

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Regular Monthly Meeting**  
**Monday, November 18, 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 November 18, 2019 Regular Meeting of the Board of Trustees to order.

**Battle of the Books Recognition**

The following students participated in the 2019 Battle of the Books:

**Team: The Candy Necklaces**

Charlie Bradley, Grade 4  
Xander Bradley, Grade 6  
Yadnesh Borse, Grade 4  
Maya Cohen, Grade 5  
Sadie Cohen, Grade 6  
Malaki Drysdale, Grade 6  
Robert Kang, Grade 6  
Celia Magalhaes, Grade 5  
Karina Umar, Grade 6  
*Coach: Debbie Fletcher*

**Team: The OPL Immortals**

Daniela Cordero, Grade 7  
Liam Fels, Grade 9  
Sofia Magalhaes, Grade 7  
Sofia Merladett-Larroca  
Sofia Rajput, Grade 9  
Chloe Ward, Grade 8  
*Coach: Suzy Zavarella*

The meeting resumed upstairs in the Director's Office at 7:23 p.m.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the revised October 21, 2019 Regular Meeting of the Board. Shandi Speller moved and Amanda Curley seconded the motion to approve the revised meeting minutes. Motion passed. Matthew Weiss abstained.

Introduction of New Department Heads

Karen introduced Ignayra Lopez, Head of Children's Services and Diana Lennon, Head of Adult Services to the Board. They have hit the ground running and are getting to know library staff, patrons, workflows, the collections, and the community. Alice Joselow commented on

the Director's Report covering all that Ignayra and Diana have been busy doing.

### Public Comment

Friends President Dennis Neuberger commented on the following:

- Holiday Book & Bake Sale, 12/7
- Children's Book Cart in Friends Corner Mondays and Thursdays
- Request to set up meeting to discuss available funds in Friends account
- Friends will not be accepting books due to construction in 5000 Room
- New contact with American Legion for family movies
- Home delivery program

### Director's Report and Personnel Report

- Very busy month
- New full timers
- Bias and equity readings
- Policy Committee working through several policies – thank you Amanda for agreeing to take over as Chair
- Audit went smoothly and should be ready for review soon by the Finance Committee
- Mallory has been accepted to this year's Non-Profit Westchester Emerging Leaders Program cohort.
- Diana attended NYLA Conference in Saratoga Springs. Mallory attended one day in her role on the NYLA Empire State Award Committee.
- Notes from AFP Day – Karen sent out today
- Six staff members would like to attend PLA Conference in Nashville. No decision yet.
- In prep for HVAC vote tonight re: the Con Ed gas connection issue – more information: Jonathan Katz and Jim Dolan have been in touch with Con Ed all along. Approval still exists as long as project is approved by January 1, 2020. Karen has a contract to sign with low bidder approval. Jim Dolan is specified as the person who is to oversee the project. Molly, John Tortoso, and Karen are the library project contacts. The overall length of the project is 180 days and that includes commissioning work at the end.
- Molly arranged for Keating Electric to do some needed electrical work behind our circulation desk and the lighting in the outer lobby on the first floor.
- Molly is researching carpeting options for theater and other spaces
- Second Bob Minzesheimer event in October and one in December
- Diana and Marie are working on the Food for Fines initiative for December
- Diana, Carry, and Karen will be on the Ossining Complete Count Committee in preparation for the census next year. Carry will also be on the Westchester County Complete Count Committee.
- Battle of the Books: Suzy Zavarella and Ignayra Lopez accompanied our two BOT teams on October 19<sup>th</sup>. A big thank you to Suzy and Debbie Fletcher who coached the kids.
- Two grant-funded events: the Early Literacy Baby Shower and Pete the Cat Party
- Tech issues – Karen continues to work with TNSC – longer time frame in order to get E-Rate funding – delays project somewhat but saves money.
- WLS Board Meeting – Karen, Mary Kane and Trustee, Pam Thornton, Mt. Kisco Trustee attended. They were asked to share concerns and experiences with the tech issues.
- Karen is on the Finance Committee of PLDA – restructuring

Payroll Approvals – The Board approved payrolls for October 25, 2019 and November 8, 2019.

