the percent of the applicable health insurance premium for family retiree coverage which became effective May 1, 2019. She asked that the Board consider her request to have her percent of the applicable health insurance premium for family retiree coverage be decreased to what it was when she retired in January 2019 until she becomes Medicare eligible in January 2020.

New Business (moved up in the meeting)

- Friends Report

Dennis Neuberger, President of the Friends, commented on the following:

- Volunteer program
- Continued support with the Peace Corps
- New check out process for Cedar Manor working well
- New contract with American Legion
- Children's book deliver to Open Door will begin again
- Portable DVD player for special needs children and homebound
- Audit

Director's Report and Personnel Report

- Personnel – Diana Lennon appointed as Head of Adult Services
- Interviewed for Children's Services – position in final stages of appointment
- Librarian I position vacant – filling it with a Technology and Training Librarian – Allison Robbins starts 8/26/19
- Sexual Harassment training with Safe Schools.
- Bid opening, August 14, 2019.
- Space Planning process delayed due to bid process
- Excellent Building and Grounds teamwork
- Wrapping up Summer activities – end of summer event 9/6/2019
- Alice and Karen – attended meeting on August 1 regarding Ossining Youth Bureau – good attendance
- Alice, Francine Vernon, Suzy, Melissa and Karen are working on a grant application for the Invest In Kids Westchester County Youth Bureau for 2020-2022 – funding for BEAMS
- July Ransomware attack
- TNSC retainer of services
- Suzy and Marie visited AMD – great kids' library card sign up
- Update of OPL Profile

Payroll Approvals – the Board approved the payrolls for July 5, July 19; August 2 and August 16, 2019.

Committee Reports**President's Report**

- WLS 60<sup>th</sup> Annual Meeting, Nov. 21 at WLS Headquarters

**Policy and Bylaws & Personnel:** NYSED Records Retention & Disposition Schedule MI-1

- Committee will meet to review both the MI-1 Schedule and the WLS Retention Policy.

**Finance Committee** – no report**Building and Grounds**

- Committee to meet to discuss HVAC plans
- Grant application being submitted by Karen
- Sink hole in back parking lot is being addressed

Resolutions**RESOLUTION 16 – Personnel Changes**

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<b><i>New Hire:</i></b>					
Norma Hinds	Cleaner	B&G	PT	\$16.27/hr.	7/03/2019
Diana J. Lennon	Librarian III, SS	Adult Services	FT	\$84,011.75/yr.	9/24/2019
<b><i>Promotion:</i></b>					
Allison Robbins	Librarian I	Technology	FT	\$58,778.06/yr.	8/21/2019
<i>List of new union salaries effective July 1, 2019 is attached.</i>					

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #16. Motion passed unanimously.

**RESOLUTION 17 – Approval of TNSC Proposal for IT Retainer Services**

**RESOLVED**, that the Board of Trustees approves the Network Support Company Retain IT proposal effective August 1, 2019.

*Tabled until next meeting.*

**RESOLUTION 18 – Acceptance of HVAC Bid**

**RESOLVED**, that the Board of Trustees accepts the August 14, 2019 Bid Proposal from Clean Air Quality Service, Inc. in the amount of \$598,609.00.

*Tabled until next meeting.*

**RESOLUTION 19 – Support of the Ongoing IT Effort Between WLS and PLDA**

**RESOLVED**, that the Ossining Public Library Board of Trustees supports the ongoing effort between the Westchester Library System and the Public Library Directors Association to resolve the Information Technology Issues encountered by the Westchester Library System over the past year.

**BE IT FURTHER RESOLVED** that as a WLS member, the OPL BOT, encourages the WLS and PLDA to cooperate in establishing an action plan along with a workable timeline to complete the necessary improvements.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #19. Motion passed. Lucinda Manning abstained.

**Old Business**

- July 8, 2019 OPL BOT Meeting Resolution #15 in Support of PLDA Motion of Dissatisfaction  
Matthew Weiss moved that Resolution #15 of July 8, 2019 be rescinded as written. In lieu of this, Resolution #19 was passed.
- Foundation Discussion and Review of Bylaws – *tabled until next meeting*

**New Business**

- Discussion of Audits – *tabled until next meeting*
- Trustees' Membership in the Library Trustees Association - approved
- Board Development – *tabled until next meeting*

**Public Comment** - None

**Executive Session**

At 8:30 p.m. Alice Joselow moved and Amanda Curley seconded the motion to enter into Executive Session to discuss Union contract and personnel. Motion passed unanimously.

At 9:10 p.m. Matthew Weiss moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:11 p.m. Mathew Weiss moved and Alice Joselow seconded the motion to adjourn the August 19, 2019 Regular Monthly Meeting of the Board. Motion passed unanimously.

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