

**OSSINING PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Regular Monthly Meeting**  
**Monday, November 15, 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*; Jim Dolan, OLA; Joyce Cole

**Call to Order**

At 7:02 p.m. Matthew Weiss called the November 15, 2021, Regular Meeting of the Board of Trustees to order.

**Pledge of Allegiance**

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

**Approval of Prior Meeting Minutes**

Motion to Accept the Minutes of the October 18, 2021 Regular Monthly Meeting of the Board of Trustees.

Shandi Speller moved and Althema Goodson seconded the motion to approve the October 18, 2021 Regular Monthly Meeting Minutes of the Board of Trustees. Motion passed 4-0.

Motion to Accept the Minutes of the October 21, 2021 Special Meeting of the Board of Trustees.

Althema Goodson moved and Shandi Speller seconded the motion to approve the October 21, 2021 Special Meeting Minutes of the Board of Trustees. Motion passed 4-0.

Cecilia Quintero arrived at 7:07 PM

Motion to Accept the Minutes of the October 25, 2021 Special Meeting of the Board of Trustees.

Shandi Speller moved and Cecilia Quintero seconded the motion to approve the October 25, 2021 Special Meeting Minutes of the Board of Trustees. Motion passed 4-0. Alice Joselow and Amanda Curley abstained.

**Public Comment**

- Friends of the Library Update: Dennis Neuberger, President
  - FINANCIAL UPDATE  
Checking: \$4,141.82; Savings: \$7,701.89
  - STATUS ON RENOVATIONS AND REPAIR: No activity in October
  - 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.
  - YTD HOMEBOUND & ORGANIZATION ACTIVITY: Maryknoll Seminary started 11/15/2021; Peace Corps is now accepting educational books, American Legion family style DVD's and Sunshine on hold; Maryknoll Sisters on hold; Cedar Manor update – No activity; Homebound delivery; Volunteer benefit report re-instated – 293 hrs. @ \$14/hr.= \$4,102 Volunteer Labor Savings; 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
  - Working on Little Free Libraries set up – no meeting until January 2022.
- Jonathan Marshall, WLS Board Trustee, District 2
  - November 30 Annual Meeting – notice to come via email
  - 11/16/2021: Trustee Handbook Book Club
  - Equity and Inclusion issue
  - American Rescue Plan Grants
  - WLS programs – library Chromebooks loan program
  - New STEM program \$15,000 grant to WLS – more information coming

Joyce Cole commented that she loves our library and enjoyed Shandi Speller's program on quilting.

#### New Business

- OLA HVAC Re-Assessment  
Karen introduced Jim Dolan, P.E., who put together the proposal presented to the Board. This work will set us up to plan appropriately.

Jim commented that in October of 2020 he had presented an update – there has been a change in philosophy since then. Comprehensive HVAC replacement proposed. Electric service peak will go up. Site of air-cooler-chiller to be examined. They will be bringing information up to speed. Defining the scope of work. Piecemeal before, now it needs to be brought all together. There will be some overlap with the wall when wells taken off line. He estimated 6 months – one year for course correction (length of project/time, material delays) Costs will continue to go up. Jim estimated about two weeks for the to prepare the updated draft (after the holiday).

Molly added that this work is a necessary step in moving forward.

#### Director's Report and Personnel Report

- Technology moving ahead – staff getting up to speed

- E-Rate projects
- Allison purchasing hotspots and mobile devices
- New IT users' group of libraries moving away from WLS
- COVID changes – allowing unmasking on lower level – exception: when program is on
- We are ending greeter shift on 11/22
- Tricia Sabini – hours increased to FT
- Released LRSP to the public in both English and Spanish
- Possibility of becoming find-free library

### Committee Reports

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

Next CASTE Board discussion scheduled for 12/20, 7:00 p.m., per Cecilia.  
 Next Regular Monthly Meeting is Monday, 12/13/2021  
 NYS Library Handbook Book Club scheduled for tomorrow, 11/16/21  
 WLS Annual Meeting scheduled for 11/30/2021

**Policy and Bylaws & Personnel** – Resolution to Rescind the Lost Book and Materials Policy. Amanda commented that the 1984 policy is covered in our Circulation Policy.

