

OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting
Monday, March 22, 2021, 7:00 p.m., Zoom

MEETING MINUTES *(Revised)*

The following people acknowledged their presence remotely:

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

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

Others: Dennis Neuberger, President of *The Friends*; Michael Holmes, INSIGHTS4U; Jonathan Marshall, WLS Board Trustee, District 2, Ossining/Tarrytown/Briarcliff; Leslie Allen, *The Foundation*

Call to Order

At 7:06 p.m. President Matthew Weiss called the March 22, 2021 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

The Pledge of Allegiance was virtually recited by those participating.

Friends of the Library Update: Dennis Neuberger, President, made the following comments

- Thank you to the team – Barbara, Bonnie, and Michele for their support
- Michele processed the 2020 taxes
- Very limited activity to the homebound and organizations
- American Legion is now accepting DVDs. First delivery to the Legion was in March.
- Peace Corps and Sunshine still on hold
- Update on Maryknoll Project: They will let us know
- Friends met with Molly to plan 2021 activities and how the Friends can work with the Foundation
- Can we start the donation of coins to the front desk for the coin drop?
- The Friends are helping with the new carpeting! Thank you very much Dennis!

Long Range Strategic Planning: Update: Michael Holmes, INSIGHTS4U

- Roadmap is prepared – mission & vision very clear
- Where do we want to be in three years?
- DEI lens
- Five Pillars of Plan: (1) Financials; (2) Programs & Selection; (3) Equitable Access; (4) How we engage with community and inclusiveness; (5) How do we continue?
- Goals: Specific, measurable, and milestone-related
- We will be ready to engage the staff
- We have a list of organizations for outreach to expand and deepen relationships

- How can we partner more deeply?
- What are Board members doing – looking at prior model and trying to redefine it with new goals.

Althema asked about scheduling a Special Meeting to update all Board members. Board will try at next meeting after Michael's presentation.

Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the February 22, 2021 Regular Meeting and the March 1, 2021 Special Meeting of the Board of Trustees.

Alice Joselow moved and Shandi Speller seconded the motion to approve the Revised February 22, 2021 Regular Meeting Minutes and the March 1, 2021 Special Meeting Minutes. Motion passed 6-0.

Motion to Accept the Minutes of the March 10, 2021 Special Meeting of the Board.

Cecilia Quintero moved and Shandi Speller seconded the motion to approve the March 10, 2021 Special Meeting Minutes. Motion passed 4-0. Alice Joselow and Althema Goodson abstained.

Public Comment

Jonathan Marshall made the following comments:

- WLS Survey went out to Library Directors and Board Members – how to address communications, engagement and interaction. Please return by 4/02/2021.
- Advocacy Day – We need more \$ - Assembly and Senate very supportive. Formation of standing Library Committee

Director's Report and Personnel Report

- Passing of our Librarian, Bonnie Katz
- Waiting on Building and Grounds proposals/projects
- Bob and Karen finalized draft of 2021-2022 Proposed Budget. Thanks to Bob for his expert assistance.
- Allison Robbins is back and working on technology plan for replacing WLS computers and two Page positions
- Re-cabling work – CAT 5 originally installed – CAT 6 is the standard now. Federal \$ available up to 80%
- Open Door and Neighbors Link – vaccinations for Staff. WLS passed along opportunity with Westchester County
- Re-Entry Committee again planning for additional hours and services.
- Expanding Grab & Go hours.
- Opening Sundays
- All Staff Meeting, February 24
- Karen attending Department Meetings
- Library Journal Equity in Action: Fostering and Anti-Racist Library Culture series
- Update on LRP
- Piano Repair Proposal

- Public Library Association Inclusive Internship Initiative Project will take place in 2021. Goal is to introduce library work to a diverse group of high schoolers. OPL won an opportunity for a high school student to participate in a paid internship at the library.
- Westchester Library Project Hope initiative – assist with mental health resources. Diana Lennon and I asked that one-on-one counseling be available at our library as well as a presence once WLS is ready.
- Ossining Perspective with Joyce Cole, February Program was well attended
- AARP happening at OPL. Not sure about extension into May.
- Intentional about Spanish outreach – working towards email newsletter and FB

Committee Reports

President's Report

Board Meetings & Orientation for Newly Elected Trustees

Matt commented on the Board Survey results – some items lacking in clarity.

