

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, October 21, 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 via phone

Call to Order

At 7:03 p.m. Vice President Alice Joselow called the October 21, 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 September 18, 2019 Special Meeting/Executive Session. Amanda Curley moved and Shandi Speller seconded the motion to approve the September 18, 2019 meeting minutes. Motion passed unanimously.

Motion to Accept the Minutes of the revised September 24, 2019 Regular Meeting of the Board. Shandi Speller moved and Althema Goodson seconded the motion to approve the September 24, 2019 meeting minutes. Motion passed. Amanda Curley abstained.

Public Comment

Dennis Neuberger commented on the following:

- Success of Book Sale
- Used Book Inventory
- Home Delivery Program

Director's Report and Personnel Report

- Two new department heads and Allison very busy
- HVAC – clarifications sent to the Board – Building Committee, resident experts met with Jim Dolan and Pat Puperto of Clean Air.
- Ignayra and Diana working well with others. They plan on streamlining purchasing and ordering
- Sexual Harassment training completed by all employees
- Melissa Victoria resignation
- Molly looking into modular office space
- Bob Minzesheimer Author Series, Tuesday, October 22
- Red Shoes Sunday celebration

- Rotary dictionaries and thesauruses distributed to all schools
- Molly and Marie working with School District to initiate book drop offs in schools
- Food for Fines program – Food Pantry – book mark with info. suggested
- Carry writing for a \$5,000 grant through the Foundation from People’s Bank for citizenship classes
- Allison Robbins working on a variety of projects and initiatives
- PLDA Meeting

Suggestion was made to forewarn BOT what’s coming up in important events/meetings so that the Board can be more supportive of the Library Director.

Payroll Approvals – The Board approved payrolls for September 27 and October 11, 2019.

Committee Reports

- Policy and Bylaws & Personnel: NYSED Records Retention & Disposition Schedule MI-1
Amanda Curley volunteered to take over as Chair of the Policy, Bylaws, and Personnel Committee. Possible November meeting.
- Finance Committee
Althema and Lucinda to review previous annual OPL budgets.
- Building and Grounds: HVAC
Committee met with Jim Dolan, OLA, Pat Puperto, Clean Air, and resident experts which put committee in a better position of understanding the project. Jim Dolan addressed concerns. We have the money and experts who we can call on at any time.

Resolutions

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 November meeting.

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.

Shandi Speller moved and Amanda Curley seconded the motion to approve Resolution #24. Five Trustees voted Yes. Lucinda Manning voted No. Motion passed.

RESOLUTION #26 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated October 21, 2019 as presented by the Unpaid Bills report of October 21, 2019 reviewed by the Board.

RESOLUTION #27 – Personnel Change(s)

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Resignation:</i>					
Melissa Victoria	Lib. Asst.	Teens	PT		10/18/2019
<i>New Hire:</i>					
Catalina Merladett-Larroca	Page	Circ.	PT	\$12.00	10/01/2019

Lucinda Manning moved and Cecilia Quintero seconded the motion to approve Resolutions #26 and #27. Motion passed unanimously.

Old Business

- Foundation Discussion
Althema chaired the meeting. Sudha Narsipur was present as only member of Foundation remaining. The Mission of the Foundation and recruitment were discussed. Another meeting to be organized – looking for interested people. Yonkers and White Plains Libraries have active Foundations – reach out to those Presidents.
- Discussion of Audits
Lingering item – table until Matt returns.
- Board Development
Amanda Curley suggested Trustees visit model libraries. Greenwich, Darien and new Queens Libraries were recommended. She also recommended that we take steps to follow up with Shandi’s request to further explore the area of concern which she has brought up twice. Karen will find articles to read and discuss. A book would be equally fine.

New Business

Board asked that estimates of work be obtained. Karen will contact Daniel Neuberger of Dattner to recommend vendors.

Public Comment - None

The Board agreed to go back to the old way of two trustees reviewing invoices and checks. Cecilia and Althema volunteered to do so.

Adjournment

At 9:00 p.m. Amanda Curley moved and Shandi Speller seconded the motion to adjourn the October 21, 2019 Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director