**Finance Committee** – No report

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

Karen commented on Resolution #36 – survey of wall integrity. SGH reviewed Contractors Line and Grade reports. Concerned about the numbers – correct data needed. Langan's level of precision what we want -new set points to be set.

Resolution #37 – more hours to help us through this process with the wall. Molly commented that the implications with the wall and the wells could be very serious. We need in-depth research – no way around this. Could be destabilizing to the wall.

### Resolutions

#### **RESOLUTION #33 – Donations from *The Friends***

**RESOLVED**, that the Board of Trustees gratefully accepts a \$100 donation in memory of Susan Kelly and a \$50 donation in memory of Sirreke Stephen from *The Friends of the Ossining Public Library*.

Cecilia Quintero moved and Althema Goodson seconded the motion to approve Resolution #33. Motion approved 6-0.

#### **RESOLUTION #34 – Personnel Changes#**

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

Name	Position	Department	FT/P T	Pay Rate	Effect. Date
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#### ***Our Loss:***

Stephen, Sirreke	Security Monitor	Teens	PT	\$20.26/hr.	10/18/2021
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***Change in Hours:***

Sabini, Tricia	Librarian I	Children's & Administration	FT	\$69,556.54	10/29/2021
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Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #34. Motion passed 6-0.

**RESOLUTION #35 – Approval of OLA HVAC Professional Services Agreement**

**RESOLVED**, that the Board of Trustees approves the October 29, 2021 Professional Services Agreement with OLA to provide Engineering Services for the OPL HVAC Planning Support Revisions, the basic fee being \$6,750 based on the entire Project completion by December 2021. Additional Services of the Engineer shall be compensated on an hourly basis at OLA standard billing rates.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #35. Motion passed 5-0. Shandi Speller abstained.

**RESOLUTION #36 – Approval of Langan Professional Surveying Services Proposal**

**RESOLVED**, that the Board of Trustees approves the October 15, 2021 Proposal for Professional Surveying Services from Langan, D.P.C. estimated fees of Survey Monitoring, Project Review, Installation and Baseline Observations: \$10,000; Monitoring: \$3,500 (per visit); Final Report: \$2,500; Misc.: \$1,000. Work will be billed according to a Schedule of Fees and Conditions including any work beyond the discussed scope.

Cecilia Quintero moved and Althema Goodson seconded the motion to approved Resolution #36. Motion passed 6-0.

**RESOLUTION #37 – Approval of SGH Evaluation of Reported Wall Movement and Monitoring Data**

**RESOLVED**, that the Board of Trustees approves the 11/12/2021 Work Authorization submitted by SGH to provide general consulting engineering services on a time-and-expense basis to Evaluate Reported Wall Movement and Monitoring Data of the Mechanically Stabilized Earth Wall in the amount of \$5,000.

Cecilia Quintero moved and Amanda Curley seconded the motion to approve Resolution #37. Motion passed 6-0.

**RESOLUTION #38 – Approval to Rescind the Lost Books and Materials Policy**

**RESOLVED**, that the Board of Trustees approves the rescindment of the Lost Books and Materials Policy.

Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #38. Motion passed 6-0.

**New Business**

- Proposals from Michael Holmes, *Insights 4 You*  
The proposals are being presented to the Board for their review. They will be a subject

of the next monthly meeting.

- BOT 2022 WLA Membership – Trustees will be enrolled in WLA membership for 2022.

#### Executive Session

At 8:34 p.m. Amanda Curley moved and Cecilia Quintero seconded the motion to enter into Executive Session to discuss personnel items. Motion passed 6-0.

At 8:55 p.m. Cecilia Quintero moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed 6-0.

#### Adjournment

At 8:56 p.m. Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the November 15, 2021 Regular Meeting of the Board of Trustees. Motion passed 6-0.

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