

OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting
Monday, October 18, 2021, 7:00 p.m., Zoom

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; Leslie Allen, *Foundation*; Craig Olivo, Esq., Bond Schoeneck & King LLP

Call to Order

At 7:03 p.m. Matthew Weiss called the October 18, 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.

Executive Session

At 7:05 PM Amanda Curley moved and Cecilia Quintero seconded the motion to enter into Executive Session to discuss Union contract negotiations. Motion passed 6-0.

At 7:49 PM Cecilia Quintero moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed 6-0.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the September 20, 2021 Regular Monthly Meeting of the Board of Trustees.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve the September 20, 2021 Regular Monthly Meeting Minutes of the Board of Trustees. Motion passed 6-0.

Public Comment

- Friends of the Library Update: Dennis Neuberger, President

FINANCIAL UPDATE

Checking: \$4,351.82; Savings: \$7,701

STATUS ON RENOVATIONS AND REPAIR

\$1,000 towards Piano repair; \$551 for Magnets & \$500 Intrepid passes

UPDATE ON EVENTS FOR THE FALL AND THE REST OF 2021

Donations started in September, many boxes of books delivered; Book sale in December; Etsy Fair set for November 20; have a special communication about the Friends highlighting the team and accomplishments to help increase membership and financial donations.

YTD HOMEBOUND & ORGANIZATION ACTIVITY

Maryknoll started 9/16, on hold to October 24th; Peace Corps, American Legion and Sunshine on hold; Maryknoll Sisters will contact me by end of month; Cedar Manor update; Homebound delivery is now part of the Library Volunteer Program (Diana Lennon); Volunteer benefit report re-instated; Waiting to hear back from Yorktown H.S. about Operation Paperback Program

COIN DROP

Box of donated coins available at checkout desk for children to use if parents or teachers do not have coins. May schedule a neighborhood coin-drop date for the young children.

- Foundation Update: Leslie Allen, Chairperson

Free Little Libraries – Spring St. plus two more locations, fourth possible location: Snowden Park. Miriam Risko very involved in project.

Introduced to Senior Group at Star of Bethlehem Church

Plan to have table at Mike Risko's Music Store Halloween celebration

Pam Thornton – start of book club at Scarborough Manor possible

Miriam Risko created logo – suggestion for change

Improvement of collaboration with the Friends

- Jonathan Marshall, WLS Board Trustee, District 2

Trustee Book Club starts 10/19

November 15 conflict due to OPL BOT scheduled monthly meeting – Westchester libraries initial meeting

Digital equity projects

Director's Report and Personnel Report

- We are moving along in technology – thank you Board of Trustees

- Allison's ecf funding request \$16,550; second request submitted
- Mask mandate
- Meeting Room Use Policy
- Librarian II update
- Safety & Security procedures
- Terrie Keppler helping out in Business Office
- Long Range Planning surveys
- Cross-departmental LRSP teams
- Implementation matrix – LRSP
- Michael Holmes' tour of OPL
- Statistics
- Hosting FEMA mobile unit – 10/23, 25 and 26
- OPL representation at Farmers Market – well received
- Library programs slowly returning
- Latin Music Dance Classes popular
- First Steps – back on Fridays
- Kevin Robinson – Minecraft server – Teens and Children's
- Suzy – Girls Inc.
- Marie Pierre is a member of NYLA Alternative Pathways and Workers of Color Round Table
- OPL nominated for IMLS national medal by Congressman Mondaire Jones

Committee Reports

President's Report – nothing to add

Policy and Bylaws & Personnel – *First Readings:* Workplace Violence Policy and Draft Interim Meeting Room Use Policy; Lost Books Policy to be rescinded (it is included in the Circulation Policy); Art Exhibit and Bulletin Board Policies being reviewed since they have not been reviewed in a long time.

Finance Committee – No update

Building and Grounds – Update on Retaining Wall and HVAC

- Meeting with Ed Braddick – reviewed best practices; recommended independent commissioning agent (Clerk of the Works)
- Wall study – new survey company. Karen and Molly working with SGH trying to get previous surveys to provide to new surveyors. The new company was on-site last weekend – hoping to move forward.
- We need direction on how to proceed with HVAC – companies are backed up with work
- Decide on what we want to do and move forward
- HVAC system is failing
- This will take time
- Bring OLA proposal for design and planning of entirely new HVAC system to the Board – what will proposal cost?
- Possible Bond Referendum for roof and wall

- Entry doors major concern – parking lot circle – cracked ceiling in Adult Services and window insulation – meeting space
- **OLA to provide a quote to do the HVAC Project for Board to discuss. Karen will reach out to Jim Dolan. Hopefully, he can call-in for next meeting.**

Resolutions

RESOLUTION #27 – Donation

RESOLVED, that the Board of Trustees gratefully accepts a \$50 donation in memory of Susan Kelly from Martha Buyer.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #27. Motion passed 6-0.

RESOLUTION #28 – 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 Hires:

Diana Wendell	PTA/Sub	Adults	PT	\$30.74/hr.	10/04/2021
Jefferson Quituisaca	Library Clerk	Circulation	PT	\$18.72/hr.	10/05/2021

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #28. Motion passed 6-0.

RESOLUTION #29 – Retention of Bond, Schoeneck & King, PLLC for Labor & Employment Services

RESOLVED, that the Board of Trustees approves the retention of Bond, Schoeneck & King, PLLC for the Library's Labor & Employment Services as covered in the October 6, 2021 letter setting forth the basic terms of engagement including an annual retainer fee of \$18,000 per year for the period of November 16, 2021 through November 15, 2024.

Amanda Curley moved and Cecilia Quintero seconded the motion to approved Resolution #29. Motion passed 6-0.

Old Business

- Board of Trustees' Vacancy – Discussion to Fill Seat through June 30, 2022
Matt drafted a letter to invite people. He will email it to the BOT.

Shandi Speller asked about getting documents back from the Historical Society that we had donated some years ago – Ossining directories and yearbooks. The Board wants to do this – Molly, Allison and Diana have begun work on this.

Discussion about the library parking lot situation with next door restaurant patrons using it. Refer to attorney for letter to restaurant addressing the problem.

New Business

- Payroll and Invoices Review – they are available in usual place for review and approval.

Public Comment – None

Executive Session

At 9:12 PM Amanda Curley moved and Cecilia Quintero seconded the motion to enter into Executive Session to discuss personnel items. Motion passed 6-0.

At 9:39 PM Cecilia Quintero moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed 6-0.

Adjournment

At 9:40 PM Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the October 18, 2021 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director