

**OSSINING PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Regular Monthly Meeting**  
**Monday, January 25, 2021, 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 (arrived at 7:26PM), Shandi Speller

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

Others: Dennis Neuberger, President of *The Friends*; Al Coster, Baldessari & Coster; Michael Holmes, INSIGHTS4U; Jonathan Marshall, WLS Board Trustee, District 2, Ossining/Tarrytown/Briarcliff

Call to Order

At 7:03 p.m. President Matthew Weiss called the January 25, 2021 Regular Meeting of the Board of Trustees to order.

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

Audit Review: 2020

- Review by Baldessari & Coster Auditor, Al Coster  
Al Coster thoroughly reviewed the June 30, 2020 Audit with the Board. Al mentioned that Bob Majernik is doing a great job which makes things easy for them.

Friends of the Library Update: President Dennis Neuberger commented on the following:

- Thank you to team – Barbara, Bonnie and Michele
- Deliveries down due to COVID
- Peace Corps
- Maryknoll deliveries
- Discussion regarding financing of the piano restoration
- Election of the Friends may not be on the Website Friends Page yet
- Matt asked if the Friends would be interested in conducting an outdoor book sale in the warm months – Dennis will ask the team and get back to the Board
- Anonymous donor paid for renewal of Board membership with the Friends

Public Comment

Jon Marshall, WLS Board Trustee District #2, commented:

- WLS IT activities still to be discussed – SLA on agenda for WLS Board meeting tomorrow night
- Goal to work together to improve network, etc.
- Save-the-Date: March 3, 2021, 7:00PM, Zoom, Trustee Institute – Jerry Nichols –

## “Roles and Responsibilities of Library Boards and Directors”

### Committee Reports

#### **Long Range Strategic Planning Committee:**

*Update: Michael Holmes, INSIGHTS4U*

Michael commented on the following:

- We’ve gotten off to a good start
- Timeline sent earlier of the actual process
- One-on-one with Board and Senior Staff members – two Board Trustees left to meet with
- Enthusiasm for 2021-2024 with a focus on alignment of diversity, equity and inclusion
- What is the vision of the plan?
- Strategies – track milestones
- Template option recommended
- Some cautions – everyone needs to “buy-in” to the 100% commitment
- Need for real, candid conversations

### Director’s Report and Personnel Report

- Draft 2021-2022 Budget – goal to complete in next three weeks
- New Broadband is installed
- Looking forward to Allison’s return
- E-Rate – Huge thank-you to Oscar Davis, Board President of the Mt. Vernon Library, for sharing his time and expertise helping Karen with the required documentation.
- Library services are holding steady
- Keeping an eye on staff COVID cases
- Staff working from home when possible
- Strain on staff due to cases of COVID
- Congratulations to Suzy Zavarella completing her MSLIS
- Virtual Annual Meeting
- Piano fund raiser – great response!
- The New Year cards from the Board were well received
- Suzy is rescuing an Arts Westchester grant
- Mt. Vernon organizing Urban Library Group of larger libraries – more diverse group
- Thank you to Molly for attending the Ossining/Tarrytown meetings in Karen’s place
- Ossining School Board – 12/9/2020
- Ignayra working with Nancy Arroyo – Homework Help and advanced Math tutoring
- Marie and Suzy – NYLA Developing Leaders
- Pam Keemer accepted by University of Buffalo Library School
- COVID – Ossining numbers steadily increasing. Not many children present in library.

### Committee Reports

#### **President’s Report**

Matt suggested the creation of Trustees’ outreach committee (where Board spheres of influence lie)

#### **Policy and Bylaws & Personnel:**

*Review Board Performance*

Lucinda forwarded additional considerations to the Board via email

Amanda asked that a Policy Committee meeting be scheduled to review the Policy Tracking. (Kathy will update Policy Tracking document asap.)

**Building and Grounds:**

*HVAC Discussion*

Building and Grounds Committee meeting - Clean Air proposal for only 1/2 of the proposal to fix A/C#5 – November noticed another problem with A/C#5. Discussed what happened and why. Clean Air thought they had given us the additional proposal. We are wearing through equipment. We have an annual check-up - preventative maintenance only. We will do repairs to bide us more time.

