

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, October 19, 2020, 7:00 p.m., Remote

MEETING MINUTES Revised

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; John Tortoso, Building Consultant

Others: Jim Dolan, OLA Engineering

Call to Order

At 7:02 p.m. Matthew Weiss called the October 19, 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 Minutes of the September 14, 2020 Regular Meeting and the September 21, 2020 Special Meeting/Executive Session of the Board of Trustees. Amanda Curley moved and Cecilia Quintero seconded the motion to accept the Meeting Minutes of September 14 and 21, 2020. Motion passed unanimously.

Public Comment - None

Director's Report and Personnel Report

- Amanda complimented Ignyra's news letter and video and Diana's team's work on racism and diversity.
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- Alice commented on the planned quarterly staff meetings to be good for team building.
- Grant Schneider survey results coming soon
- Matt asked if there is a maximum amount allowed for Professional Development
- It was agreed to have the Policy Committee review the prospective consultants' proposals for the new Long-Range Strategic Plan.

New Business

- HVAC Planning – Jim Dolan gave an overview of his October 16, 2020 Report and discussed the repairs that are needed to AC #4. He updated the

recommendations with 3 potential Phases to consider. Phase 2: Remove and replace AC-4 with new 40-ton Rooftop unit. Install new Rooftop unit (RTU-6) to serve Mezzanine level. Phase 3: Remove and replace AC-5 with a new 30-ton Rooftop unit. Upgrade wells with additional controls for a finer control of the system. Install radiant ceiling panels along glass for perimeter heating on Upper level. Rezone interior and perimeter spaces with VAVs on Upper level. Provide radiant heating/re-zoning of Main level. Add 2nd supplemental boiler. Phase 4: (if necessary) Replace remaining AC units with indoor Air Handling units (AHUs). Install a new 60-ton air cooled Chiller.

*Gas due to be turned on this week for the new boiler.

- COVID Strategies: Maintain continuous operation of AC units and HVAC fans (operate 2 hours before and 1 hour after occupancy) – adjust setback temps to be modest. Keep outside air dampers open to improve ventilation. Increase ventilation rate wherever possible. New RTUs would have 100% outside air capability for free cooling and improved ventilation, building flush out capability. Install MERV-13 filtration for AC-3 to improve indoor air quality. Not recommended for remaining AC units due to current issues with low airflow. Schedule consistent building flush outs to ensure the building is achieving at least 3 air changes per hour (ACH)
- Next Steps: Review and select priority projects to proceed. Get design documents of near-term projects to obtain more reliable costing. Implement as Retro-commissioning process for best outcome.
- Going Forward: OLA can provide a proposal to address the RetroCx of RTU-4 and RTU-6 (Revise 2017 proposal)
- The financial aspects are a definite problem – Lucinda asked for ideas about funding.
- AC #5: Basket repair expense proposal rather high – John Tortoso will explore others
- John Tortoso commented on the Stormwater silt in the system and filters need changing along with repairs. Sterling will pull out the silt which should minimize the use of the pump truck to one day. Matt asked if the sinkhole is affecting this – that remains to be seen.

Committee Reports

President's Report – Matt gave a brief update. He continues to attend WLS Board of Trustees meetings. He would sincerely like to get the WLS Board's attention to the fact that they are supposed to be liaisons to their respective libraries and that is not happening.

Policy and Bylaws & Personnel – *Policy Committee Notes, Public Access to Records Revised Policy and FOIL Application, First Reading of Professional Development & Professional Membership Policy*

Amanda commented on the Policy Committee Chart presented that captures the discussion on policies to date, some of which are still in discussion.

Finance Committee – Karen pointed out that the Audit starts on Wednesday,

10/22. Budget planning time begins in December so a joint meeting will be planned soon.

Foundation Committee – Althema and Karen will be meeting tomorrow morning to strategize.

Resolutions

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

RESOLVED, that the Board of Trustees approves the Public Access to Records Revised Policy and FOIL Application.

