

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, December 16, 2019, 7:00 p.m.**

MEETING MINUTES *RevisedDraft*

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 7:01 p.m. President Matthew Weiss called the December 16, 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 revised November 18, 2019 Regular Meeting of the Board.

Lucinda Manning moved and Alice Joselow seconded the motion to approve the revised meeting minutes. Motion passed unanimously.

Public Comment

Friends President Dennis Neuberger commented on the following:

- Update meeting on the Friends funds scheduled for Wednesday, 12/18/19, 2:00 PM
- \$605 proceeds of the December Book Sale
- No more acceptance of books due to HVAC work in the 5000 Room
- Analysis of savings of the Friends for the library
- Matt: Annual Meeting of the Friends is 1/26/2020, 2 PM, Library Conference Room

Kathy Beirne commented on the passing of Joseph Wooley, Esq.

Director's Report and Personnel Report

- Diana Lennon and Ignayra Lopez will be attending the Public Library Association Conference in Nashville in the spring of 2020.
- We have 3 candidates interested in the part time Staff Assistant position
- Guillermo Rodriguez – beginner Spanish classes for library staff
- We've created two Spanish classes that Guillermo is handling. Diana has a Spanish conversation group similar to what she did in Greenburgh Library. The changes were made for sustainability and fairness.
- Diana, Karen, [Amanda](#), and Matt attended the WLS Annual Meeting with Richard Harwood speaking about making change in our communities.

- We had trouble with AC4 this past week. In process of finalizing boiler contract
- Wall: surveys are within tolerance – blocks on the Moose-side corner are separating (not structural but to be safe crack indicators were installed)
- We are working on moving along the \$50,000 SAM/Senator Carlucci Grant
- Position of Carnegie desk has been moved
- 3rd Bob Minzesheimer Author Series was held on Tuesday, December 10 – turnout was light. Meeting with Mary Murphy early next year to discuss the series going forward.
- Food for fines – December 8-21. Many thanks to Diana and Marie for getting this going.
- Carry, Diana, and Karen attended meeting of Ossining Complete Count Committee in preparation for the census next year.
- Carry and Karen attended a kickoff meeting for Partnership for Success Initiative Grant secured by Open Door and Communities that Care. Grant program funds five years of work to reduce substance abuse among Ossining's kids aged 10-21. As part of the grant, the library is receiving funding for programming for teens. Thank you Alice!
- Karen is working on filing for E-Rate for Broadband for the library
- Allison is gathering lost time on technology issues by staff and researching scheduling software.
- As incoming PLDS President, Karen attended meeting with Terry Kirchner and Susan Murdoch to discuss process and decision-making as it pertains to PLDS, WLS, and member libraries.
- New vending machines ~~thank~~ to Molly

Payroll Approvals – The Board approved payrolls for November 22 and December 6, 2019.

Committee Reports

- President's Report – Matt attended WLS Board meeting – long road ahead of them
- Policy and Bylaws & Personnel – Second Reading and Approval of Revised Circulation Policy. Next meeting will be in January.
- Finance Committee – working on scheduling next meeting
- Building and Grounds - none
- Foundation Committee – meeting last week – still pushing along. Leslie Allen is a great addition.

Resolutions

RESOLUTION #33 – Approval of Revised Circulation Policy

RESOLVED, that the Board of Trustees approves the revisions to the Circulation Policy dated 9/25/19.

Alice Joselow moved and Amanda Curley seconded the motion to approve Resolution #33. Motion passed unanimously.

RESOLUTION #34 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Change in Status:</i>					
Adriana Manzo	Library Asst. (formerly Sub.)	Teens'	PT	\$26.28/hr.	10/21/2019
Vincenza Gallo	Library Clerk: <i>Request for Leave Without Pay for up to 6 months (medical)</i>	Circ./Tech.	PT	\$19.28/hr.	01/08/2020

Lucinda Manning moved and Matthew Weiss seconded the motion to approve Resolution #34. Motion passed unanimously.

RESOLUTION #35 – Authorization of Grant Agreement with NYS Dormitory Authority

WHEREAS, the administration of Ossining Public Library (the “Library”) has recommended that the Library enter into a certain Grant Disbursement Agreement (the “Agreement”) between the Library and the Dormitory Authority of the State of New York (“DASNY”) in connection with the Library’s receipt of a State and Municipalities Program grant; and

WHEREAS, the Board of Trustees now desires to authorize the Library to enter into the Agreement with DASNY.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes and approves the Grant Disbursement Agreement (the “Agreement”) between the Library and the DASNY, in substantially the form and substance attached to this Resolution; and,

IT IS FURTHER RESOLVED, that the Director of the Library is hereby authorized and directed to execute and deliver the Agreement and any and all other documents or agreements necessary or appropriate in connection therewith, and is authorized to take or cause the Library to take all actions necessary to comply with the terms of the Agreement; and,

IT IS FURTHER RESOLVED, that the Board of Trustees ratifies and confirms all actions previously taken by the Library’s officers and employees in connection with this matter.

This Resolution shall take effect immediately.

Shandi Speller moved and Lucinda Manning seconded the motion to approve Resolution #35. Motion passed unanimously.

Old Business

- Discussion of Audits – Audit just received – will be discussed in January.
- Board Development – Proposed Shared Readings on Bias and Equity
Board retreat used to discuss bias and equity. Set aside hours to discuss this through continued ongoing training. Matt will seek out information on Board preference for timing.

Amanda suggested the Harvard online survey. Alice pointed out that the Board should take the lead on this and move it along here.

New Business

- Long Range Strategic Plan
Matt commented on Richard Harwood's "How to Change Your Perspective – Tools for Stepping Forward" (copies distributed to Board).

The Board agreed to move forward with a focus on Advancing Racial Equity.

We need to start talking about a new Strategic Plan – present one expires in 2020.

- Staff Development Day – possibly on a Wednesday morning. Speaker on topic – maybe two half days.
- Discussion of Macmillan Embargo – Background Reading & WLS Endorsement
*E-Books – only one copy can be purchased at a time and then a wait time of 8 weeks until the next copy can be purchase.

Some libraries are boycotting Macmillan – some publishers charge a premium.

WLS endorsed reversal of Macmillan e-Book embargo. If appropriate for OPL to pass a resolution?

Price differential for some – book \$21/ e-book\$70.

- Discussion of Credit Card Acceptance

Credit card use at Circulation desk - Karen will check with attorney. Use of *Square* was suggested. Board agreed they are in favor of allowing use of credit cards.

- Discussion of Fine Free – Background Reading

Many libraries are going fine free. Our income from this has declined 50% - how does Board feel? Last total income from collection of fines = \$15,500.

Public Comment - None

Executive Session

At 8:17 PM Shandi Speller moved and Althema Goodson seconded the motion to enter into Executive Session to discuss personnel. Motion passed unanimously.

At 8:30 PM Shandi Speller moved and Matthew Weiss seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:31PM Shandi Speller moved and Matthew Weiss seconded the motion to adjourn the December 16, 2019 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director