

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Policy Committee Meeting
November 13, 2017, 6:00 p.m.

MEETING MINUTES

In Attendance: Matthew Weiss, Alice Joselow, Madeline Zachacz, Debbie Goddard

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

Call to Order

At 6:08 p.m. Alice Joselow called the November 13, 2017 Policy Committee Meeting to order.

Review of Policies

- *Law Enforcement Inquiries Compliance Policy*
Committee agreed to review this policy at next committee meeting.
- *Patron Privacy Policy*
Revisions made to policy. Awaiting answer to question presented to WLS.

Alice asked for a NYSED recommended policies checklist comparison to OPL approved policies.

Adjournment

At 6:45 p.m. Debbie Goddard moved and Madeline Zachacz seconded the motion to adjourn the November 13, 2017 Policy Committee Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Special Meeting/Work Session
November 13, 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: Sarah Colon

Call to Order

At 7:07 p.m. President Matthew Weiss called the November 13, 2017 Special Meeting of the Board to order.

Pledge of Allegiance

All those present stood for the Pledge.

President Weiss introduced Sarah Colon as a prospective candidate to fill the unexpired term of Stephanie Unger. Sarah spoke a little about herself.

In Memoriam: Peggy Toy

On Saturday, November 4, the Ossining Public Library family lost a dear friend and co-worker, Margaret (Peggy) Toy. Peggy, a long-time Library Page, was a shining part of our day here at the Library. Peggy went about her work efficiently and with great attention to detail. She kept our magazine collection in tip top shape and took a great deal of pride in her work. Peggy greeted us each day with her warm smile, asked after our families, shared tidbits about her day, and was a joyful part of our lives. Peggy loved music, her church — the First Presbyterian Church in Ossining—, and her friends. She also loved her work here at the library.

We will miss Peggy more than words can say!

On Sunday, December 3rd at 1:00 p.m. there will be a service at the First Presbyterian Church in Ossining celebrating the life of Peggy Toy. There will also be a graveside service on Saturday, November 18 at 11:00 a.m. at Dale Cemetery.

Work Session

- **HVAC Update**
We experienced a well pump failure.

Matt commented that if we wish to repurpose the mezzanine we may have to revisit the air conditioning problem.

Jim Dolan promised to forward progress documents by end of the week.

- **Wall Update**

Antonucci promised to forward proposals by end of the week or next week.

- **Emergency Procedures Update**

Karen reviewed procedures with LICP and they gave feedback. Board suggestions were incorporated also. Suggested review in six months and manual will be included in new employee packet.

Board suggested that we touch base with OUFSD for lockdown and opioid procedures.

Note building location of Narcan, fire extinguishers, and AEDs.

- **Presentation Products LCD Screen Subscription**

The Board discussed this subscription and reached consensus to cancel.

- **Retirement of Chris Surovich**

Chris is retiring effective December 16, 2017. Retirement party planning in progress for December 12.

- **Space Assessment Discussion**

Discussion regarding staff feedback – Building Committee to meet and review

- **Paid Family Leave Legislation**

NYS Paid Family Leave Law for private employers and employees. Public employers may opt out. We have been advised by our attorney to opt out at this time.

Resolutions

RESOLUTION #34 – Approval of Payments dated November 15, 2017

RESOLVED, that the Board of Trustees approves the payments dated November 15, 2017 as presented by the Unpaid Bills report of November 15, 2017 reviewed by the Board.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolution #34. Motion passed unanimously.

Executive Session

At 8:20 p.m. Alice Joselow moved and Debbie Goddard seconded the motion to enter into Executive Session to discuss a personnel matter and current litigation. Motion passed unanimously.

At 9:10 p.m. Debbie Goddard moved and Peter Capek seconded the motion to leave Executive Session. Motion passed unanimously.

RESOLUTION #35 – Indemnification of Director and President of Board of Trustees

RESOLVED, that the Board of Trustees hereby indemnifies Ossining Public Library Director, Karen LaRocca-Fels and Ossining Public Library President of the Board of Trustees, Matthew Weiss in the litigation involving Executive Cleaning Services.

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #35. Motion passed unanimously.

The Board of Trustees reached consensus to select Sarah Colon to fill the unexpired term of Stephanie Unger that expires June 30, 2018.

Adjournment

At 9:13 p.m. Lucinda Manning moved and Peter Capek seconded the motion to adjourn the November 13, 2017 Special Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director