Amanda Curley moved and Shandi Speller seconded the motion to approve Resolution #50. Lucinda Manning abstained. Motion passed.

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).

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #52. Motion passed unanimously.

RESOLUTION #55 – Approval of LGS-1 Retention & Disposition Schedule

RESOLVED, By the Ossining Public Library Board of Trustees, that *Retention and Disposition Schedule for New York Local Government Records LGS-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Shandi Speller moved and Amanda Curley seconded the motion to approve Resolution #55. Lucinda Manning abstained. Motion passed.

RESOLUTION #56 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Promotion:</i>					
Marie Pierre	From: Librarian I PT To: Librarian I FT	Teens/Adults	FT	\$59,365.84/yr.	9/30/2020

Request for Leave of Absence:

Maggie Leung	Library Clerk PT	Circulation	PT	\$19.87/hr.	10/28/2020- 10/27/2021
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Cecilia Quinter moved and Amanda Curley seconded the motion to approve Resolution #56. Motion passed unanimously.

RESOLUTION #57 – Board of Trustees’ Formal Complaint to the WLS Board of Trustees

RESOLVED, that as a result of the WLS Board of Trustees’ inattention and lack of regard for the stipulation of Article One, Section Two of the WLS By-Laws, which reads in part:

“Section 2. The principal responsibilities of the Trustees shall be to ... act as liaisons between the System and their respective library districts and shall become well-informed about the issues and concerns of their respective libraries by remaining in contact with the local Board(s) of Trustees and Director(s)”

NOW THEREFORE, the Board of Trustees of the Ossining Public Library registers a formal complaint that its needs are unmet and request a replacement Trustee should the situation remain unsatisfactory.

This resolution was tabled.

RESOLUTION #58 – Approval of The Network Support Company Retainer Renewal

RESOLVED, that the Board of Trustees approves The Network Support Company Retainer Renewal dated 10/8/2020 for an additional term of 12 months effective September 1, 2020.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #58. Motion passed unanimously.

RESOLUTION #59 – Approval of the Clean Air Quality Service Proposals for AC #5

RESOLVED, that the Board of Trustees approves the Clean Air Quality Service Proposals dated 9/25/2020 for AC #5 (1) in the amount of \$15,550 for New Compressor, Operation Valves and all necessary accessories and (2) in the amount of \$16,140 for Water to refrigerant heat exchanger coil.

Matthew Weiss moved and Amanda Curley seconded the motion to approve Resolution #58 **pending the receipt of a detailed, itemized list of repairs and parts including labor and warranties.** Shandi Speller abstained. Motion passed.

RESOLUTION #60 – Approval of Repairs to Stormwater System

RESOLVED, that the Board of Trustees approves the Proposals from Sterling Stormwater Service in the amount of \$8,800 for necessary repairs and installation of filter cartridges, etc. and inspection of work performed by a 3rd party vacuum truck contractor. The vacuum/pump truck will be provided by Fred A. Cook Service at the rate of \$4,000 per day for a maximum of two days @ \$8,000.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #60 **pending the receipt of a detailed, itemized list of repairs and parts including labor and warranties.** Motion passed unanimously.

Public Comment - None

*Karen advised the Board that the Library will be a polling place on November 3. There will be no browsing, library by appointment only and curbside pickup will be upstairs.

Executive Session

At 8:29 PM Cecilia Quintero moved and Alice Joselow seconded the motion to enter into Executive Session. Motion passed unanimously.

At 9:09 PM Cecilia Quintero moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed unanimously.

RESOLUTION #61 – Approval of Confidential Employee Salary Increase

RESOLVED, that the Board of Trustees approves a retroactive 2% salary increase for Confidential Employee #4422 effective July 1, 2019 and a 2% retroactive salary increase effective July 1, 2020.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #61. Motion passed unanimously.

Adjournment

At 9:11 PM Alice Joselow moved and Amanda Curley seconded the motion to adjourn the October 19, 2020 Regular Meeting of the Board of Trustees.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director