

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Tuesday, September 24, 2019, 7:00 p.m.

MEETING MINUTES REVISED

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

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

Others: Dennis Neuberger, *President of the Friends*

Call to Order

At 7:00 p.m. President Matthew Weiss called the September 24, 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 August 19, 2019 Regular Meeting of the Board.

Shandi Speller moved and Matthew Weiss seconded the motion to approve the minutes of the August 19, 2019 Meeting. Motion passed. Althema Goodson abstained.

Motion to Accept the Minutes of the September 10, 2019 Special Meeting/Executive Session. Alice Joselow moved and Lucinda Manning seconded the motion to approve the minutes of the September 10, 2019 Meeting. Motion passed unanimously.

Public Comment

Friends President Dennis Neuberger commented on the following:

- Used book donations to The Open Door and Veterans
- Volunteer program very helpful with the Book drive
- What to do with the used book inventory after the book sale – we will contact OUFSD
- Cedar Manor
- American Legion contact
- Summary of YTD Friends account
- Report of estimate of amount of money volunteers save the library

Director's Report and Personnel Report

- Three new full time employees have started and its already a fabulous experience
- Thank you for rescheduling the September meeting
- Thank you to Debbie Fletcher and Molly Robbins who worked really hard to fill in the positions that were only recently filled

- End of Summer Reading Party, September 6 was really great!
- Alice Joselow, Francine Vernon, Suzy Zavarella, Melissa Victoria – Youth Bureau

Grant to continue the BEAMS Program

- The second Bob Minzesheimer fundraiser is 11/2/19 at 7:00 PM – Nicholas Lemann
- VolunTeen Program worked really well and Suzy managed it well
- \$50,000 Sandy Galef Grant has been approved and is in the process of being paid.
- Karen is the Rotarian of the Year!

Payroll Approvals – the Board approved the August 30 and the September 13, 2019 payrolls.

Committee Reports

- President’s Report - the next Regular Meeting of the Board is October 21.
Please enroll Board members for Sexual Harassment Training.
- Policy and Bylaws & Personnel: NYSED Records Retention & Disposition Schedule MI-1
Since Amanda Curley researched the topic discussion and vote on resolution tabled until next meeting.
- Finance Committee
Committee to start looking at Budget format
- Building and Grounds: HVAC
Bid tabled until further vetting of Clean Air. A meeting is to be set up with architect, Clean Air, Jim Dolan and resident experts to address concerns.

Resolutions

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 September 1, 2019.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #17. Motion passed unanimously.

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.

Resolution tabled.

RESOLUTION #21 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>New Hire:</i>					
Ignayra Lopez	Lib III-SS	Children’s	FT	\$84,011.75/yr.	9/16/2019
<i>Resignation:</i>					
Catherine Riedel	Lib I	Teen’s	PT	\$34.27/hr.	8/31/2019
Wasan Syananondh	Staff Asst.	Bus. Office	PT	\$25.00/hr.	9/16/2019

Change in Status:

Luisa Alvarado	Lib Clerk PT Sub	Circulation	PT/Sub	\$19.28/hr.	9/17/2019
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Retirement

Jack Oxtan	Lib II PT	Adult Services	PT	\$43.45/hr.	9/09/2019
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Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #21. Motion passed unanimously.

RESOLUTION #22 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated September 24, 2019 as presented by the Unpaid Bills report of September 24, 2019 reviewed by the Board.

Matthew Weiss moved and Shandi Speller seconded the motion to approve Resolution #22. Motion passed unanimously.

RESOLUTION #23 – Approval of Stipulation of Agreement

RESOLVED, that the Board of Trustees hereby approves the Stipulation of Agreement between the Ossining Public Library and the Civil Service Employees’ Association Local 1000, pertaining to retroactively paying Employee #000266 the applicable contractual salary rate of Librarian I, Step 11 for the period July 1, 2019 through December 31, 2020 after successfully completing the required course of study and is awarded a Master’s degree in Library and Information Science by an accredited college or university by no later than December 31, 2020. After successful completion, the Library shall seek to have Employee #000266 promoted to the civil service title of Librarian I and shall pay this employee the applicable contractual salary rate for Librarian I, Step 11, effective January 1, 2020 provided Employee #000266 has otherwise complied with the requirements set forth in the agreement.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #23. Motion passed unanimously.

RESOLUTION #24 – Approval of Records Retention and Disposition Schedule MI-1

RESOLVED, by the Ossining Public Library Board of Trustees that *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Resolution #24 tabled until next meeting.

RESOLUTION #25 – Approval of Stipulation of Agreement

RESOLVED, that the Board of Trustees hereby approves the September 13, 2019 Stipulation of Agreement between the Ossining Public Library and Karen LaRocca-Fels, Library Director, extending the December 13, 2016 Letter of Understanding until November 30, 2019.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #25. Motion passed unanimously.

Old Business

- Foundation Discussion and Review of Bylaws
Meeting set up for October 16 to discuss the Foundation
- Discussion of Audits - tabled
- Board Development - tabled

New Business

- Minzesheimer Fundraiser – Fall 2019

Public Comment - None

Executive Session

At 8:24 p.m. Alice Joselow moved and Shandi Speller seconded the motion to enter into Executive Session to discuss personnel Motion passed unanimously.

At 9:15 p.m. Matthew Weiss moved and **Alice Joselow** seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:16 p.m. Matthew Weiss moved and Lucinda Manning seconded the motion to adjourn the September 24, 2019 Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director