

**OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting
Wednesday, January 26, 2022, 6:20 p.m., Zoom**

MEETING MINUTES (Revised)

In Attendance:

Board of Trustees: Matthew Weiss, President; Althema Goodson, Vice President; Cecilia Quintero, Secretary; Amanda Curley, Alice Joselow, Shandi Speller, *Newly Appointed Trustee* – Meghan Huppuch

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

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

Call to Order

At 6:25 p.m. Matthew Weiss called the January 26, 2022, Regular Meeting of the Board of Trustees to order.

Executive Session

At 6:26 p.m. Cecilia Quintero moved, and Alice Joselow seconded the motion to enter into Executive Session to discuss the Library Director's performance evaluation. Motion passed 6-0.

At 6:58 p.m. Althema Goodson moved, and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed 6-0.

At 7:01 p.m. the regular meeting resumed.

Pledge of Allegiance

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

RESOLUTION #45 – Appointment of New Trustee to Fill Remaining Second Year of Term

RESOLVED, that in accordance with the By-Laws, the Board of Trustees has appointed Meghan Huppuch to fill the remaining (second) year of an incomplete three-year Trustee term. This position will become open for election in May 2022 as a one-year term that completes the three-year Trustee term of office.

Alice Joselow moved, and Cecilia Quintero seconded the motion to approve Resolution #45. Motion passed 6-0.

Oath of Office

- The Oath of Office was administered to new Trustee, Meghan Huppuch.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the December 13, 2021 Regular Monthly Meeting of the Board of Trustees and the Special Meeting of January 19, 2022.

Amanda Curley moved and Althema Goodson seconded the motion to approve the Minutes of the December 13, 2021 Regular Monthly Meeting of the Board of Trustees and the Special Meeting of January 19, 2022. Motion passed 6-0.

Public Comment

- Friends of the Library Update: Dennis Neuberger, President

FINANCIAL UPDATE

Checking: \$5,459; Savings: \$7,702; Book sale \$1,025; Volunteer benefit report \$7,658

STATUS ON RENOVATIONS AND REPAIR

4 Renovations partially funded in 2021-22 Robert Goodnough painting

ANNUAL FRIENDS BOARD MEETING

No Meeting – Annual update and voting on Board sent via EMAIL

UPDATE ON EVENTS FOR 2022

Book sale March 19th (March Madness)

Not accepting donations at this time.

BARBARA HENNINGER

Barbara has decided not to be on the Board for 2022. We will miss her “hands on” involvement but are happy she will still be available for advice and counsel.

Nancy Lutwin has been nominated to fill Barbara's position.

YTD HOMEBOUND & ORGANIZATION ACTIVITY

Maryknoll Seminary started 11/15/2021–DVD's donated from their Library to the American Legion as well as from The Ossining Library.

As a result of that activity, I established a meeting between Maryknoll and the American Legion, 23 Priests and Brothers who served in the Military, will now benefit from events and programs the Legion offers to Vets. Also working currently with Brother Wayne because I inquired if there were sisters who had served and he is getting a list processed.

Maryknoll Sisters, Peace Corps and American Legion on hold; Cedar Manor-Homebound Delivery-No Activity

Will contact student 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.

CONFIRM THAT AS A VOLUNTEER GROUP, WE ARE COMMITTED TO ACCEPTING ALL VOLUNTEERS AND NOMINATIONS FOR FRIENDS BOARD.

THANK YOU TO THE OSSINING LIBRARY FOR BEING SO DEDICATED TO THE COMMUNITY

- Foundation Update: Leslie Allen, Chairperson
The Foundation met yesterday and are planning one-off projects and mapping out the entire year with a strategic plan. February Singing Telegrams being planned by Risko School.

