

Revisions:

- 1) Retirement of Bill Broadnax
- 2) Meeting date change from 7/5/2021 to 7/12/2021
- 3) Pandemic Policy & Plan Revised

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
Monday, July 6, 2020, 7:00 p.m., Remote

AGENDA Revised

Call to Order

Pledge of Allegiance

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Lucinda Manning, Matthew Weiss (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*)
- 2) Election of Officers - 2020-2021 Nominated Slate of Officers: Matthew Weiss, President; Alice Joselow, Vice President; Cecilia Quintero, Secretary.
- 3) Administration of Oath of Office to the newly elected 2020-2021 Board Officers: Matthew Weiss, Alice Joselow, Cecilia Quintero. (*Handbook for Library Trustees, p. 23*)
- 4) Administration of Oath of Office to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees, p. 23*)
- 5) Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement. (*Handbook for Library Trustees, Ethics Statement, p. 105-106*)

Reorganization Meeting (resumes)

- 6) Committee Appointments
 Following is a list of committees to which Board of Trustees members will be appointed for the 2020-2021 fiscal year. The President will be an ex officio member of all committees.

Committee	Chair			
Finance Committee				
Policy & Bylaws/Personnel Committee				
Building and Grounds Committee				
Ad hoc Foundation Committee				

- 7) Adoption of Annual Resolutions
 It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2020-2021 fiscal year.
 - a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**
Resolved that the regular monthly meeting of the Board of Trustees for the 2020-2021 fiscal year be held starting at 7:00 p.m. in accordance with the following schedule:

2020		
July	6	Reorganization and Regular Meeting
August	17	Regular Meeting
September	14	Regular Meeting
October	19	Regular Meeting
November	16	Regular Meeting
December	14	Regular Meeting
2021		
January	25	Regular Meeting
February	22	Regular Meeting
March	22	Regular Meeting
April	19	Regular Meeting
May	17	Regular Meeting
June	14	Regular Meeting
July	12	Reorganization and Regular Meeting

b) Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: _____, President; _____, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2020-2021 fiscal year.

e) Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2020-2021 fiscal year.

f) Resolution 6: Naming the Official Social Media Outlet of the Library

Resolved that Facebook be designated as the official social media outlet of the Ossining Public Library for the 2020-2021 fiscal year.

g) Resolution 7: Appointing Library Auditor for 2020-2021

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2020.

h) Resolution 8: Appointing Library Attorney for 2020-2021

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2020-2021 fiscal year.

i) **Resolution 9: Appointing Consultants for the 2020-2021 Fiscal Year**

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2020-2021 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,315/per year
John Tortoso	Building Management	Supervision and training of custodial staff	\$26/per hr.

j) **Resolution 10: Regarding the Establishment of Petty Cash Funds**

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$ 500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$ 30</i>	<i>Marie Trapasso</i>

k) **Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election**

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 18, 2021 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

l) **Resolution 12: to Establish the dates of various 2020-2021 Budget Vote and Trustee Election Activities**

Resolved that the following dates be established for the 2020-2021 Fiscal Year Budget and Trustee Election activities (per Bylaws):

<i>December 14, 2020</i>	<ul style="list-style-type: none"> <i>Presentation of 2021-2022 Preliminary Budget to Board of Trustees</i>
<i>February 22, 2021</i>	<ul style="list-style-type: none"> <i>Trustee vacancies announced to public</i>
<i>March 22, 2021</i>	<ul style="list-style-type: none"> <i>2021-2022 Final Budget adopted by Board of Trustees</i>
<i>April 19, 2021</i>	<ul style="list-style-type: none"> <i>Trustee candidates' petitions due in District Clerk's Office</i>
	<ul style="list-style-type: none"> <i>Budget Hearing: 2021-2022 Budget & Candidates presented to voters</i>
<i>May 18, 2021</i>	<ul style="list-style-type: none"> <i>2021-2022 Budget Vote and Trustee Election</i>

m) **Resolution 13: to Establish the dates of the 2020-2021 Holidays**

Resolved that the following dates be established as the 2020-2021 Holidays:

Independence Day, Saturday, July 4, 2020 (*Friday, July 3, 2020 Full Time Employees Only*)

Labor Day, Monday September 7, 2020

Columbus Day, Monday, October 12, 2020

*Thanksgiving Day, Thursday, November 26, 2020

**Christmas Day, Friday, December 25, 2020

***New Year's Day, Friday, January 1, 2021

Martin Luther King Jr. Birthday, Monday, January 18, 2021

Presidents' Day, Monday, February 15, 2021

Easter Sunday, April 4, 2021

Memorial Day, Monday, May 31, 2021

*Wednesday, November 25, 2020: Library will be open 9am-1pm

**Thursday, December 24, 2020: Library will be open 9am-1pm

***Thursday, December 31, 2020: Library will be open 9am-1pm

REGULAR MEETING

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 15, 2020 Regular Meeting of the Board.

Public Comment

Director's Report and Personnel Report

Operating Budget and Revenue Report

~~Payroll Approvals~~

Committee Reports

President's Report

Policy and Bylaws & Personnel

Finance Committee

Building and Grounds

Foundation Committee

Resolutions

RESOLUTION 14 – Personnel Changes

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

<i>Retirement, with regret of the entire Ossining Public Library:</i>				
William T. Broadnax, Jr.	Librarian II, Adult Services	PT	\$43.45/hr.	June 16, 2020

List of new salaries effective July 1, 2020, attached.

RESOLUTION 15 – Approval of The Network Support Company Secure IT 2.0 Master Services Agreement

RESOLVED, that the Board of Trustees approves The Network Support Company Secure IT 2.0 Master Services Agreement effective July 1, 2020.

RESOLUTION 16 – Approval of the Revised Pandemic Policy and Plan

RESOLVED, that the Board of Trustees approves the Revised Pandemic Policy and Plan dated 7/06/2020.

Old Business

- HVAC Next Steps – Jim Dolan, OLA, will be joining the meeting
- Equity Discussion
- Re-Entry and Reopening
- Long Range Strategic Plan
- WLS IT

New Business

- ALA Membership
- The Network Support Company Secure IT Agreement
- Grants Report
- Library Conference on Racism and Equity -- Example: Long Island Library Resources Council

Public Comment

Executive Session

Adjournment