

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Regular Monthly Meeting**  
**Monday, October 16, 2017, 7:00 p.m.**

**MEETING MINUTES**

In Attendance: Matthew Weiss, *President*, Alice Joselow, *Vice President*, Madeline Zachacz, *Secretary*, Peter Capek, Debbie Goddard, Lucinda Manning

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

Other: Linda Borelli

Call to Order

At 7:02 p.m. President Matthew Weiss called the October 16, 2017 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the September 25, 2017 Regular Meeting of the Board of Trustees.

Debbie Goddard moved and Alice Joselow seconded the motion to approve the meeting minutes. Motion passed. Madeline Zachacz abstained.

Public Comment - None

Director's Report and Personnel Report

- Lingering issues with VDI – Karen will set up meeting with Rob Caluori and Peter Capek next week
- John Torres updated laptops
- Mallory working on redesign of Website – Studio Simpatico visited last Friday – plan to set up a ‘boot camp’ to instruct staff in using the new Website
- James Trapasso – new online calendar “SignUp” – in beginning stages
- Office switch – Molly, Suzy and Mallory
- Meeting with Village of Ossining reps. regarding payroll
- Parking lot challenges
- Active Shooter procedure – will be added to Emergency Procedures
- Board asked about Panic Buttons and possible connection to ITC to route to 911
- Carry Cubillos investigating Notary Public license
- Organ Donor Enrollment Day
- Downtown revitalization projects
- Jim Trapasso and Karen taped “Dear Sandy” program last Friday – topic: 125<sup>th</sup> Anniversary next year
- PLDA meeting – Karen will forward notes
- Mike Enright aware of Website redesign – he will continue to help and support us through it all

Committee Reports

**Policy and Bylaws & Personnel**

Meeting to be scheduled to review list of policies in Trustee Handbook. Privacy and Law Enforcement policies are top priority for review.

**Ad Hoc: 125<sup>th</sup> Committee:** meeting last week – sub-committees working on their own – large opening ceremony being planned for Saturday, February 10, 2018.

Resolutions

**RESOLUTION #32 – Approval of Payments dated October 16, 2017**

**RESOLVED**, that the Board of Trustees approves the payments dated October 16, 2017 as presented by the Unpaid Bills report of October 16, 2017 reviewed by the Board.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolution #32. Motion passed unanimously.

**RESOLUTION #33 – Personnel Changes**

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<b>New Hires:</b>					
Ekow Nana-Kweson	Page	Circ/Tech	PT	\$10.00	9/25/17
John Sukumar	Page	Circ/Tech	PT	\$10.00	10/08/17

Madeline Zachacz moved and Peter Capek seconded the motion to approve Resolution #33. Motion passed unanimously.

Old Business

- Wall  
Antonucci received retainer check. Drew Macko – feasibility study to start – will offer recommendations.
- HVAC  
The 9/11/2017 proposal to replace air conditioning unit 5 or 6 was discussed. Board is not ready to make a decision.  
  
Jonathan Katz of OLA to meet with John Tortoso to start initial work of HVAC project.
- Space Assessment
  - Discussion of Options for Café Space  
Board noted the grant that was submitted for 3-year after-school program to Westchester Youth Bureau – should hear by November. Program during school year would be 3 days a week for 23 weeks, 3-6 PM; Summer: 6 weeks, 12-4 PM. Café space to be used.

New Business

- WLS Annual Meeting, November 16, 2017, 9:00 AM  
Debbie Goddard, Alice Joselow, Lucinda Manning, Peter Capek, Madeline Zachacz, Matt Weiss (?) would like to attend.

Public Comment

Linda Borelli commented on the dedication of the Board – she is impressed.

Karen submitted James Trapasso to the Board for Rotary Employee of the Year. Event to be held at Shattemuc, November 6. Board unanimously approved.

Executive Session

At 8:43 p.m. Alice Joselow moved and Madeline Zachacz seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 9:13 p.m. Peter Capek moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:14 p.m. Alice Joselow moved and Debbie Goddard seconded the motion to adjourn the October 16, 2017 Regular Meeting of the Board of Trustees. Motion passed unanimously.

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