- Jonathan Marshall, WLS Board Trustee, District 2
 - NYS Budget for Library Aid +\$2 million = \$96 million
 - Construction aid is \$14 million
 - Library Advocacy Day, 3/2/22, will be virtual.
 - WLS Trustees gathering from member Westchester libraries – they are working out a program for the end of February.
 - Localized discussions
 - Trustee Handbook Book Club – 2/22/22 – Facilities. Previous presentations have been recorded.
 - Open Meetings law for meeting virtually extended through 2/14/22
 - DEI Audit for WLS by Your Choice Coach
 - *5 Towns-1 Book* Community Event
 - Development work \$400,000 raised in 2021
 - Wireless and digital equity grant for 2022

Director's Report and Personnel Report

- Budget is in process and will be presented at the February meeting
- Omicron surge has caused step back in some programs
- Langan proposal for the survey of retaining wall
- Appraisal has been completed
- Molly working with two architects for possible oversight of upcoming projects
- HVAC #4 Pump is permanently out of service
- Boiler is maintaining reasonable temperatures in building
- We are moving ahead with technology change to Outlook email – going gently
- E-rate process for 2022-2023
- Addition of 2 switches (telephone system), rewire drops – 1/3 of building this year and 1/3 next year
- Diana and Karen finalizing selection of Librarian II
- First steps in implementing personnel reviews
- LRSP departmental teams
- Meeting with Michael Holmes next Monday. Proposal possible for February meeting.
- Grant paperwork being finalized – Carlucci \$50,000 and Boiler \$411,000
- Library Trustee Handbook Book Club
- Joyce Sharrock Cole arranged for Robe Imbriano, Executive Producer of Netflix, *Amend*, to come to OPL – 2/12/22, 2:00 PM
- Carpeting installed in computer labs and Cheever Room – Thank you Molly!

Matt asked about air conditioning in the summer due to the out of service well pump. We are faced with a dilemma. Karen will investigate emergency air conditioning.

CSEA Union Contract – is there a timeline? Negotiations due to reconvene 2/9/22.

Professional development for Trustees – please forward any certificates to Karen.

Committee Reports:

President's Report

- Possible **Biennial** Trustee Review
- Staying in touch with Michelle Mussuto

At 7:45PM Shandi Speller left the meeting.

Policy and Bylaws & Personnel

Amanda Curley commented on the following policies being presented for First Readings:

- ✓ Art Exhibit Policy Revised 011322
- ✓ Use of Meeting and Performance Spaces by Outside Organizations Policy Rev 011322
- ✓ Volunteer Policy Rev 011322 - Volunteer Application included for info. only
- ✓ Request for Reconsideration of Materials – For Review Only
- ✓ Collection Development and Materials Selection and Withdrawal Policy, Rev 011322

Finance

- ✓ 2021 Audit Review; 2022-2023 Preliminary Budget Discussion – both items tabled until the February 14 meeting.

Building and Grounds

- ✓ Update on Retaining Wall and HVAC
Karen spoke with architects Lothrop & Dattner as potential oversight and expertise for OPL projects.

Amanda felt confidence in pulling someone in as a consultant.

Alice commented – the more help the better.

Molly commented that even with COVID the carpeting company kept to their work schedule and completed the job with ½ the crew originally due to send.

- ✓ Review of Clean Air Invoices
Clean Air invoices to be forwarded to the B&G Committee members only. Molly asked that they also be sent to her.

Resolutions

RESOLUTION #40 – Approval of the 2021 Audit

RESOLVED, that the Board of Trustees approves the Audit for the fiscal year ending June 30, 2021.

This resolution was tabled until the February 14 meeting.

