

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
Monday, July 12, 2021, 7:00 p.m., Budarz Theater

MEETING MINUTES *Revised*

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

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

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

Virtual Attendance: Molly Robbins, Assistant Director

Call to Order

At 7:07 p.m. Matthew Weiss called the July 12, 2021, Reorganization and Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Alice Joselow, Shandi Speller (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*)
Newly elected Trustees Alice Joselow and Shandi Speller took their Oaths of Office.
- 2) Nomination & Election of Officers - 2021-2022

The following nominations were made:

Alice Joselow moved and Althema Goodson seconded the motion to nominate Matthew Weiss as President.

Cecilia Quintero moved and Matthew Weiss seconded the motion to nominate Althema Goodson as Vice President.

Alice Joselow moved and Matthew Weiss seconded the motion to nominate Cecilia Quintero as Secretary.

Alice Joselow moved and Amanda Curley seconded the motion to approve the slate of 2021 Nominated Officers. Motion passed 5-0. (Shandi Speller arrived a little later.)

- 3) Administration of Oath of Office to the newly elected 2021-2022 Board Officers (*Handbook for Library Trustees, p. 23*)

Newly elected 2021-2022 Officers: Matthew Weiss, President; Althema Goodson, Vice President; Cecilia Quintero, Secretary took their Oaths of Office.

- 4) Administration of Oath of Office to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees*, p. 23)

Library Director, Karen LaRocca-Fels took her Oath of Office.

All Oaths of Office will be filed with the Westchester County Clerk.

- 5) Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement. (*Handbook for Library Trustees, Ethics Statement*, p. 105-106) *Please note: Auditors asked to see these during 2020 Audit.

Each Trustee in attendance and the Library Director signed a Code of Ethics and Conflict of Interest Policy Acknowledgement.

Reorganization Meeting (resumes)

- 6) Committee Appointments

Following is a list of committees to which Board of Trustees members will be appointed for the 2021-2022 fiscal year. The President will be an ex officio member of all committees.

Committees:	Chair:			
Finance Committee/Budget	Althema	Cecilia	Matt	
Policy & Bylaws/Personnel Committee	Amanda	Cecilia	Shandi	
Building and Grounds Committee	Matt Cecilia	Amanda	LucindaCecilia	
Foundation Committee	Alice	Althema	Matt	
Annual Trustee Survey	Lucinda			
Director's Evaluation	Alice	Cecilia		
LRP Committee	TBD	TBD	TBD	

- 7) Adoption of Annual Resolutions

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2021-2022 fiscal year.

- a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

Resolved that the regular monthly meetings of the Board of Trustees for the 2021-2022 fiscal year be held starting at 7:00 p.m. in accordance with the following schedule:

2021		
July	12	Reorganization and Regular Meeting
August	16	Regular Meeting
September	20	Regular Meeting
October	18	Regular Meeting
November	15	Regular Meeting
December	13	Regular Meeting
2022		
January	24	Regular Meeting
February	14	Regular Meeting

March	21	Regular Meeting
April	18	Regular Meeting
May	16	Regular Meeting
June	13	Regular Meeting
July	11	Reorganization and Regular Meeting

b) Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Matthew Weiss, President; Althema Goodson, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2021-2022 fiscal year.

e) Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2021-2022 fiscal year.

f) Resolution 6: Naming the Official Social Media Outlet of the Library

Resolved that Facebook be designated as the official social media outlet of the Ossining Public Library for the 2021-2022 fiscal year.

g) Resolution 7: Appointing Library Auditor for 2021-2022

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2021.

h) Resolution 8: Appointing Library Attorney for 2021-2022

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2021-2022 fiscal year.

i) Resolution 9: Appointing Consultants for the 2021-2022 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2021-2022 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,275/per year
John Tortoso	Building Management	HVAC and B&G Consulting and Safety Training	\$27/per hr.

j) **Resolution 10: Regarding the Establishment of Petty Cash Funds**

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

Business Office	\$ 500	Robert Majernik
Circulation	\$ 30	Marie Trapasso

k) **Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election**

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 17, 2022 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

l) **Resolution 12: to Establish the dates of various 2021-2022 Budget Vote and Trustee Election Activities**

Resolved that the following dates be established for the 2021-2022 Fiscal Year Budget and Trustee Election activities (per Bylaws):

December 19, 2021	• Presentation of 2022-2023 Preliminary Budget to Board of Trustees
February 21, 2022	• Trustee vacancies announced to public
March 21, 2022	• 2022-2023 Final Budget adopted by Board of Trustees
April 18, 2022	• Trustee candidates' petitions due in District Clerk's Office
	• Budget Hearing: 2022-2023 Budget & Candidates presented to voters
May 17, 2022	• 2022-2023 Budget Vote and Trustee Election

Resolution 13: to Establish the dates of the 2021-2022 Holidays

Resolved that the following dates be established as the 2021-2022 Holidays:

Independence Day, Sunday, July 4, 2021 (Monday, July 5, 2021, FT & PT+ Employees Only)

Labor Day, Monday September 6, 2021

Columbus Day, Monday, October 11, 2021

*Thanksgiving Day, Thursday, November 25, 2021

**Christmas Day, Saturday, December 25, 2021

***New Year's Day, Saturday, January 1, 2022

Martin Luther King Jr. Birthday, Monday, January 17, 2022

Presidents' Day, Monday, February 21, 2022

Easter Sunday, April 17, 2022

Memorial Day, Monday, May 30, 2022

*Wednesday, November 24, 2021: Library will be open 9am-1pm

**Friday, December 24, 2021: Library will be open 9am-1pm

***Friday, December 31, 2021: Library will be open 9am-1pm

Amanda Curley moved and Alice Joselow seconded the motion to approved Resolutions #1 through 13. Motion passed. 6-0

REGULAR MEETING

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 21, 2021, Regular Meeting of the Board.