Keep upcoming meetings' schedule and orientation

Next meeting: discuss some other points that came up on Board Survey

Policy and Bylaws & Personnel:

OPL Pandemic Operations Emergency Plan

Policy Committee to meet April 9 to review policies pertaining to Staff/Personnel including Employee Handbook.

Finance Committee:

Proposed Budget 2021-2022

Karen made a small change to HVAC, Wages and Continuing Education (no travel)

Building and Grounds:

HVAC Discussion and Modular Spaces Update

Busy assessing if HVAC is adequate for Modular Spaces. Molly reviewing OLA Proposal for next phase of supplemental HVAC.

Foundation Committee

Althema commented that the Committee is going well – Leslie Allen has the knowledge for fund raising. (Karen commented that Althema lit the fire to get this going again.) Some talk about concert after piano repair – not sure about this. Somebody is going to play it before and somebody is going to play it afterwards.

Resolutions

RESOLUTION #85 – Approval of Pandemic Operations Plan

RESOLVED, that the Board of Trustees approves the adoption of the Pandemic Operations Plan, provisionally, pending Union input. Tabled until Wednesday, March 24, 2021, 9:00 AM Special Meeting.

RESOLUTION #86 – Personnel Changes

RESOLVED, that the Board of Trustees approves the following personnel changes and conveys their deepest sympathy to the family of Bonnie Katz:

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
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In Deepest Sympathy:

Bonnie Katz	Librarian II	Adult Services	FT	\$77,589	3/14/2021
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Resignation:

Edward Farez	Library Clerk	Circulation	Sub/PTA	\$23.74/hr.	3/07/2021
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Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #86. Motion passed. 6-0

RESOLUTION #87 – Approval of Services by Baldessari & Coster LLP for the Audit of Fiscal Year Ending June 30, 2021

RESOLVED, that the Board of Trustees approves the confirmation of services letter dated March 12, 2021 from Baldessari & Coster LLP to provide the Ossining Public Library for the year ended June 30, 2021.

Alice Joselow moved and Cecilia Quintero seconded the motion to approve Resolution #87. Motion passed 5-0. Shandi Speller abstained.

RESOLUTION #88 – Approval of Proposal to Rebuild the Steinway & Sons Piano

RESOLVED, that the Board of Trustees approves the March 2021 proposal from Brigitte Sims, Piano Technician, for rebuilding the Steinway & Sons Piano in the amount of \$12,870.

Althema Goodson moved and Alice Joselow seconded the motion to approve Resolution #88. Motion passed. 6-0

RESOLUTION #89 – Approval to Authorize Library Director Power to Accept Proposal(s) for Installation of Cabling and/or WIFI Access Point up to \$20,000

RESOLVED, that the Board of Trustees authorizes the Library Director the power to approve proposal(s) for cabling and/or additional WIFI access point installation up to \$20,000 in order to meet E-Rate 2021 filing deadline – E-Rate discount: 80%.

Shandi Speller moved and Alice Joselow seconded the motion to approve Resolution #89. Motion passed 6-0.

RESOLUTION #90 – Approval of 2021-2022 Proposed Budget

RESOLVED, that the Proposed 2021-2022 Budget of the Board of Trustees of the Ossining Public Library in the sum of \$4,415,490 be approved, and that the Ossining Union Free School District be authorized to levy and collect the sum of \$4,228,290 as the necessary tax thereof.

Alice Joselow moved and Cecilia Quintero seconded the motion to approve Resolution #90. Motion passed 6-0.

Old Business

- Board Survey discussion – goal for next meeting to review. Add to next month's agenda.

New Business

- WLS Free Direct Access Plan for 2022-2026 - Draft
OPL Board will vote on after approved by WLS – Informational item for now
- Library Worker Appreciation Day
National Library Week is first week in April 5-10. BOT treat of lunch/dinner for staff and lovely OPL bag.

Public Comment - None

Adjournment

At 9:01 PM Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the March 22, 2021 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director