

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Special Meeting/Work Session
Monday, April 27, 2020, 7:00 p.m., Remote

MEETING MINUTES

The following people acknowledged their presence remotely:

Board of Trustees: Matthew Weiss, President; Alice Joselow, Vice President;
Cecilia Quintero, Secretary; Amanda Curley, Althema Goodson,
Lucinda Manning, Shandi Speller

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director;
Kathy Beirne, Secretary to Library Director

Call to Order

At 7:04 p.m. President Matthew Weiss called the April 27, 2020 Special Meeting of the Board of Trustees to order.

Old Business

• ***Water Treatment Taxable Status***

The Board discussed the Village of Ossining's request for local/library tax exemption on all water properties in the Village.

- Recommended that library maintains the status quo on water taxing policy especially in the current climate. Why change? Funding comes from usage.
- The Village had spoken to two BOE Trustees unlike how they came to the BOT
- Trustees would not be able to explain exactly what they have approved
- What are the pros and cons?
- Who benefits? Who does not? Who is penalized?
- Board needs more information

New Business

• ***Discussion of Library Re-Entry when PAUSE is Modified or Lifted***

Karen informed the Board that the Directors and OPL staff have started talking about re-entry. What is it going to look like? So many unknowns. Staff met last week and created a list of their areas of concern.

Molly commented on social distancing in our building; number of people per square foot; protections (physical barriers) – sneeze guards – many options that are affordable and flexible. 6 feet of distancing is challenging.

- Do we need plexiglass dividers? What will give a sense of security to our patrons?
- Bar codes can be scanned supposedly through the plexiglass
- Sanitizing and disinfecting types of equipment
- We will be able to plan staff safe-spacing
- How do we manage to physically move people around the building?
- Our patrons want to be at the library safely and so they will be cooperative.
- A phased approach with guidance from the state government

- Curbside pickup and remote programs
 - Digital programming continues due to the social distancing
 - Difficulties for staff members asked to return to work while children are home due to not school or summer camp. Some can do partial work from home very well.
 - Potential of not allowing groups to meet in building = policy implications
 - Turning people away due to limitations
 - This will be step by step as we continue to receive guidance from governor
 - Staged re-entry – lead time needed?
 - A lot to do before we can let public into the building
 - Hoping to receive best practices from WLS
 - We need guidance from the Division of Library Development
 - What do we do when Library if opens and schools are closed? Potential policy decision
 - New Normal
 - Unaccompanied children
 - WLS reached out to the DLD and State Librarian – nothing so far
 - Poll: reach out to patrons for their feedback as to what their needs are. What to prioritize?
 - Need for safe materials handling info. – disinfecting books – guidelines and delivery services
 - Karen recommended a Policy Committee meeting as soon as possible to discuss a general pandemic policy – override of the current policies.
 - Policy Committee Meeting scheduled for Monday, May 4, 2020
- **Network, Wi-Fi, and Internet Services and Support**

Karen commented on next step in Grant Procedure is to formally award a contract and submit to form to NYS.

As previously discussed with the Board, the next phase for the Library is to become more independent starting with a parallel network and to slowly move our equipment onto this network. We plan to drop WLS Wi-Fi in 2021. We will still have the same number of access points only better service.

Note regarding The Network Support Company Support – we are paying \$7,920 this year for support which has proven more than sufficient. We can roll over the leftover hours to next year.

Resolutions

RESOLUTION #49 – Approval of Exemption from Local Library Taxes for Village-Owned Water Properties

RESOLVED, that the Board of Trustees approves the exemption of all Village of Ossining-owned water properties from local library taxes, effective May 1, 2020.

This resolution was tabled.

RESOLUTION #50 – Approval of Contract Award for Network & Wi-Fi Equipment and Installation

RESOLVED, that the Board of Trustees agrees to award the contract for network and Wi-Fi equipment and installation of network and Wi-Fi equipment to The Network Support Company, \$15,150.05 equipment and installation only, no support. A contract, subject to the rules of the E-Rate program by the FCC and USAC, will be issued by Ossining Public Library on or after July 1, 2020 and will be contingent upon the appropriation of funds and/or E-Rate funding.

Amanda Curley moved and Alice Joselow seconded the motion to approve Resolution #50. Motion passed unanimously.

RESOLUTION #51 – Approval of Contract Award for Internet Service

RESOLVED, that the Board of Trustees approves the awarding of the contract for 300x300 MBPS Internet service (2 years) to FirstLight for \$959 per month. A contract, subject to the rules of the E-Rate program by the FCC and USAC, will be issued by the Ossining Public Library on or after July 1, 2020 and will be contingent upon appropriation of funds and/or E-Rate funding.

Lucinda Manning moved and Amanda Curley seconded the motion to approve Resolution #51. Motion passed unanimously.

Public Comment- None

Adjournment

At 8:16 p.m. Alice Joselow moved and Amanda Curley seconded the motion to adjourn the April 27, 2020 Special Meeting/Work Session of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director