

**OSSINING PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Monthly Meeting  
Monday, August 16, 2021, 7:00 p.m.  
Location: OPL 2<sup>nd</sup> Floor Conference Room & 11 Prince Rd., West Yarmouth, MA**

**MEETING MINUTES**

In Attendance:

Board of Trustees: Matthew Weiss, President; Althema Goodson, Vice President; Secretary; Amanda Curley, Alice Joselow, Shandi Speller

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; Suzy Zavarella, Head of Teen Services; Mallory Marinaro, Marketing and Communications; Hope Funk, Page Intern; Kathy Beirne, Secretary to Library Director

Others: Dennis Neuberger, President of *The Friends*; Jonathan Marshall, WLS Board Trustee, District 2

Virtual Attendance: Alice Joselow; Molly Robbins, Jonathan Marshall; Cecilia Quintero (sick)

Absent: Lucinda Manning

Call to Order

At 7:02 p.m. Matthew Weiss called the August 16, 2021, Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Introduction of Hope Funk, PLA III Intern

Karen introduced Hope Funk to the Board. Suzy Zavarella commented that Hope has had a comprehensive library experience so far with all departments.

Hope has been asked for program suggestions. Presently, she is working on one highlighting cultural diversity for children 5-12 years of age.

Friends of the Library Update: Dennis Neuberger, President

- FINANCIAL UPDATE  
Checking: \$9,466.22; Savings: \$7,701
- STATUS ON RENOVATIONS AND REPAIR  
\$18,553.90 paid for Facilities Improvements; \$1,000 for 2 Scholarships; \$1,425.00 for Museum Passes

- UPDATE ON EVENTS FOR THE SUMMER AND THE REST OF 2021  
Book Sale raised \$454; Etsy Fair set for November 20; Accept donations after Labor Day; Have a special communication about the Friends highlighting the team and accomplishments
- YTD HOMEBOUND & ORGANIZATION ACTIVITY  
Peace Corps on hold; American Legion has stopped accepting books and now limited DVD deliveries at sites are now getting streaming systems; Maryknoll may start in September (August 9<sup>th</sup> meeting); Cedar Manor update
- COIN DROP  
Box of donated coins again available at checkout desk for children to use if parents or teachers do not have coins
- CONFIRM THAT AS A VOLUNTEER GROUP, WE ARE COMMITTED TO ACCEPTING ALL VOLUNTEERS AND NOMINATIONS FOR FRIENDS BOARD
- THANK YOU TO THE OSSINING LIBRARY FOR BEING SO DEDICATED TO THE COMMUNITY

#### Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the July 12, 2021 Reorganization & Regular Meeting and the July 26, 2021 Special Meeting of the Board of Trustees.

Amanda Curley moved and Althema Goodson seconded the motion to approve the meeting minutes. Motion passed 5-0.

#### Public Comment

Jonathan Marshal comment on:

- WLS Survey – thank you for participating
- Trustee Education – new law requiring Board Trustees to have two hours of in-person education, e.g., duties and responsibilities, January 2022. Law has passed in both houses, not sure if governor has signed yet.

#### Director's Report and Personnel Report

- Pandemic numbers are increasing – pulling back on services
- Staff required to wear masks in public areas
- Thank you to the department heads for their help during COVID
- Building and Grounds issues
- We are almost on our own technology! Thank you to Allison Robbins and to the staff dealing with all the changes
- E-Rate Consultant helping with application – same consultant that OUFSD uses
- Finishing the Librarian II interviews – decision to be made in next couple of weeks
- Two new Tech Pages
- Union contract negotiations
- Mallory's work with LRSP
- Karen's ongoing work with LRSP
- Department Head reports – programs coming back
- Farmers' Market OPL presence
- Collaboration with School District – Children

- Matt asked if e-mail is something we can promote
- Amanda asked about Board presence at Farmers Market OPL table

Payroll Approvals – Payroll warrants were signed by Board members present.

