OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting Monday, December 13, 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; Jim Dolan and Jonathan Katz of OLA

Call to Order
At 7:02 p.m. Matthew Weiss called the December 13, 2021, Regular Meeting of the Board of Trustees to order.

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

Old Business

- HVAC Planning - Karen introduced Jim Dolan and Jonathan Katz of OLA.
  - Jim’s presentation covered the following items:
    - 2017 Study Report Summary of Findings with Details
    - Current Boiler Project (Phase 1 Complete)
    - Recent Observations
    - Study Updates
    - HVAC Options Flow Chart & Recommended Path
    - Considerations for Path Selection
    - Updated Recommendations Option 1
    - Proposed Recommendations – Option 1 Phase 2
    - Proposed Recommendations – Option 1 Phase 3
    - Proposed Recommendations – Option 1 Phase 4 Site Plan
    - Chiller Considerations
    - Electrical Service Review
    - Proposed Recommendations Summary
    - Cost of Implementation
    - Timeline of Proposed Recommendations
    - Next Steps

Highlights:
- Take new direction to move away from HVAC system
- Attempting to articulate the big picture
- Ductwork will stay – decent amount of reconfiguring – new piping for radiant heating
- All main engine parts will be new
- Controls will be reprogrammed or new, for the most part – new
- Big bulk equipment will have a new BMS
- **We will have a very reliable system!**

**Approval of Prior Meeting Minutes**

Motion to Accept the Minutes of the November 15, 2021 Regular Monthly Meeting of the Board of Trustees.

Althema Goodson moved and Amanda Curley seconded the motion to approve the November 15, 2021 Regular Monthly Meeting Minutes of the Board of Trustees. Motion passed 5-0.

**Public Comment**

- **Friends of the Library Update: Dennis Neuberger, President**
  - **FINANCIAL UPDATE**
    - Checking: $5,599.77; Savings: $7,701.89; Book Sale $1,025
  - Volunteer benefit report $5,866
  - **STATUS ON RENOVATIONS AND REPAIR**
  - Mom and Infants Program $325
  - **ANNUAL FRIENDS BOARD MEETING**
    - Working with James Trapasso on details for January 2022 public meeting and elections
  - **UPDATE ON EVENTS FOR THE REST OF 2021**
    - Have a special communication about the Friends highlighting the team and accomplishments to help increase membership and financial donations
  - **YTD HOMEBOUND & ORGANIZATION ACTIVITY**
    - Maryknoll Seminary started 11/15/2021 – DVDs donated from their Library to the American Legion as well as from The Ossining Library Peace Corps is now accepting educational books, American Legion family style DVD’s and Sunshine on hold. Will start delivering to organizations in January now that the Sale is over. Maryknoll Sisters on hold; Cedar Manor update – No activity Homebound delivery; Will contact student from Yorktown H.S. about Operation Paperback Program

- Jonathan Marshall, WLS Board Trustee, District 2
  - NY State Aid completion dates extended from 3 to 4 years
  - Education for Trustees – effective 2023 – 2 hours required
  - Book Club last training 12/14/21
  - Further discussion re: new mission and vision statement – empowering lives

**Director’s Report and Personnel Report**

- Langan started on-site working with SGH to establish benchmarks of the wall
- Industrial Appraisal – fixed asset inventory last week
- John Tortoso is working with B&G Staff to train them in routine maintenance and systems
- Karen and Molly met with Alita Zuber regarding Bond Referendum
- They are looking into hiring a professional to manage the projects
• We will need to work with a financial planner on the Bond Referendum
• Our current bond will be retired in 2025
• Technology – transitioning to MS365 and new email
• Allison received Chromebooks and hotspots
• Cabling project – moving to Cat 6 using e-rate funds from last year
• Next e-rate funding will used for more bandwidth
• Implementing updated Meeting Room Policy – use of lower-level
• Mask requirements
• Personnel – still working with Safety & Security Committee; performance reviews
• Link to Civil Service job descriptions = Goals opportunity
• LRSP work – receiving good feedback. Focus on current programming review and programming for job seekers
• Library Trustee Book Club – 12/14/21
• New Nintendo switch and Minecraft – My Brother’s Keeper
• Virtual Annual Meeting to be recorded
• Audit complete – Al Coster planning to be at January BOT meeting

Committee Reports:

**President’s Report** – New Trustee and Treasurer announcements from Matt

**Policy and Bylaws & Personnel** – 2022 Policy Review Agenda
Amanda – Policy Committee needs to address certain policies – date for meeting needed. Possible meeting in January to review the policies Karen had emailed.

**Finance Committee: Budget Preliminary Discussion**
Finance Committee to meet in beginning of January prior to coming up with firm budget numbers.

**Building and Grounds** – Update on Retaining Wall and HVAC
Committee to meet to review tonight’s presentation – need detailed discussion before January 24 BOT meeting. Date to be set in New Year.

*Board Development meeting for further discussion of CASTE postponed until sometime in January.*

**Resolutions**

**RESOLUTION #39 – Personnel Changes**
RESOLVED, that the Board of Trustees approves the following personnel changes:

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Cecilia Quintero moved and Alice Joselow seconded the motion to approve Resolution #39. Motion passed. 6-0.

**Old Business**
Shandi commented that there were a few items that should have been kept on the Old Business agenda in order to maintain a record of their progress, i.e.:
- Financial Endowment
- Parking Lot
- Historical Society OPL Items Donated
- Insights4Your Proposals

Will be resolved on next agenda.

**New Business - None**

**Public Comment**
Dennis Neuberger – Thank you!
Jonathan Marshall – Terrific job by OPL and Thank you!

*The next regularly scheduled monthly meeting of the Board of Trustees is Monday, January 24, 2022, 7:00 PM, location: TBA.*

**Adjournment**

At 8:41 p.m. Shandi Speller moved and Alice Joselow seconded the motion to adjourn the December 13, 2021 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director