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.
  o Recommended that library maintains the status quo on water taxing policy especially in the current climate. Why change? Funding comes from usage.
  o The Village had spoken to two BOE Trustees unlike how they came to the BOT
  o Trustees would not be able to explain exactly what they have approved
  o What are the pros and cons?
  o Who benefits? Who does not? Who is penalized?
  o 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.
  o Do we need plexiglass dividers? What will give a sense of security to our patrons?
  o Bar codes can be scanned supposedly through the plexiglass
  o Sanitizing and disinfecting types of equipment
  o We will be able to plan staff safe-spacing
  o How do we manage to physically move people around the building?
  o Our patrons want to be at the library safely and so they will be cooperative.
  o 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