

OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting
Monday, November 16, 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. President Matthew Weiss called the November 16, 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 October 19, 2020 Regular Meeting and the October 26, 2020 Special Meeting of the Board of Trustees.

Cecilia Quintero moved and Amanda Curley seconded the motion to accept the Regular Meeting Minutes of October 19, 2020 and the Special Meeting Minutes of October 26, 2020. Motion passed unanimously: 7-0

Public Comment - None

Director's Report and Personnel Report

- Response to the rising numbers of COVID cases – no new services added for November. Curbside pickup in front of Library going well.
- Repair to A/C #5 - breakdown of proposed repair received and parts ordered.
- Stormwater proposed repair breakdown also received and parts ordered.
- Canopy Roofing was in to look at leak in roof.
- Fiber connection made last week
- NSC to install new network and WIFI
- Allison and Karen researching phone systems – sticker shock re: licensing fees. NSC to help with different choices.
- Toshiba printer contract
- PLDA Committee – IT Options Committee
- Interface with WLS – negotiating how to access their computer system
- Karen recommends using an E-Rate consultant since it is such a complex process. This would ensure best possible outcome.
- Personnel evaluation forms revised to focus on goals-orientation.

- Planning for possibility of work at home for staff in a more orderly fashion.
- Allison's maternity leave. She has covered all important bases for staff support while she is away.
- 1st Village Coffee donation of bakery treats for staff – staff very thankful!
- Election Day polling went smoothly
- Mallory is working on a virtual Annual Meeting
- Mallory's participation in Non-Profit Westchester – very happy with
- Marie Pierre has been accepted in NYLA Developing Leaders Cohort

Committee Reports

President's Report – Matt commented on the email from Karen regarding the WLS Annual Meeting. WLS notified the Library Director but not the Trustees.

Sample of Board Evaluation – evaluate ourselves. Matt suggested Board consider using it. He encouraged everyone to take a look at it and asked that it be added to next Board meeting agenda. The evaluation is 29 pages in length – paper copies will be printed for any Board member who would like one.

Policy and Bylaws & Personnel:

First Readings:

Vulnerable Adults Policy – New policy gives librarians direction. Department Heads suggested additions. How will library communicate it to the public especially groups involved with vulnerable adults? Include in Librarian-in-Charge training.

A possible last sentence addition to 2nd paragraph would be:

Families or organizations are to be contacted for their Vulnerable Adults who have repeated instances requiring intervention.

Internet Acceptable Use Policy with CIPA Information Included – Karen learned that we did not have appropriate wording. E-Rate funding required certain language and filters to be CIPA compliant. WLS verbiage added to our policy.

Law Enforcement Inquiries Policy – Time for the Board to review to be aware of what we have as a policy – to assure the public. Neighbors' link training – if an ICE request comes in we handle it properly.

Second Reading:

Professional Development & Professional Membership Policy – Resolution #61

Finance Committee – There is a favorable budget balance. We need to strategize for the Budget.

A forensic audit was suggested to assure that we are getting what we are paying for. There is some oversight with John Tortoso. The Board votes on certain large expenses. Creation of a grid with building inspections and spending with vendors was suggested. Finance Committee to report back to the Board.

Alice Joselow left the meeting at 8:43 PM due to computer problem.

Building and Grounds –Committee met last week to review recommendations made by Jim Dolan and library space planning – modular office meeting spaces.

The committee feels it is prudent to start working towards implementing HVAC Phase II and an additional piece. Cooling system, A/C #4 roof top unit, Mezzanine roof top unit and well system controls upgrade. Look into the feasibility of bonding or doing it piecemeal and try to get grant funding. Proposal from Jim Dolan – submit work to SED.

Modular Office Spaces Plan – distancing staff and potential for future meeting space. We are waiting on cost estimate regarding air flow that may be affected.

Priorities: Special programs, technology and computer training, small meeting spaces.

Dattner Plan:

Modular office spaces – build off the existing walls. During COVID – temporary office space, small meeting and conference rooms = flexibility.

Help us address conference room space:

- 1.) Behind Information Desk – multi-functional conference room
- 2.) Alongside Adult Services corner – two offices for Teen Services
- 3.) Outside Business Office to the left of balcony – single small conference room

10-12 weeks for modular installation – question as to how they will impact air flow - study to be done. Total cost \$60,000. We already have the electrical drops installed.

Foundation Committee

Meeting scheduled for 11/18/20 to set up an aggressive plan.

Resolutions

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

RESOLVED, that for the past three years the WLS Board of Trustees has neglected to uphold and honor its responsibilities to the Ossining Public Library Board of Trustees as stipulated in 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 with the WLS Board of Trustees that three years without contact with our WLS Representative is unacceptable. There needs to be compliance with the WLS By-Laws.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #57. Motion passed. 6-0

RESOLUTION #61 – Approval of the Professional Development & Professional Membership Policy

RESOLVED, that the Board of Trustees approves the Professional Development & Professional Membership Policy.

Cecilia Quintero moved and Shandi Speller seconded the motion to approve Resolution #61. Motion passed. 6-0

RESOLUTION #62 – Approval of the INSIGHTS 4U Engagement Approach Proposal

RESOLVED, that the Board of Trustees approves the *Ossining Public Library 2020-2023 Strategic Plan and Board Development – Engagement Approach Proposal* up to \$20,000 as quoted by Michael T. Holmes of INSIGHTS 4U.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #62. Motion passed. 6-0

RESOLUTION #63 – Acceptance of Donation for “Red Shoes Sunday”

RESOLVED, that the Board of Trustees accepts with gratitude a \$500 donation from the Scarborough Presbyterian Church for “Red Shoes Sunday” held in memory of Bob Minzesheimer.

Cecilia Quintero moved and Shandi Speller seconded the motion to approve Resolution #63. Motion passed. 6-0

RESOLUTION #64 – Approval of the Toshiba Managed Print Services Proposal

RESOLVED, that the Board of Trustees approves the *Managed Print Services Proposal Option #___ for ___ months in the amount of \$_____,* dated 10/7/2020.

This resolution was tabled until January meeting.

New Business

- BOT 2021 WLA Membership – membership for all Board members will be renewed for 2021.

Public Comment - None

Althema asked where we are with guidelines for COVID. What is our baseline?

Karen is moving towards staff to work from home in next week or so. We will maintain current services but if things get worse the first suspension will be browsing hours. We will keep curbside pickup, library by appointment and virtual programs.

We are considered “essential employees” and will do whatever the Governor says.

We may be hit by waves of staff quarantine which would cause staffing shortage. Department Heads are talking about cross-training.

Shandi asked about the periodical collection.

Amanda asked if Board can attend library virtual programs on diversity and cultural equity.

Executive Session

At 9:12 PM Lucinda Manning moved and Cecilia Quintero seconded the motion to enter into Executive Session. Motion passed. 6-0

At 9:19 PM Cecilia Quintero moved and Shandi Speller seconded the motion to leave Executive Session. Motion passed. 6-0

Adjournment

At 9:19 PM Cecilia Quintero moved and Amanda Curley seconded the motion to adjourn the November 16, 2020 Regular Meeting of the Board of Trustees.

Respectfully submitted,

Kathy Beirne

Secretary to Library Director