

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Special Meeting/Work Session
Thursday, December 1, 2022, 5:00 PM
2nd Floor Conference Room

MEETING MINUTES (Draft)

In Attendance:

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

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

Call to Order

At 5:04 p.m., President Amanda Curley called the December 1, 2022, Special Meeting/Work Session of the Board of Trustees to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Board Discussion

- **Gift, Donation and Naming Policies** – Board approved policy as a First Reading – to be presented for Second Reading and approval on 12/12/22.
- **Bylaws** – Board approved revisions requiring Treasurer to attend at least 2 meetings per year, although quarter is preferred. Questions about Open Meetings Law to be referred to attorney.

Note: January 12, 2023, Work Session scheduled for 5:00 PM with Auditor to review 2022 Audit. Follow up with Treasurer to attend.

- **New Trustee Guidelines and Draft of Committee Roles** – Board will return to these after the Jerry Nichols training, hopefully in January. Board prefers a 2-hour training. Althema and Amanda will give Karen Monday availability dates. Meghan and Amanda working on committee roles.
- **Biennial Trustee Survey**
 - 1.) Training from Jerry Nichols
 - 2.) 5-10 minutes at end of meetings – how did the meeting go? Reflections on how we are collaborating – building relationship
 - 3.) Clear scheduling – all committee meetings on schedule

- 4.) Shared committee notes – SharePoint training
- 5.) Shift committee reports back to Work Sessions
- 6.) Actually having a meeting form
- 7.) Committee meetings scheduled before Work Sessions

(Meghan's notes to be incorporated.)

- Jerry Nichols Training and Contract
- Director's Evaluation Feedback from Board – Is this an effective instrument? Board agreed it is inadequate. It does not reflect what's been accomplished with the year. Goals should be specific – match with Long Range Strategic Plan. Create a place for Karen to add her accomplishments.
Note: Library Director's contract to have Performance Evaluation completed in June instead of March.

Cecilia asked for feedback on the evaluation. Add a section on LRSP pillars.

Note from Building and Grounds: Next meeting scheduled for 12/14/22 with engineers, architects, B&G Committee. We need to get more aggressive working on Bond Referendum plan.

Note from Policy Committee: 12/05/2022 meeting canceled.

Resolutions

RESOLUTION #32 – Approval of Gerry Nichols' Trustee Education Workshop

RESOLVED, that the Board of Trustees approves Gerry Nichols' on-site Trustee Education Workshop training in the amount of \$850 plus mileage reimbursement.

This resolution was tabled until the 12/12/022 Regular Monthly Meeting.

Adjournment

At 7:00 PM Alice Joselow moved, and Meghan Huppuch seconded the motion to adjourn the December 1, 2022 Special Meeting/Work Session of the Board of Trustees. Motion passed 7-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director