Alice Joselow moved and Amanda Curley seconded the motion to approve the June 21, 2021, Regular Meeting (rescheduled) of the Board. Motion passed 5-0. Cecilia Quintero abstained.

Public Comment

Jonathan Marshall commented on the Trustee Survey WLS development meeting scheduled for Wednesday, July 14. Nine Westchester Trustees had expressed interest to work with WLS to facilitate communication. WLS is going to figure out a way to increase those interested. Alice asked if the meeting could be held via Zoom. Alice and Matt are interested. Discussion of the IP scheduled for later in the meeting.

President of The Friends, Dennis Neuberger commented on the following:

- Financial update
- Book Sale scheduled for August 14
- Etsy Fair scheduled for November 20
- Status of the 5000 Room – they are starting back again with regular hours every Wednesday
- Maryknoll may start in August
- They received two applications for scholarships – Dennis will send them out
- Popular Coin Box is back

Director's Report and Personnel Report

- Library has been struggling with the heat wave
- Revisiting HVAC system
- Moving forward opening up
- Karen wished to publicly acknowledge both the Board and the Staff for all their great work and support during COVID
- Boiler project wrapping up
- Two Tech Page positions posted for high school students
- There have been several office rearrangements
- New PLA Intern hired effective July 6: Hope Funk – we will invite her to the next BOT meeting
- Marie Pierre – Capstone Project – mentorship program
- Mallory – adding additional narrative and context to the adopted LRP
- Karen filed the final Security Grant documents – Boiler docs will be completed soon
- OPL participating in Farmers' Market
- Juneteenth Celebration

Committee Reports

President's Report

Caste still on the agenda – Cecilia will schedule discussions after getting possible dates

from all Trustees.

HVAC:

Matt asked the Board to consider what the next steps with HVAC should be. Should we fast-track getting off the wells? Should we make OPL a Cooling and Emergency Center? We recognize the well problems need a decision. The next meeting of the Building and Grounds Committee is Thursday, July 15, 1:00 PM.

Policy and Bylaws & Personnel – No report. Meeting needs to be scheduled.

Finance Committee – No report.

Building and Grounds – Meeting scheduled for 7/15, 1:00 PM.

Foundation Committee – Leslie Allen has two more interested people: Miriam Risko and Raquel Adel. Althema suggested using a Premium LinkedIn account to post the positions and possibly obtain more members.

Resolutions

RESOLUTION 14 – 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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New Hire:

Hope Funk	Library Intern	Children's	PT	\$14.00	7/06/2021
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Change in Salaries:

<i>Name</i>	<i>Title</i>	<i>Department</i>	<i>Salary 7/01/2021</i>
Fletcher, Debra	Librarian II	Children's	\$77,588.84
Marinaro, Mallory	Librarian II	Programming	\$68,896.67
Pierre, Marie	Librarian I	Teens/Adults	\$60,553.15
Robbins, Allison	Librarian I	Adults	\$61,764.22
Robbins, Molly	Asst. Director		\$105,080.40
Robinson, Kevin	Librarian I	Children's	\$64,259.49
Trapasso, Marie	Princ Lib Clerk	Circulation/Tech	\$59,651.56
<i>Hourly 7/01/21</i>			
Alter, Joy	Librarian I	Children's	\$33.27
Aulestia, Lidya	Sr. Clerk	Circulation	\$25.85
Avila, Raquel	Library Clerk	Circulation	\$19.48
Craven, Scott	Library Asst.	Reference	\$28.81
Crisci, Louis	Library Asst.	Teens	\$29.39
Eickler, Lisa Ann	Library Clerk	Circulation	\$19.87
Faridi, Sumbul	Library Clerk	Circulation	\$19.87
Gardner, Clifford	Cleaner	B&G	\$17.96
Johnson, James	Library Monitor	Teens	\$20.26
Keemer, Pamela	Cleaner	B&G	\$17.26
Mayo, Andres	Library Clerk	Circulation	\$20.67

Moreno, Marion	Library Clerk	Tech	\$23.74
Nair, Sarath	Library Clerk	Circulation	\$23.74
Noto-Helmets, Janice	Library Asst.	Adults	\$27.15
Sabini, Tricia	Librarian I	Children's	\$38.22
Stephen, Sirreke	Library Monitor	Teens	\$20.26
Thomas, Michelle	Library Clerk	Circulation	\$21.50
Vereen-Massengale, Sheila	Library Clerk	Circulation	\$20.26

Alice Joselow moved and Amanda Curley seconded the motion to approve Resolution #14.
Motion passed. 6-0

RESOLUTION 15 – Approval of Painting Proposal from CertaPro Painters

RESOLVED, that the Board of Trustees approves the proposal submitted by CertaPro Painters in the amount of \$16,800 to paint the Budarz Theater.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #15.
Motion passed. 6-0

Old Business

Karen commented on WLS working on the ILS billing. Draft service level agreement - we would only be under it for a short time. Karen will forward the ILS for Circulation when she receives it.

Public Comment - None

**THE NEXT REGULARLY SCHEDULED MONTHLY MEETING OF THE BOARD IS
AUGUST 16, 2021.**

Executive Session

At 8:20 PM Althema Goodson moved and Alice Joselow seconded the motion to enter into Executive Session to discuss union contract negotiations. Motion passed unanimously.

At 8:35 PM Alice Joselow moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:36 PM Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the July 12, 2021 Reorganization and Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director