

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, October 15, 2018, 7:00 p.m.

Revised MEETING MINUTES

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: Craig Olivo, Esq.

Call to Order

At 7:04 p.m. President Matthew Weiss called the October 15, 2018 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Executive Session

At 7:05 p.m. Matthew Weiss moved and Alice Joselow seconded the motion to enter into Executive Session to discuss contract negotiations.

At 8:02 p.m. Matthew Weiss moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed.

Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the September 17, 2018 Regular Meeting of the Board. *Tabled until next meeting.*

Public Comment - None

Director's Report and Personnel Report

- Cheryl Cohen is retiring at the end of November
- Marci Dressler retiring in January. Search for new Head of Children's Services to begin.
- Sidewalk and concrete work was completed in September
- Refinished Iron railings look lovely
- B&G committee met to discuss space planning and HVAC system
- November 3 "Mad for the Library" 125th Anniversary event
- Commemorative Journal
- Words & Music Concert great!
- Parent Connection project – end of September kick-off

- BEAMS six week session started October 10
- Karen is overseeing the Rotary dictionary and thesaurus project
- Revisions to policies – committee met on October 11 to review
- Karen will be speaking at WLA’s program: “Immigration and Library Service in 2018” on October 19.
- Attended WLS Trustee Institute led by Lauren Moore
- In discussions with Mary Murphy to start a Bob Minzesheimer Memorial Author Series
- Migration to new ILS

Payroll Approvals – 9/28/18 and 10/12/18 payrolls approved by the Board.

Committee Reports

President’s Report

- Suggested “exit interview” with Alan Marzelli
- Solicited space planners – one visited OPL to date
- Upcoming WLS LGBT Community event

Policy and Bylaws & Personnel

- Committee met earlier last week to discuss and revise policies: Use of Meeting Rooms, Purchasing Policy. New Sexual Harassment policy received from attorney.

Finance Committee – no report

Building and Grounds – Lucinda shared handout

Resolutions

RESOLUTION #21 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated October 15, 2018 as presented by the Unpaid Bills report of October 15, 2018 reviewed by the Board.

RESOLUTION #22 – Personnel Changes

RESOLVED, that the Board of Trustees accepts with regret, the retirement of Cheryl Cohen and approves the following personnel change:

| Name | Position | Department | FT/PT | Pay Rate | Effective Date |
|---------------------------|---------------|----------------|-------|-------------|----------------|
| <i>New Hire:</i> | | | | | |
| Lisa Ann Eickler | Library Clerk | Circulation | PT | \$18.49/hr. | 10/16/2018 |
| <i>Retirement:</i> | | | | | |
| Cheryl Cohen | Librarian II | Adult Services | FT | \$79,857.96 | 11/30/2018 |

RESOLUTION #23 – Clean Air Honeywell Upgrade Proposal

RESOLVED, that the Board of Trustees approves the September 5, 2018 Clean Air Honeywell N4 Webs Upgrade Proposal in the amount of \$8,200.

RESOLUTION #24 – Simpson Gumpertz & Heger Wall Evaluation Estimate

RESOLVED, that the Board of Trustees approves the September 17, 2018 Simpson Gumpertz & Heger Wall Review and Evaluation estimate in the amount of \$1,500.

RESOLUTION #25 – OLA Additional Services for HVAC Project

RESOLVED, that the Board of Trustees approves the October 12, 2018 Additional Services Request No. 1 from OLA Consulting Engineers for HVAC *SED Project #661401036014003* in the amount of \$6,400.

RESOLUTION #26 – Words & Music Concert Donation

RESOLVED, that the Board of Trustees gratefully accepts a check for \$3,000 from Alan Marzelli, Co-Founder & Curator, Words & Music Concert Series. This donation represents the net proceeds from “An Evening with Kenny White”, the special Words & Music concert held on September 28, 2018 in conjunction with the Library’s 125th anniversary celebration. This contribution is made for the purpose of supporting the Library’s free programs provided to the community and may be used at the discretion of the Library Director and the Board of Trustees.

RESOLUTION #27 – Revisions to Use of Meeting and Performance Spaces by Outside Organizations Policy

RESOLVED, that the Board of Trustees approves the 10/15/18 revisions to the Use of Meeting and Performance Spaces by Outside Organizations Policy; Meeting and Performance Space Application and Fee Schedule.

RESOLUTION #28 – Revisions to Purchasing Policy

RESOLVED, that the Board of Trustees approves the 10/15/18 revisions to the Purchasing Policy.

RESOLUTION #29 – New Sexual Harassment Policy and Complaint Form

RESOLVED, that the Board of Trustees approves the new Sexual Harassment Policy and Complaint Form dated 10/15/18.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolutions #21 through #29. Motion passed unanimously.

Old Business

- Space Assessment and Planning

New Business

- WLS Annual Meeting, November 15, 2018, 9:00 AM

- Clean Air Quality Service 9/5/2018 Proposal – Honeywell N4 Webs Upgrade
- Simpson, Gumpertz & Heger 9/17/2018 estimate in the amount of \$1,500 to review and evaluate the wall survey readings
- OLA Additional Services Request No. 1 for HVAC *SED Project #661401036014003* in the amount of \$6,400

Public Comment - None

Adjournment

At 8:40 p.m., Alice Joselow moved and Madeline Zachacz seconded the motion to adjourn the October 15, 2018 Regular Monthly Meeting of the Board.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director