RESOLUTION #41 – Personnel Change(s)

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Increase in Minimum Wage/Hourly Rate Change:</i>					
Briana Anton	Page	Circulation	PT	\$15.00/hr.	12/31/2021
Jozsef Balantoni	Page	Circulation	PT	\$15.00/hr.	12/31/2021
Christopher Blaha	Page	Teens	PT	\$15.00/hr.	12/31/2021
Ritika Brahmedesam	Page	Tech.	PT	\$15.00/hr.	12/31/2021
Hope Funk	Page	Children's	PT	\$15.00/hr.	12/31/2021
Emily Huang	Page	Circulation	PT	\$15.00/hr.	12/31/2021
John Jarama	Page	Tech.	PT	\$15.00/hr.	12/31/2021
Vicenta Mauri	Page	Adults	PT	\$15.00/hr.	12/31/2021
Ann Walsh	Page	Circulation	PT	\$15.00/hr.	12/31/2021
<i>New Hire:</i>					
Akeyla Todd	Lib. Asst.	Teens	PTA/Sub	\$26.60/hr.	12/27/2021

FMLA:

Guillermo Rodriguez	Lib Asst	Adults	FT		12/06/2021- 01/23/2022
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Cecilia Quinter moved, and Amanda Curley seconded the motion to approve Resolution #41. Motion passed 5-0, one abstention.

RESOLUTION #42 – Approval of 2022 First Half WLS Invoices

RESOLVED, that the Board of Trustees approves the WLS Invoices for SLA-ILS Maintenance Service in the amount of \$22,570.32 and Digital Content per 100 population in the amount of \$5,330.22 for the first half of 2022.

Amanda Curley moved and Althema Goodson seconded the motion to approve Resolution #42. Motion passed. 5-0, one abstention.

RESOLUTION #43 – Approval of the Langan Engineering & Environmental Services Additional Services Request

RESOLVED, that the Board of Trustees approves the Langan Engineering & Environmental Services Additional Services Request in the amount of \$6,500 to provide a drone LiDAR-based topographic survey of the physical surface features (buildings, walls, curbs, fences, etc.) along with one-foot contours of the library property.

Alice Joselow moved, and Amanda Curley seconded the motion to approve Resolution #43. Motion passed 5-0, one abstention.

RESOLUTION #44 – Acceptance of Donation

RESOLVED, that the Board of Trustees accepts, with gratitude, a donation of \$15 in memory of Susan Kelly by Geri Mariano.

Amanda Curley moved, and Alice Joselow seconded the motion to approve Resolution #44. Motion passed 5-0, one abstention.

RESOLUTION #46 – Approval of Addition to the Internet Acceptable Use Policy*

RESOLVED, that the Board of Trustees approves the addition of the following statement to the Internet Acceptable Use Policy: *“The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase hotspots and Chromebooks. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the Internet.”*

*ECF requirement to be added to our Internet Acceptable Use Policy and posted on our website.

Althema Goodson moved, and Amanda Curley seconded the motion to approve Resolution #46. Motion passed 5-0, one abstention.

Old Business

- Insights4U Proposals – should be ready for the 2/14/22 meeting
- Parking Lot – Molly investigating possibilities of gate features. Towing offenders' cost between \$110-\$200. Must have explicit signage on-site.
- OPL Request to Historical Society for Items – record keeping problem. Joe Burton checked their records but will keep looking. Display case in Cheever Room is an historical partnership.
- Financial Endowment Possibility – No update.

New Business

- "Bullet-Aid" Grant from Westchester Delegations of the NYS Senate & Assembly – further discussion with the Board.

Public Comment - None

Executive Session

At 8:30 p.m. Cecilia Quintero moved and Alice Joselow seconded the motion to enter into Executive Session to discuss personnel items. Motion passed 6-0.

At 8:35 p.m. Althema Goodson moved and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed 6-0.

RESOLUTION #47 – Approval of Library Director Annual Performance Evaluation

RESOLVED, that the Board of Trustees approves the annual performance evaluation of the Library Director and both a one-time merit increase in salary of 1% retroactive to March 1, 2021, and a 1% one-time merit increase in salary effective March 1, 2022.

Alice Joselow moved, and Cecilia Quintero seconded the motion to approve Resolution #47. Motion passed 5-0, one abstention.

Adjournment

At 8:37 p.m. Althema Goodson moved, and Cecilia Quintero seconded the motion to adjourn the January 26, 2022 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director