

**OSSINING PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Regular Monthly Meeting**  
**Monday, December 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

Others: Dennis Neuberger, President of The Friends; Susan Morduch, WLS  
Board President; Terry Kirchner, WLS Executive Director; Jon Marshall,  
WLS Board Trustee, Ossining/Tarrytown/Briarcliff

Call to Order

At 7:12 p.m. President Matthew Weiss called the December 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.

Public Comment

- Dennis Neuberger – Friends Report:
  - Seniors love the outside Art Show
  - Thank you to team – Barbara, Bonnie, Michele
  - Cedar Manor deliveries
  - Vets – thank you to Diana Lennon for her help – DVDs sent to bases
  - Meeting in January with Peace Corps
  - Financing upgrade of Teen Room, piano, etc.

Matt thanked Dennis for all his efforts.

Lucinda arrived at 7:18 p.m.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 16, 2020 Regular Meeting of the Board of Trustees.

Alice Joselow moved and Shandi Speller seconded the motion to approve the November 16, 2020 Meeting Minutes. Motion passed unanimously.

Discussion with WLS Representatives

WLS Board Trustees Susan Morduch, Jon Marshall and Executive Director Terry Kirchner were present to address the OPL Board's formal complaint regarding the lack of communication between the WLS Board and the OPL Board. (Please refer to Resolution #57 approved during the OPL November monthly meeting.)

Susan Morduch pointed out that the WLS Board is made up of 15 different trustees in 15 different districts. They don't focus on individual libraries; but are more focused on WLS services. She noted that they are working on developing a questionnaire in an effort to open up communication. They have a new Strategy Committee to address a lot of the issues and are trying to make changes within the system.

Jon Marshall commented on making the budget more transparent – there's more that can be done.

Terry Kirchner noted that the WLS Board is reshaping.

The OPL Board would like more communication especially regarding transparency of the WLS budget and technology.

#### Director's Report and Personnel Report

- Mallory is working on the Annual Meeting and is trying to finish by end of December.
- Holiday parking spaces out front of OPL
- Patrons not wearing their masks – rules need to be respected
- Karen has held discussion with department heads regarding services – change to grab & go – no lingering – 30 minutes limit. Furniture to be moved.
- Mallory will send out message to community
- Sink holes completely filled in and patched.
- Stormwater system is in good shape.
- Lucinda asked for Outreach Workshop PowerPoint

#### Committee Reports

**Policy and Bylaws & Personnel:** *Second Readings of:* Vulnerable Adults Policy; Internet Acceptable Use Policy with CIPA Information Included; and Law Enforcement Inquiries Policy

Review Board Performance: Resolution to be presented at next monthly meeting to adopt the survey.

#### **Finance Committee**

They have had a preliminary Budget Discussion and Auditor reviewed the Audit with the committee.

#### **Building and Grounds**

Molly reported that the new boiler system is up and running with a few minor adjustments needed. OLA is on top of the items not quite finished.

Shandi suggested that a Forensic Audit be done on the OPL large building project to ascertain that the project budget was met and everything was done properly: we got our monies worth and the degree to which it is successful or not in 3-6 months.

It was noted that OLA does check the Clean Air invoices.

**Foundation Committee**

Althema reported that the members of the committee met and agreed to start with a small request – piano in the theater. They are seeking suggestions for donation prizes and would like to ramp up fund raising. Maybe have a weekly raffle – committee working on ideas.

Resolutions

**RESOLUTION #65 – Approval of the Vulnerable Adults Policy**

**RESOLVED**, that the Board of Trustees approves the Vulnerable Adults Policy as revised on 11/16/2020.

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #65. Motion passed 5-0.

**RESOLUTION #66 – Approval of the Internet Acceptable Use Policy**

**RESOLVED**, that the Board of Trustees approves the Internet Acceptable Use Policy with CIPA information included.

Lucinda Manning moved and Alice Joselow seconded the motion to approved Resolution #66. Motion passed 5-0.

**RESOLUTION #67 – Approval of the Law Enforcement Inquiries Policy**

**RESOLVED**, that the Board of Trustees approves the Law Enforcement Inquiries Policy.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #67. Motion passed 5-0.

*Note: Need for a “cheat-sheet” if Library Director not in building at the time of law enforcement inquiry.*

**RESOLUTION #68 – Personnel Changes**

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Retirement:</i>					
Carry Cubillos	Cultural Programming Specialist		FT	\$60,845/yr.	01/02/2021
<i>Leave of Absence:</i>					
Tony Apollonio	Cleaner	B&G	PT	\$21.12/hr.	12/08/2020-1/07/2021
<i>Resignation:</i>					
Karen Juliano	Staff Assistant	Business Office	PT	\$25.00/hr.	12/18/2020

Shandi Speller moved and Alice Joselow seconded the motion to approve Resolution #68. Motion approved 5-0.

**RESOLUTION #69 – Approval of Library Director’s Stipulation of Agreement**

**RESOLVED**, that the Board of Trustees approves a Stipulation of Agreement dated December 14, 2020 between the Ossining Public Library and Library Director Karen LaRocca-Fels.

Shandi Speller moved and Alice Joselow seconded the motion to approve Resolution #69. Motion approved 5-0.

**RESOLUTION #70 – Approval of Agreement with Assistant Library Director**

**RESOLVED**, that the Board of Trustees approves the December 14, 2020 Agreement between the Ossining Public Library and Assistant Library Director, Molly W. Robbins.

Shandi Speller moved and Lucinda Manning seconded the motion to approve Resolution #70. Motion approved 5-0.

**RESOLUTION #71 – Approval of CSEA Stipulation of Agreement**

**RESOLVED**, that the Board of Trustees approves a Stipulation of Agreement dated December 8, 2020 between the Ossining Public Library and the Civil Service Employees Association Inc. Local 1000, AFSCME, AFL-CIO.

**RESOLUTION #72 – Approval of Paid Floating Holiday for Non-Union Employees**

**RESOLVED**, that the Board of Trustees approves a paid Floating Holiday for Non-Union Employees (except Director and PTAs/Subs).

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #71 and #72. Motion passed 5-0.

*Note: Union members grateful.*

**Old Business**

- Modular Office/Meeting Room Spaces – Molly is trying to get the cost implications of switching around the building air vents.

**New Business**

- Long Range Strategic Planning  
Michael Holmes, Karen, Molly has a meeting scheduled for later in the week.
- WLS IT Finance Model – more information to come
- Gift for Staff – Cards to be sent out to staff

**Public Comment**

Jon Marshall looks forward to working together with the Board of Trustees.

Executive Session

At 9:04 PM Shandi Speller moved and Alice Joselow seconded the motion to enter into Executive Session. Motion passed unanimously.

At 9:33 PM Lucinda Manning moved and Shandi Speller seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:33 PM Althema Goodson moved and Alice Joselow seconded the motion to adjourn the December 14, 2020 Regular Meeting of the Board of Trustees. Motion passed unanimously.

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