### Committee Reports

#### **President's Report**

- Implementation matrix
- Online Sexual Harassment training – Board encouraged to complete

#### **Policy and Bylaws & Personnel** – First Reading of revised Circulation Policy

- At last meeting committee decided to meet once a month at 5:00 PM – next meeting is this Thursday, 8/19/21.
- Employee Handbook – suggested revision to include an Addendum with list of all documents pertaining to employees and attestation of receipt.

**Finance Committee** – No report

#### **Building and Grounds** – Update on Retaining Wall and HVAC

Molly reported on the following:

- We continue to struggle with HVAC – made it through heatwave without closing building
- Ed Braddick, former Director of OUFSD Buildings and Grounds during the building of the new OPL, will be attending the next B&G Committee meeting on Thursday.
- The retaining wall monitored regularly – readings analyzed – found discrepancies in engineering numbers – too varied from last readings. They came back last week to do new, accurate measurements. Waiting to receive results.
- Parking lot stripes painted – another dead tree to be removed
- Rearrangement of furniture for social distancing patrons as needed
- B&G Committee meeting on Thursday, 8/19/21, 3:00 PM

#### **Foundation**

- Leslie Allen unable to attend meeting
- Two additional Board members
- Pam Thornton, Treasurer, set up PayPal for donations

### Resolutions

#### **RESOLUTION #18 – Approval of WLS Semi-Annual IT Invoices**

**RESOLVED**, that the Board of Trustees approves the payment of the second half of the 2021 WLS IT invoices in the amounts of \$51,592.12, \$5,330.22 and \$250.00.

Alice Joselow moved and Amanda Curley seconded the motion to approve Resolution #18. Motion passed 5-0.

**RESOLUTION #19 – Approval to Rescind E-Reader Lending Policy and Borrowing Agreement**

**RESOLVED**, that the Board of Trustees approves the rescission of the E-Reader Lending Policy dated 5/23/2016 and the Borrowing Agreement dated 4/15/2013.

Althema Goodson moved and Amanda Curley seconded the motion to approve Resolution #19. Motion passed 5-0.

**RESOLUTION #20 – Approval of 2021 Retainer Renewal**

**RESOLVED**, that the Board of Trustees approves the 2021 Logically (formerly NSC) Retainer Renewal effective 8/01/2021.

Shandi Speller moved and Althema Goodson seconded the motion to approve Resolution #20. Motion passed 5-0.

**RESOLUTION #21 – Personnel Changes**

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>New Hires:</i>					
Ritika Brahmadesam	Tech Page	Technology	PT	\$14.00/hr.	08/09/2021
John Jarama	Tech Page	Technology	PT	\$14.00/hr.	8/11/2021

Amanda Curley moved and Althema Goodson seconded the motion to approve Resolution #21. Motion passed 5-0.

**Old Business**

- Long Range Strategic Plan—Public Document  
Karen commented that Mallory created document suitable for the public and it looks great.

Shandi suggested a shorter version – possible an Executive Summary – first 5 pages.  
Karen suggested a Profile Page – even shorter.

**New Business**

- Local history section at OPL – at some point some documents had been sent to the Ossining Historical Society. They are now no longer easily accessible to the public. If it is possible to get them back, we should try to do so. Joyce Cole planning to set up local history display case here at the library.
- WLS IT Service Level Agreement for ILS to be voted on by Board soon
- We do not have anyone presently who helps adult patrons with resume writing, job search, etc. Could we look into getting help set up again?

**Public Comment** – Jon Marshall mentioned that WLS has programs for job searches, etc. on their website.

Executive Session

At 8:14 PM Althema Goodson moved and Amanda Curley seconded the motion to enter into Executive Session to discuss Union contract negotiations and a personnel item. There will also be a Board Development Session. Motion passed 5-0.

At 8:36 PM Althema Goodson moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed 5-0.

Adjournment

At 8:36 PM Althema Goodson moved and Amanda Curley seconded the motion to adjourn the August 16, 2021 Regular Meeting of the Board of Trustees. Motion passed 5-0.

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