

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, September 14, 2020, 7:00 p.m., Remote

MEETING MINUTES

The following people acknowledged their presence remotely:

Board of Trustees: Matthew Weiss, President; Alice Joselow, Vice President;
Cecilia Quintero, Secretary; Amanda Curley, Althema Goodson,
Lucinda Manning, Shandi Speller

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director;
Kathy Beirne, Secretary to Library Director

Call to Order

At 7:05 p.m. Matthew Weiss called the September 14, 2020 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance – the Pledge of Allegiance was recited by all those present remotely.

Approval of Prior Meeting Minutes

Motion to accept the amended minutes of the August 17, 2020 Regular Meeting of the Board. Shandi Speller moved and Cecilia Quintero seconded the motion to accept the meeting minutes. Motion passed. Matthew Weiss abstained.

Public Comment - None

Director's Report and Personnel Report

- Addition of more services continues weekly – we are currently in Phase 2
- Molly did a great job with public postings, website, and signs throughout OPL
- *Library by Appointment* started – 3 hour spots on second floor for quiet work
- Children's and Teens *Library by Appointment* for 30 minutes – may possibly begin next week
- Karen and Molly are working on a plan for the lower level use.
- Programs – digital or outdoors – activity kits
- Numerous B&G issues – A/C, building temperatures, stormwater drainage, and sink hole
- Annual Meeting will be digital – October/early November
- Library will be a designated polling place in November. Sink hole concern was brought to the attention of the Board of Elections.
- Francesca Lombardo – accepted a full time position in Scarsdale. She will be staying on as with OPL in a Part Time Available position (Sub).
- Janice Noto-Helmets is now in Adult Services as a Library Assistant.
- Thirteen library directors (including Karen) sent letter to WLS re: IT Audit. New SLA – no metrics or performance measurements.
- Karen requested additional information on WLS IT bill – no response from WLS yet.
- Allison has prepared a list of WLS computers that can be dropped and shift made to

Chromebooks.

- Thank you to the **Friends** for the gift given to each staff member that included: milk and cookies and a \$25 Amazon gift card.
- Job goals – career assistance
- Village Historian, Joyce Cole – Ossining residents coping with COVID
- Teens – Ecology and Environmentalism program. Suzy is working with Parks and Recreation Department.
- Weeding and removing shelves
- We have been approached by OUFSD to provide study spaces. Streaming is an issue. The Village is providing 10 tables to the district. The Board has concerns about this kind of program specifically, the supervision of students and technology concerns.

Committee Reports

President's Report – No Report

Policy and Bylaws & Personnel

Employee Handbook, Public Access to Records Policy & Application, Use of Meeting & Performance Spaces by Outside Organizations Policy. Policies presented for approval under resolutions.

Finance Committee – No Report

Building and Grounds – Meeting to be scheduled soon. Jim Dolan to submit his report.

Resolutions

RESOLUTION #49 – Approval of the Revised Employee Handbook

RESOLVED, that the Board of Trustees approves the 7/20/2020 revisions to the Employee Handbook.

Lucinda Manning moved and Cecilia Quintero seconded the motion to approve Resolution #49. Motion passed unanimously.

RESOLUTION #50 – Approval of the Public Access to Records Policy & Application

RESOLVED, that the Board of Trustees approves the Public Access to Records Policy and Application revised 08/17/20.

This resolution was tabled.

RESOLUTION #51 – Approval of the Revised Use of Meeting & Performance Spaces by Outside Organizations Policy

RESOLVED, that the Board of Trustees approves the revised Use of Meeting & Performance Spaces by Outside Organizations Policy. It should be noted that this revised policy temporarily supersedes the policy adopted by the Board on October 15, 2018.

Cecilia Quintero moved and Lucinda Manning seconded the motion to approved Resolution #51. Motion passed unanimously.

RESOLUTION #52 – Approval of WLS Semi-Annual IT Invoices

RESOLVED, that the Board of Trustees approves the payment of the second half of the 2020

WLS IT invoices in the amounts of \$60,640.99 and \$800.00 (CapiraMobile payment previously approved).

This resolution was tabled.

(Matt commented that the Board is responsible for reviewing detailed bills and this bill does not have any.)

RESOLUTION #53 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Re-Classification:</i>					
Janice Noto-Helmers	From: Graphic Designer To: Library Assistant	Adults	PT	\$26.62/hr.	8/17/2020
<i>Resignation:</i>					
Francesca Lombardo	Library Assistant	Adults	PT	\$28.25/hr.	9/4/2020
<i>Request for Leave of Absence:</i>					
John Hawkins	Librarian I	Adults	PT	\$43.88/hr.	9/4-12/31/20

Alice Joselow moved and Amanda Curley seconded the motion to approve Resolution #53. Motion passed unanimously.

Old Business

- Equity Discussion
Next meeting – Monday, 10/5/20, 7:00 PM. Add item for discussion – Posting on Website: Racial Equity in Adult Section. Also, per Karen, Librarians are working on something as a resource for the community.
- Long Range Strategic Plan
Karen is gathering information – she suggested perhaps the Policy Committee or group of Trustees could work through summaries of consultants. Policy Committee OK with this.
- WLS IT

RESOLUTION #54 – Endorsement of the 9/08/20 PLDA Letter to WLS

RESOLVED, that in an effort to improve the technology in our Library, the Board of Trustees endorses the efforts of the thirteen Library Directors’ September 8, 2020 letter of concern sent to WLS Trustees, Executive Director, PLDA, and Library Directors, regarding the performance of the WLS IT.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #54. Motion passed unanimously.

New Business

- Stormwater Facility Inspection – John Tortoso is awaiting a proposal on the recommended repairs.

Public Comment - None

Executive Session

At 8:38 PM Alice Joselow moved and Amanda Curley seconded the motion to enter into Executive Session. Motion passed unanimously.

At 9:05 PM Cecilia Quintero moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:05 PM Cecilia Quintero moved and Alice Joselow seconded the motion to adjourn the September 14, 2020 Regular Meeting of the Board of Trustees.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director