

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, September 17, 2018, 7:00 p.m.

MEETING MINUTES (Revised)

In Attendance: Matthew Weiss, *President*, Alice Joselow, *Vice President*,
~~Madeline Zachacz, Secretary~~; Peter Capek, Lucinda Manning,
~~Cecilia Quintero, Shandi Speller~~

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

Others: Allison Midgley, Ossining resident

Call to Order

At 7:15 p.m. President Matthew Weiss called the September 17, 2018 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 Revised Minutes of the August 27, 2018 Rescheduled Regular Meeting of the Board.

Peter Capek moved and Alice Joselow seconded the motion to approve the August 27, 2018 Revised Meeting Minutes. Motion passed unanimously.

Public Comment

Allison Midgley

Director's Report and Personnel Report

- Lydia Aulestia is returning as a part time employee
- Sexual Harassment training has been completed – next there will be additional training for supervisors.
- Fourteen staff members completed excellent CPR Training at Phelps
- Sidewalk and concrete work – almost finished. Grinding and repainting of iron railings has begun
- Lobby roof continued leaks – caulked numerous times – we are looking into removing all old caulk and replacing with new.
- We have received the Building Permit from the SED for the HVAC Project
- Flyer for 125th fundraising 11/3/18 event – Wine and cheese - Friends to have raffle prizes and silent auction items – 60s costume contest
- 125th Commemorative journal for fundraising purposes
- September 28 – one final concert planned by Alan Marzelli in honor of the 125th – tickets still available
- Launch of Parent Connection by EXCITE team
- Refreshed e-mail newsletter

- Next project for refreshing is the Update
- Launch of Springshare's LibInsights program for data collection of programs
- OPL represented at Briarcliff Library Day
- Met with Neighbors' Link to discuss ways to better collaborate in services for Latino community
- Dance for PD program
- BEAMS program regrouped
- BEAMS and BOB students were treated to field trip on the Hudson River Sloop Clearwater
- Working on Ideation session (EXCITE methods) to do with Adult Services staff
- PLDA looking into migrating to a new integrated library system (ILS) – we are currently using SirsiDynix and Workflows.
- Auto renewal turned on
- Karen asked to chair PLDA Construction Grant Committee
- Molly, Guillermo, Linda met with OUFSD at Park School and new families
- Summer food – 127 meals distributed per week – thank you to Building & Grounds staff
- Three surprise fire drills planned
- New Theater curtain to be installed in early October
- OPL Blog up and running

Payroll Approvals – the Board approved payrolls for August 31 and September 14.

Committee Reports

President's Report

- November 3 – “Mad for the Library” Celebration
- September 26 – “The Origins of the Ossining Public Library”
- Heads up re: ads being sold for 125th Commemorative Journal – Board should take out a full page ad – all voluntary, not obligated. Deadline 11/3

Policy and Bylaws & Personnel – Draft of Revised “Use of Meeting Room Policy” and associated documents for review

- Concerns about p. 3 “solicitations” – requires further discussion

Finance Committee

- Surplus from the two non-filled FT position – advise BOT
- Capital fund line: roof replacement needed in 10 years

Building and Grounds

- Lucinda sent out highlights
- One more Focus Group on Space Assessment suggested by Karen
- Space Consultant recommended
- Lucinda recommended B&G meeting for planning purposes

Resolutions

RESOLUTION #19 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated September 17, 2018 as presented by the Unpaid Bills report of September 17, 2018 reviewed by the Board.

Alice Joselow moved and Peter Capek seconded the motion to approve Resolution #19. Motion passed unanimously.

RESOLUTION #20 – Director’s Performance Review

RESOLVED, that the Board of Trustees approves an annual salary increase for Library Director, Karen LaRocca-Fels upon the completion of her 2017-2018 annual performance review. Effective September 1, 2018 Karen’s annual salary is \$123,860.58 (2.25% increase).

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #20. Motion passed unanimously.

New Business

- Long Range Planning Goals Matrix Update
- Lucinda asked for possible EXCITE presentation to Board

Public Comment – None

Executive Session

At 8:23 p.m. Alice Joselow moved and Peter Capek seconded the motion to enter into Executive Session to discuss union contract and personnel.

At 9:05 p.m. Alice Joselow moved and Peter Capek seconded the motion to leave Executive Session. Motion passed.

Adjournment

At 9:07 p.m. Alice Joselow moved and Peter Capek seconded the motion to adjourn the September 17, 2018 Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director