

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Monthly Meeting***  
***August 22, 2016, 7:00 p.m.***

**MEETING MINUTES**

In Attendance: Alice Joselow, *President*; Matthew Weiss, *Vice President*; Stephanie Unger, ~~*Secretary*~~<sup>\*</sup>, Peter Capek, Debbie Goddard, Lucinda Manning, Madeline Zachacz  
*\*Stephanie Unger left the meeting at 7:30 p.m.*

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; John Tortoso, Building Consultant; Kathy Beirne, Secretary to Director

Other: Miriam Haas, Founder of Down to Earth Markets

Call to Order

At 7:08 p.m. President Alice Joselow called the August 22, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

New Business

- *Down to Earth Farmers Market* (moved up in agenda)  
Miriam Haas introduced herself and company. She has been in business for 25 years and welcomes possible collaboration with the Library. Proposal to bring Farmers Market into the Library Café area during the winter time – approximately January-May 10, Saturdays, 12-13 vendors.

The Board asked that she submit a written proposal as soon as possible. Will review with staff; need for flexibility due to programming.

- *Conference call w/ Engineer Jack Green Associates re: Supplemental Heating Project*  
The Board spoke to Engineer Andre Pascalovico via phone regarding the HVAC. Board goal is to obtain a comprehensive HVAC plan.

Andre noted the following:

- 1.) System has 100 tons of A/C installed but was designed for 120 tons – short 20 tons of A/C capacity
- 2.) Well water not doing its job
- 3.) System is losing capacity every year

Suggestion to extend piping for heat transfer as add heat pump plus supplemental cooling and heating – air or water cooled (cooling tower on roof) or stay with boiler system and integrate with additional cooling.

Question: Wells and supplement OR install new traditional system? Also, include analysis of operating fuel expense.

Building and Grounds Committee, Molly Robbins, and John Tortoso to review and advise Board and resolve who the right consultant is. Goal set to present timeline to get this answered at next meeting.

#### Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the July 11, 2016 Reorganization and Regular Meeting of the Board of Trustees.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve the July 11, 2016 Reorganization and Regular Meeting minutes. Motion passed unanimously.

#### Director's Report

Karen highlighted the following:

- LRP – 2,203 survey responses
- Ossining Police Department – Active Shooter Training – overwhelmingly good
- Overdrive Advantage – going well – E-book circulation up 8%
- Library Card application being included with new student registration at school district
- Repairs on security system – camera
- Water testing results – OPL water found to be safe
- Sally Read Dow event was great success
- WLS grant – Linda Levine in discussion with artist
- Sept. 12 Senior Law Day is set – registration handled by Linda Levine
- Place for All People Posters
- Historic Ossining Walking Tour sign placed out front of OPL
- Marci Dressler visited Summer Reading Buddies program at Yonkers Riverfront Library. Possibility of starting program at OPL next summer.

#### Operating Budget and Revenue Report

Board reviewed questions. Karen will reach out to Village regarding possible snow removal.

#### Payroll Approvals

Payroll registers were presented to the Board and approved.

#### Committee Reports

**President's Report** – School district writing grants for students of color – parenting and mental health courses. Boston Basics – partnering with school district – community wide.

**Policy and Bylaws, Personnel** – Committee has been working on Director's Evaluation. Alice asked that committee review list of policies from new Trustee Handbook.

**Building and Grounds** – previous discussion under New Business

**Safety** – Ossining Police will be assisting us with Emergency Plan. Board asked that we reach out to PESH for training – Karen will follow up.

#### Resolutions

##### **RESOLUTION #16 – PERSONNEL CHANGES**

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<b><i>New Hires:</i></b>					
Guarnieri, Thomas	Page	Circulation	PT	\$9.00	8/10/2016
Schmidt, Eric	Page	Circulation	PT	\$9.00	8/11/2016

Madeline Zachacz moved and Matthew Weiss seconded the motion to approve Resolution #16. Motion passed unanimously.

Old Business

- Long Range Plan Update – meeting scheduled for tomorrow for technology assessment, space walk around. Technology consultant to speak with WLS. LRP Surveys - results expected in early fall. Need to schedule LRP retreat – Board and LRP Committee.
- Vending Machines – second machine to be delivered after wall and floor prep is completed.

New Business

- OPL Trustee Code of Ethics and Conflict of Interest Policy and Acknowledgement Policy was presented to trustees for their review and acknowledgement. Policy needs review and revision by Policy Committee.
- Annual Goals 2016-2017 – Board reviewed the consolidated list.

Public Comment - None

Executive Session

At 8:58 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to enter into Executive Session to discuss new contract matters. Motion passed unanimously.

At 9:27 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:27 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to adjourn the August 22, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*