

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, May 18, 2020, 7:00 p.m., Remote

MEETING MINUTES draft

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

Other: Mirla and George Morrison

Call to Order

At 7:03 p.m. President Matthew Weiss called the May 18, 2020 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance – the Pledge of Allegiance was recited by all those remotely present.

BUDGET HEARING

Library Director, Karen LaRocca-Fels, presented the Proposed 2020-2021 Budget which is a 1.91% tax increase within the approved tax cap.

Library patron George Morrison asked if the increase was for any changes or improvements.

Karen highlighted the following:

- 1.) Book budget increase for collection development both Adults and Children
- 2.) Installation of secondary network due to ongoing technology problems
- 3.) Sustaining our normal increases
- 4.) Repair services restoration: HVAC, well pump replacements & physical repairs to HVAC

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the April 20, 2020 Regular Meeting of the Board of Trustees. Alice Joselow moved and Amanda Curley seconded the motion to approve the April 20, 2020 Regular Meeting Minutes. Motion passed unanimously.

Public Comment - None

Director's Report and Personnel Report

- Karen will be accepting the Arts Award from Arts Westchester
- Sandy Galef pulled some strings for our Security Camera grant. Deadline will be extended.
- WLS confirmed the grant award of \$411,456.
- Boiler installation going well and on time. The only hold up is Con Ed.
- Grant Schneider conducting survey. Closed out and results should be in soon.

- OPL Staff providing fantastic programming. We need to continue in this way.
- Outreach for Census – staff training
- Mallory has been sending out E-blasts regarding the Census
- Re-Entry: frustration in getting information from our library leaders and NYS. Relatively soon we could start curbside pickup service. Some libraries already are doing so. Karen checked with Craig Olivo, Esq. and it's OK. 50% of staff can be in building. Insurance Company coverage OK. Safety protocols must be in place.
- Curbside probably safest – no contact between staff and patrons. We would quarantine books for 72 hours after return. Phone call into building to identify patron and patron would park in marked parking spaces. They would pop trunk and staff member would place item(s) in trunk. For walk-up there would be a table outside for pickup.
- Committee Work for Re-Entry useful to add to the Policy as an illustration?
- Starting curbside fits in Phase I with one change in wording. We will proceed cautiously – no interlibrary loans – leaning towards just our patrons.
- Possibility of home delivery – Karen spoke to Ray Sanchez regarding the use of the Book Mobile. OUFSD would be added as additional insured. Personal delivery or volunteers for home delivery.
- Karen commented on the great OPL Team effort
- Alice noted the comments from staff included in Suzy's report
- The Institute of Museum and Library Services has \$15,000,000 in grants available for COVID response related activities. Karen would like to try for a grant and is working with Mallory, Allison, Diana, Alice and OUFSD re: *Workforce Development Librarian*. This position would provide employment related services for the public. There will be a Youth component of three rotating Technology Pages – high school students to help patrons with tech problems. Also, programming for jobs and careers for Teens. Chromebook and hot spot could be borrowed for job seeker if needed.

Operating Budget and Revenue Report – budget status very good.

~~Payroll Approvals~~

Committee Reports

- President's Report
Matt attended the last WLS meeting in which their audit was reviewed. \$600,000 in unassigned funds questioned – no response from WLS. Matt attempting to learn more to possibly get better transparency with WLS.
What would happen in the Ossining Library if we didn't get our tax money? The Town would have to raise funds through bonds – issue tax anticipation notes which would be based on the anticipation of collecting tax. This process has never been used historically.
- Policy and Bylaws & Personnel
First Reading: Security Camera Policy - Amanda Curley commented that the policy is ready for approval.

Pandemic Policy and Plan – the policy has to be flexible. Karen asked that the Board approve the policy provisionally with one change in Phase I.

Resolutions

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

RESOLVED, that the Board of Trustees approves the exemption of all Village of Ossining water properties from local library taxes.

Cecilia Quintero moved and Shandi Speller seconded the motion to approve Resolution #49. All Trustees voted “No”. Motion to approve Resolution #49 failed.

RESOLUTION #50 – Security Camera Policy First Reading

RESOLVED, that the Board of Trustees approves the Security Camera Policy as a First Reading.

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

RESOLUTION #51 – Pandemic Policy and Plan First Reading

RESOLVED, that the Board of Trustees approves the Revised Pandemic Policy and Plan as a First Reading.

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

Old Business

- Water Treatment Taxable Status – see Resolution #49.
- Long Range Strategic Plan - tabled

New Business

- June 9th Budget Vote by Absentee Ballot and May 21, 2020 Candidates' Virtual Forum

Public Comment - None

Executive Session

At 8:13 p.m. Amanda Curley moved and Alice Joselow seconded the motion to enter into Executive Session. Motion passed unanimously.

At 8:33 p.m. Cecilia Quintero moved and Alice Joselow seconded the motion to leave Executive Session.

Adjournment

At 8:34 p.m. Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the May 18, 2020 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director