**RESOLUTION #76 – Approval of Clean Air Proposal**

**RESOLVED**, that the Board of Trustees approves the Clean Air Proposal dated 01/07/2021 pertaining to AC#5 New Compressor, Valves, and 4 Evaporator Coils, in the amount of \$29,775.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #76. Motion passed 6-0. Shandi Speller abstained.

*Modular Spaces Update*

Molly reported that electric is adequate. Ventilation needs minor adjustments – Clean Air proposal. Sprinkler service is adequate. Looking at April/May for modular wall installation.

State contract for security cameras – Molly to reach out to them

New carpeting estimate where needed. Older carpets were cleaned – hadn’t been since they were originally installed in 2007.

**Foundation Committee:**

*Steinway Piano Fundraiser*

Thank you to volunteer Leslie Allen – donor match to this week’s total donations for the piano.

Upgrade Theater next and purchase of modular spaces - \$75,000 for all 3 “fund raise-able” items.

**Resolutions**

**RESOLUTION #73 – Personnel Changes**

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

| Name                     | Position           | Department | FT/PT | Pay Rate    | Effect. Date   |
|--------------------------|--------------------|------------|-------|-------------|----------------|
| <i>Leave of Absence:</i> |                    |            |       |             |                |
| Lidya Aulestia           | Sr. Lib. Clerk, SS | Tech       | PT    | \$25.34/hr. | 01/04-02/04/21 |
| Tony Apollonio           | Cleaner            | B&G        | PT    | \$21.12/hr. | 01/08-02/07/21 |

*New Hires:*

|                |      |                |    |             |            |
|----------------|------|----------------|----|-------------|------------|
| Seidner, Emily | Page | Circulation    | PT | \$13.00/hr. | 12/01/2020 |
| Mauri, Vicenta | Page | Adult Services | PT | \$13.00/hr. | 12/07/2020 |
| Flood, Shealyn | Page | Circulation    | PT | \$13.00/hr. | 12/11/2020 |

**Resignation:**

|              |              |                |    |             |            |
|--------------|--------------|----------------|----|-------------|------------|
| John Hawkins | Librarian II | Adult Services | PT | \$43.88/hr. | 12/31/2020 |
|--------------|--------------|----------------|----|-------------|------------|

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #73. Motion passed unanimously.

**RESOLUTION #74 – Approval of Board Evaluation**

**RESOLVED**, that the Board of Trustees approves “A Library Board’s Practical Guide to Board Self Evaluation”, Association of Library Trustees, American Library Association 2008 with such Board Evaluation to be done during the first quarter of each calendar year.

Alice Joselow moved and Amanda Curley seconded the motion to approve Resolution #74. Motion passed unanimously.

**RESOLUTION #75 – Acceptance of Donations**

**RESOLVED**, that the Board of Trustees gratefully accepts the following donation:

- \$100 donation and matching IBM grant from W. Jean Horkans

Althema Goodson moved and Alice Joselow seconded the motion to approve Resolution #75. Motion passed unanimously.

**RESOLUTION #77 – Approval of Stipulation of Agreement Amendment Between the Ossining Public Library and the Assistant Library Director**

**RESOLVED**, that the Board of Trustees approves the Stipulation of Agreement Amendment dated January 25, 2021 between the Ossining Public Library and Assistant Director, Molly W. Robbins.

Cecilia Quintero moved and Lucinda Manning seconded the motion to approve Resolution #77. Motion passed unanimously.

**RESOLUTION #78 – Approval of the 2020 Audit**

**RESOLVED**, that the Board of Trustees approves the Audit for the fiscal year ending June 30, 2020.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #78. Motion passed unanimously.

Shandi Speller asked why the Financial Statements aren’t separate. We need to revisit the position of Treasurer.

Old Business - None

New Business

Althema and Cecilia asked if we could obtain Michael Holmes’ slides from his presentation.

Public Comment – Jon Marshall commented that meeting was very informative – he is listening and learning.

Executive Session

At 9:02 PM Amanda Curley moved and Cecilia Quintero seconded the motion to enter into Executive Session. Motion passed unanimously.

At 9:20 PM Amanda Curley moved and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:20 PM Amanda Curley moved and Cecilia Quintero seconded the motion to adjourn the January 25, 2021 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne*  
*Secretary to Library Director*