

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Regular Monthly Meeting**  
**Monday, June 15, 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 June 15, 2020 Regular Meeting of the Board of Trustees to order.

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

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the April 27, 2020 Special Meeting and the May 18, 2020 Regular Monthly Meeting of the Board of Trustees.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve the meeting minutes. Motion passed unanimously.

Public Comment - None

Director's Report and Personnel Report

- Transitioning from work-from-home to curbside pickup – credit to Staff and Department Heads; Molly and Marie with excellent planning. Great job accomplished by library team.
- In preparation for Staff coming back into the building Karen has put together a Staff Safety Plan.
- Anxiety is high with a positive COVID-19 case of a staff person. Karen is contacting everybody who has come into contact with that person- quarantine for 14 days, those employees will be paid or work from home.
- Deep cleaning of area where infected person was working with machinery borrowed once again from OVAC (Ossining Volunteer Ambulance Corps).
- Discussion of what age young adults should be allowed into the building during the pandemic. The Policy Committee will meet to discuss further.
- A gas line is finally being connected to the building for boiler project.
- ILMS Grant has been submitted
- Great job by B&G team. Stepped right up to the deep cleaning task. Lighting problems have been corrected using the manlift. Stone work has been stripped in the lobby and stairwell. Work on outside of building. Additional book trucks have been received – helps with isolation of returned books.

- Digital programming – great communication with public
- Ignayra has had several training sessions with OUFSD staff

Operating Budget and Revenue Report – any surplus is due to unspent personnel expense.

~~Payroll Approvals~~

Committee Reports

- President's Report
  - Matt asked that we post a thank you to OVAC from the Board of Trustees
  - Could we track/evaluate the grants to understand their impact on future budgets
  - Updated Organization Chart
  - No results from Budget Vote yet. Count begins after 5:00 PM on 6/16/20
  - Last WLS meeting – very enlightening. They are struggling with one non-payment of fees. \$565,000 received in PPE money. WLS is fully funded.
- Policy and Bylaws & Personnel – Second Readings: Security Camera Policy & Pandemic Policy and Plan
  - Security Camera Policy is up for resolution approval. Amanda will organize the Policy Committee to meet soon to discuss young adults in the building during the time of pandemic, the Employee Handbook and the Utilization of Library Spaces by Community Groups.
- Finance Committee – no report
- Building and Grounds (New Business)
  - Mechanical system of A.C.#4 – Committee to meet and pursue further explanation. Meeting set for 6/17/20 at 12:30 p.m.

Resolutions

**RESOLUTION #52 – Approval of the Security Camera Policy**

**RESOLVED**, that the Board of Trustees approves the Security Camera Policy.

Amanda Curley moved and Alice Joselow seconded the motion to approve Resolution #52.

Motion passed unanimously.

**RESOLUTION #53 – Approval of the Pandemic Policy and Plan**

**RESOLVED**, that the Board of Trustees approves the Pandemic Policy and Plan.

*This item was tabled.*

**RESOLUTION #54 – Proposal for Replacement of WC Condenser Coils in A/C#4**

**RESOLVED**, that the Board of Trustees approves the June 11, 2020 Proposal from Clean Air Quality Service for the replacement of WC Condenser Coils in A/C #4, in the amount of \$26,775.

Lucinda Manning moved and Shandi Speller seconded the motion to approve Resolution #54. Motion passed unanimously.

Old Business

- Equity Discussion
  - Karen had sent some GARE (Government Alliance on Race & Equity) articles to

- the Board in the Fall. What would the Board like to do?
  - Board has a profound responsibility to take this on.
  - Long-Range Strategic Plan should incorporate Equity.
  - Is it appropriate to form a committee to look at this on a regular basis?
  - Draw up a brief outline to present to the Board – add framework from GARE “Advancing Racial Equity in Public Libraries Case Studies from the Field.”
  - Get started with results-driven planning
  - Expand to staff with guidelines
  - Advancing Racial Equity in Public Libraries Case Studies from the Field document is an excellent point to start, but Board should get together to discuss.
  - Focused conversation
  - We need to develop an Equity Action Plan
  - There are a lot of separate efforts going on in the community with no coordination.
  - Libraries should be the conveners.
  - To develop a worthwhile plan do we need a consultant?
  - Come up with deliverables – survey the community
  - Board Development Meeting scheduled for Monday, June 22, 2020, 7:00 PM, Zoom
- Long Range Strategic Plan
  - Continue looking for consultant or do it ourselves?
  - Suggestion to do it ourselves. We have special needs.
  - Quotes from consultants Karen contact were quite high
  - Library staff, volunteers, Board – the community trusts us. We would be building stronger bonds by getting everyone involved.
  - Could we have Janine Esposito train some of our staff?
  - Karen will pursue in July
- WLS IT
  - June bill is due. WLS has approved a 50% reduction in equipment charge for these months of closure.
  - PLDA is looking at the WLS Model. WLS is accountable to their Board of Trustees. There is no oversight.

### New Business

- Discussion of 2020-2021 Slate of Officers
  - President: Matthew Weiss*
  - Vice President: Alice Joselow*
  - Secretary: Cecilia Quintero*

### Public Comment - None

### Executive Session

At 8:35 p.m. Alice Joselow moved and Amanda Curley seconded the motion to enter into Executive Session. Motion passed unanimously.

At 8:37 p.m. Alice Joselow moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:37 p.m. Alice Joselow moved and Amanda Curley seconded the motion to adjourn the June 15, 2020 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Library Director*