

OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting
Monday, September 20, 2021, 7:00 p.m.

MEETING MINUTES

In Attendance:

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

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

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

Call to Order

At 7:04 p.m. Matthew Weiss called the September 20, 2021, Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present and those in virtual attendance stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the August 16, 2021 Regular Monthly Meeting of the Board of Trustees.

Amanda Curley moved and Alice Joselow seconded the motion to approve the August 16, 2021 Regular Monthly Meeting Minutes of the Board of Trustees. Motion passed 5-0. Cecilia Quintero abstained.

Public Comment

- Friends of the Library Update: Dennis Neuberger, President

FINANCIAL UPDATE

Checking: \$9,732.82; Savings: \$7,701

STATUS ON RENOVATIONS AND REPAIR

\$18,553.90 paid for Facilities Improvements; \$600.00 Mom & Infants Program

UPDATE ON EVENTS FOR THE FALL AND THE REST OF 2021

Donations started in September, one delivery of 30 boxes to the Friends; Book sale in October or November; Etsy Fair set for November 20

Special communication to patrons about the Friends, highlighting the team and accomplishments to help increase donations?

Matt asked about bookmark for the Friends.

YTD HOMEBOUND & ORGANIZATION ACTIVITY

Maryknoll started 9/16; Peace Corps and Sunshine on hold; American Legion has stopped accepting books and now limited DVD deliveries as sites are now getting streaming systems; Cedar Manor update.

Homebound delivery will now be part of the Library Volunteer Program (Diana Lennon)

COIN DROP

Box of donated coins available at checkout desk for children to use if parents or teachers do not have coins.

- Jonathan Marshall, WLS Board Trustee, District 2
WLS SLA approval due 10/01/21 – on OPL agenda
Book Club with Jerry Nichols and Rebekkah Aldrich Smith re: Trustee Handbook, Duties & Responsibilities, Board Meetings, Personnel. Will forward information.

Director's Report and Personnel Report

- Boiler Project being wrapped up
- Molly working with engineers on new survey company for retaining wall
- B&G Committee meeting next week – Ed Braddick to attend
- Proposal from Industrial Appraisal for Insurance/Audit valuation
- Migration to new technology going well. Thank you Allison.
- WLS Board of Trustees and PLDA worked through adoption of new financial model and SLA structure
- Moving staff towards MS365 – training October – February.
- Allison ECF funding application
- COVID: reinstated mask requirement for all
- Personnel – Librarian II SS
- Tech Pages working out well – will be offering tech help to patrons starting in October
- Page Hope Funk now working in Children's Services
- Karen working on personnel evaluation plans
- Reinstated Safety and Security Committee – they will be reviewing Workplace Violence Policy
- Terrie Keppler is back
- Long Range Strategic Plan – Mallory presented one-page Executive Summary for Board. Waiting for translation of LRSP – goal is October 1.
- Community-wide survey
- Final paperwork for SAM Grant re: Meeting Spaces
- Free libraries in community – The Foundation
- Piano repair and re-stringing completed
- Diana, Karen and Dennis visited Maryknoll
- Summer reading finished
- Chromebook lending programs (1) WLS funded (2) ECF funding for OPL loaning

- Shandi asked if we will be collecting data on use of Chromebooks? Patrons will have to certify that they don't have availability (hotspot included with Chromebook loan)
- Payroll Approvals – All reports ready for approval. Set up time to come into Business Office to review and approve.

Committee Reports

President's Report

Matt has visited the library numerous times – library looks different with shelving gone – emptiness very telling.

Policy and Bylaws & Personnel – See Resolution re: Revised Circulation Policy
Personnel committee needs to meet again.

Finance Committee

Althema to call a meeting soon.

Building and Grounds – Update on Retaining Wall and HVAC

- Molly reached out to two surveyors recommended to us – trying to get proposals. Wall is a challenge to monitor due to façade.
- We are close to starting the painting in the Theater
- Collecting feedback from landscapers for repairs

Resolutions

RESOLUTION #22 – Approval of WLS Information Technology Service Level Agreement 2022

RESOLVED, that the Board of Trustees approves the 2022 WLS Information Technology Service Level Agreement in the amount of \$45,140.64.

Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #22. Motion passed 6-0.

RESOLUTION #23 – Approval of Revised Circulation Policy

RESOLVED, that the Board of Trustees approves the Revised Circulation Policy.

Alice Joselow moved and Althema Goodson seconded the motion to approve Resolution #23. Motion passed 6-0.

RESOLUTION #24 – Approval of Industrial Appraisal Company Fixed Asset and Insurance Valuation Proposal

RESOLVED, that the Board of Trustees approves the Industrial Appraisal Company Fixed Asset and Insurance Valuation Proposal dated 8/18/2021 in the amount of \$2,825.00

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #24. Motion passed 6-0.

RESOLUTION #25 – Approval of Milburn Flooring Proposal for First Floor Carpeting

RESOLVED, that the Board of Trustees approves the July 13, 2021 Proposal from Milburn Flooring for the installation of carpeting in the first floor Cheever Room and Computer Room in the amount of \$12,925.25.

Amanda Curley moved and Alice Joselow seconded the motion to approve Resolution #25. Motion passed 6-0.

RESOLUTION #26 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
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Resignation:

Sarah Wiedenheft	Page	Children’s	PT	\$14.00/hr.	9/01/2021
Catalina Merladett-Larroca	Page	Circulation	PT	\$14.00/hr.	8/23/2021
Emily Seidner	Page	Circulation	PT	\$14.00/hr.	9/15/2021

Rehire:

Theresa Keppler	Account Clerk	Business Office	PT	\$24.84/hr.	9/17/2021
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Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #26. Motion passed 6-0.

Old Business

- Shandi mentioned about getting back the documents that the library had donated to the Ossining Historical Society since they are not accessible to all in order to set up Ossining Historical Section in OPL.
- Improvement in Adult Services offering help with resumes, etc. Note: WLS does offer some help.

New Business

- Board of Trustees’ Vacancy – Discussion to Fill Seat through June 30, 2022. Will be discussed in Executive Session.

Public Comment

Jonathan Marshall commented on the thorough LRSP Executive Summary.

Executive Session

At 8:00 PM Shandi Speller moved and Alice Joselow seconded the motion to enter into Executive Session to discuss Union contract negotiations. Motion passed 6-0.

At 8:25 PM Amanda Curley moved and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed 6-0.

Adjournment

At 8:26 PM Amanda Curley moved and Cecilia Quintero seconded the motion to adjourn the September 20, 2021 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director