

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Monthly Meeting***  
***March 27, 2017, 7:00 p.m.***

**MEETING MINUTES**

In Attendance: Alice Joselow, *President*, Matthew Weiss, *Vice President*, Stephanie Unger, *Secretary*, ~~Peter Capek~~, Debbie Goddard, Lucinda Manning, Madeline Zachacz (arrived late)

Staff: Karen LaRocca-Fels, Director; Kathy Beirne, Secretary to Director

Call to Order

At 7:06 p.m. President Alice Joselow called the March 27, 2017 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment

Matthew Weiss shared the passing of dedicated Friends' volunteer Nancy deKoven with the Board. A celebration of her life is planned for Sunday, April 2, 2017, 2:00 p.m.

Approval of Prior Meeting Minutes

Motion to accept the meeting minutes of the February 27, 2017 Regular Meeting and the minutes of the March 13, 2017 Special Meeting of the Board of Trustees  
Matthew Weiss moved and Lucinda Manning seconded the motion to approve the minutes. Motion passed unanimously. (M. Zachacz not present for vote.)

Director's Report

- We are working on finalizing the Annual Report
- ADP upgrade has been problematic
- New printers working out well
- Summer Reading outreach and partnerships (C-Town posters!)
- Library Programs/Meeting Room reservation system migration
- Burbio – shared community calendar
- Carrie Cubillos working with Neighbors' Link – training for those who work with immigrant populations
- Testing sustainability benchmarks
- Wall engineers – DLD
- Working on B&G contracts and proposals
- Carrie trying to get and immigration attorney
- The Update if on hiatus
- Louis Crisci working part time – NYS Teen Video Challenge – OPL finalist
- Carrie starting Spanish conversation group for children

- Guillermo has graduated his Beginner Spanish students – now studying in his Beginner Spanish II class
- WCC Grant for Citizenship Classes to be held here – waiting list already
- Filtering – WLS discussing due to E-rate funding
- WLS Celebration Libraries Event, Friday, April 7, 8:30 a.m.
- WLS shared mobile app.
- WLS Strategy Proposal
- Central Library – WLS moving ahead

Operating Budget and Revenue Report

Stephanie Unger thanked Bob Majernik for his excellent work on the reports.

Payroll Approvals

The Board approved the bi-weekly payroll registers.

Committee Reports

OPL 125<sup>th</sup> Anniversary – A committee meeting is scheduled for next week.

Resolutions

**RESOLUTION #38: PERSONNEL CHANGE**

**RESOLVED**, that the Board of Trustees approves the following personnel change:

Name	Position	Department	FT/PT/# Hrs/Wk	Pay Rate	Effect. Date
<b><i>New Hire:</i></b>					
Gardner, Clifford	PT Cleaner	B&G	17 Hrs/Wk	\$15.64	3/02/2017

Stephanie Unger moved and Debbie Goddard seconded the motion to approve Resolution #38. Motion passed unanimously.

Old Business

- **2017-2018 Budget Discussion**

**RESOLUTION #39**

**RESOLVED**, that the proposed 2017-2018 Budget of the Board of Trustees of the Ossining Public Library in the sum of \$4,004,396.00 be approved, and that the Ossining Union Free School District be authorized to levy and collect the sum of \$3,921,396.00 as the necessary tax thereof.

Matthew Weiss moved and Madeline Zachacz seconded the motion to approve Resolution #39. Motion passed unanimously.

- **Long Range Planning**

The Board discussed both versions. Karen is working on obtaining additional pictures of adults. The report will be posted on the OPL Website along with the 2017-2018 Budget.

- **Wall Discussion**

- *Simpson Gumpertz & Heger Review of Retaining Wall Assessment*  
Karen followed up with several engineering firms for a peer review. Simpson Gumpertz & Heger was recommended by Jim Dolan of OLA. A conflict review check was run.

Karen also spoke with Michael Mackry of GMCEPC Group.

**RESOLUTION #40**

**RESOLVED**, that the Board accepts the Simpson Gumpertz & Heger Proposal for a Peer Review of Retaining Wall Assessment dated March 20, 2017.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolution #40. Motion passed unanimously.

The Board wants to get the review going by the end of April.

- *Antonucci & Associates Proposal for Retaining Wall & Associated Work*  
Proposal put on hold.

**New Business**

- Hudson Steppe Development Project PILOT  
Board discussed the PILOT.
- Internal Controls  
Karen met with Board Treasurer Jaime Aguirre last week. Internal Control of check signing discussed. Checks are run every two weeks. Jaime to sign checks; Karen to be second signature when necessary. Run list of invoices for BOT review. Add resolution of Check Warrant to agenda.
- May 2, 2017 Tentative Date of Candidates' Forum, OHS Auditorium  
Board discussed.

**Public Comment**

Stephanie commented on the celebration of the 10 year anniversary of OPL activities.

Adjournment

At 8:49 p.m. Debbie Goddard moved and Madeline Zachacz seconded the motion to adjourn the March 27, 2017 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*