

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
April 24, 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

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

Call to Order

At 7:09 p.m. Vice President Matthew Weiss called the April 24, 2017 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Public Comment - None

Budget Hearing

Approval of Prior Meeting Minutes

Madeline Zachacz moved and Debbie Goddard seconded the motion to accept the minutes of the March 27, 2017 Regular Meeting of the Board. Motion passed. Peter Capek abstained.

Lucinda Manning moved and Debbie Goddard seconded the motion to accept the minutes of the April 3, 2017 Special Meeting/Executive Session of the Board of Trustees. Motion passed. Madeline Zachacz abstained.

Director's Report

- Linda Levine planning Senior Law Day and a grant-funded Creative Aging program
- 2017-2018 Budget documents on website, postcard mailing in process, brochures around library, Eblast, bookmarks
- Guillermo Rodriguez translated the LRP – sent to Alan Burger
- Library In Charge/LICP meeting scheduled to review guidance documents
- Emergency Procedures Manual
- Website migration and online calendar
- Summer Reading initiative being brought to our municipal camps
- Ossining Basics
- Library Initiative Committee
- April 5 Neighbors Link for agencies serving immigrant populations
- NY Library Sustainability Initiative Committee
- Panel of women community leaders at OHS – Hidden Figures/Women's History

Month program

- Peer of wall study
- Elevator service contract
- Additional network cables in needed areas
- Additional Beginner Spanish class – 12 sessions – Guillermo Rodriguez secured new teacher
- 125th Committee
- Active Parenting workshops
- Volunteer luncheon
- Children’s book sale
- New minimum standards for public libraries
- OPL Teen Video challenge won first place in state wide competition

Operating Budget and Revenue Report

Payroll and Check Warrant Approvals – The Board approved payroll registers and reviewed the check warrant.

Board discussed procedure for signing checks. Check signer resolution needs addendum. Treasurer was sworn in last month.

Committee Reports

Safety

Emergency Procedures Manual draft distributed to BOT. Karen asked Board for guidance. Table of Contents will be added and Library Monitors will be included. Board will forward comments/feedback by May 8; Safety Committee will meet to review; attorney will review when done; final release of draft.

OPL 125th Anniversary

The committee met on April 4 – James Trapasso and Debra Fletcher are co-chairs. Plan is for monthly meetings – working on a timeline for year of celebration.

Resolutions

RESOLUTION #41

RESOLVED, that the Board of Trustees approves the Payment Schedules/Warrants for April 24, 2017 that were reviewed by the Board.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolution #41. Motion passed unanimously.

RESOLUTION #42

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

NEW HIRE

| <u>Name</u> | <u>Title</u> | <u>Department</u> | <u>Hrly Rate</u> | <u>Hrs Wrk</u> | <u>Effective Date</u> |
|--------------|--------------|-------------------|------------------|----------------|-----------------------|
| Myles Robert | Librarian I | Children’s | \$28.96 | 4.5 | 4/02/17 |

Stephanie Unger moved and Debbie Goddard seconded the motion to approve Resolution #42. Motion passed unanimously.

RESOLUTION #43

RESOLVED, that the Board of Trustees approves a mid-year merit increase of \$881.91 for Karen LaRocca-Fels based upon the March 2017 job performance review by the Board of Trustees effective April 3, 2017.

RESOLUTION #44

RESOLVED, that the Board of Trustees approves the continuation of health insurance benefits for employee #002579 in retirement effective April 7, 2017 and that the cost of such insurance shall be at no cost to the employee.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolutions #43 and #44. Motion passed unanimously.

Old Business

- **Long Range Plan**
The Spanish translation by Guillermo Rodriguez was forwarded to Alan Burger.
- **Update on Wall Study Peer Review**
Karen forwarded all pertinent documents for the peer review.
Carlin Simpson is putting together packet. Expect by end of this week.
- **Budget Promotion**
- **Candidates' Forum, May 2**
Lucinda Manning plans to participate.
- **Annual Meeting**
Monday, June 12, 2017, 7:00 p.m., OPL Theater
Suggested speakers: Marilyn Johnson; Nate Hill
Reception and food
Employee Longevity certificates
Volunteer of the Year Award

New Business

- Elevator Service Contract Proposals
ThyssenKrup best proposal
- Emergency Procedures
Draft manual distributed to BOT

Public Comment

Lucinda Manning commented on "Green Ossining" Earth Day.

Executive Session

At 8:40 p.m. Matthew Weiss moved and Stephanie Unger seconded the motion to enter into Executive Session. Motion passed unanimously.

At 8:43 p.m. Stephanie Unger moved and Madeline Zachacz seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:44 p.m. Stephanie Unger moved and Madeline Zachacz seconded the motion to adjourn the April 24, 2017 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathy Beirne
Secretary to Director