### Committee Reports

- **Building and Grounds:** HVAC; Space Planning

Daniel Heuberger, a principal at the Dattner Group in NYC, presented the following information on the final space assessment plans:

- direction was given by staff and the strategic plan
- framework leads the renovation of the library in a certain direction
- plenty of room in the building to do what we have to do
- needs of the library have changed over time
- there are two (2) options
- one of the challenges is that the building is built on a hillside – how to make the lower level work?
- young adult space needs new place
- storage space is oversized – golden opportunity to use this space for Teens and meeting/classroom space
- what to do with middle area and the flow changed configuration of Circ. Desk
- lounge area in lobby – Info. Desk right there as well
- computer lab, various displays
- keep Cheever displays and telephone booths – fireplace goes
- Children's area has minor modifications – new storage space under the stairs – free up workroom – sink in program room – rearranged stacks and seating. Area stays the same
- Meeting spaces at perimeter of the floor. Close off openings between floors.
- Main Level: more involved – where does young adult really want to be? Back up to main library floor
- Entrance needs to be changed. Fireplace removed.
- Children's stays as in Option 1
- Young adult on this level – much larger than what is
- Hard costs: brick & mortar, building construction
- Soft costs: architects fees, storage, equipment, etc.
- Recommendation has been made regarding one construction company but talk to several companies. This is a substantial amount of work.

- **President's Report**

During Matt's visit to China he visited the Shanghai Library which holds 55 million volumes and is moving toward digitalization. There are 1,000 people on staff and 12,000 people per day visiting the library.

- **Policy and Bylaws & Personnel** – First Reading of Revised Circulation Policy – the Board reviewed the revised policy. Next Policy Committee meeting is scheduled for December 11, 6:00 PM.
- *Foundation Committee* – next meeting scheduled for December 12, 6:00 PM. There will be a Finance Committee meeting same day at 7:00 PM.

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.

Shandi Speller moved and Amanda Curley seconded the motion to accept the August 14, 2019 Bid Proposal from Clean Air Quality Services, Inc. in the amount of \$598,609. Motion passed unanimously.

**RESOLUTION #28 – Approval of OLA Additional Services Contract**

**RESOLVED**, that the Board of Trustees approves the November 13, 2019 Proposal from OLA for additional services.

Lucinda Manning moved and Matthew Weiss seconded the motion to approve the November 13, 2019 Proposal from OLA for additional services. Motion passed unanimously.

**RESOLUTION #29 – Approval of Library Director’s Letter of Understanding**

**RESOLVED**, that the Board of Trustees approves the Library Director’s Letter of Understanding effective 9/1/2019 through 8/31/2022 which includes an annual salary increase upon the completion of her 2018-2019 annual performance review. Effective September 1, 2019 Karen’s annual salary is \$128,457.

Shandi Speller moved and Amanda Curley seconded the motion to approval the Library Director’s Letter of Understanding effective 9/1/2019 through 8/31/2022. Motion passed unanimously.

**RESOLUTION #30 – Personnel Change(s)**

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>New Hire:</i>					
Raquel Avila	Lib Clerk	Circulation	PT	\$18.54/hr.	10/29/2019
Amanda Birro	Lib I Sub	Teens	PT	\$30.43/hr.	10/30/2019

Amanda Curley moved and Lucinda Manning seconded the motion to approve Resolution #30 Personnel Changes. Motion passed unanimously.

**RESOLUTION #31 – Approval of Stipulation of Agreement**

**RESOLVED**, that the Board of Trustees approves the November 18, 2019 Stipulation of Agreement between the Library and the Civil Service Employees Association regarding the use of accumulated vacation pay to offset tuition costs of graduate level classes in Library Science.

Lucinda Manning moved and Amanda Curley seconded the motion to approve Resolution #31 Stipulation of Agreement dated November 18, 2019. Motion passed unanimously.

**RESOLUTION #32 – Acceptance of Donation**

**RESOLVED**, that the Board of Trustees accepts, with thanks, a donation of \$790.35 that was raised as part of the Red Shoes Sunday celebration of kindness in honor of Bob Minzesheimer at the Scarborough Presbyterian Church. The donation will be used for a suitable endeavor.

Matthew Weiss moved and Shandi Speller seconded the motion to accept, with thanks, the Resolution #32 donation. Motion passed unanimously.

Old Business

- Discussion of Audits – tabled until next meeting
- Board Development – Proposed Shared Readings on Bias and Equity – tabled until next meeting. The Board agreed to read the articles Karen provided to the Board for discussion at the next meeting in December.

New Business - None

Public Comment - None

Adjournment

At 9:13 p.m. Matthew Weiss moved and Amanda Curley seconded the motion to adjourn the November 18, 2019 Regular Meeting of the Board. Motion passed unanimously.

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