

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*November 17, 2014, 7:00 p.m.*

**MEETING MINUTES**

In Attendance:

Board of Trustees: Alice Joselow, *President*; Lucinda Manning, *Vice President*;  
Madeline Zachacz, *Secretary*; John Crawford, Debbie Goddard,  
Matthew Weiss, Stephanie Unger

Staff: Molly W. Robbins, Assistant Director; Kathy Beirne, Secretary to Director

Call to Order

At 7:05 p.m. President Alice Joselow called the November 17, 2014 Regular Meeting of the Board to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Amended Minutes of the Regular Meeting of October 27 and the Special Meeting of November 10, 2014.

Lucinda Manning moved and Madeline Zachacz seconded the motion to approve the meeting minutes as amended. Motion passed unanimously.

Public Comment

Great things about OPL:

- Programs are excellent and well received
- Chris Surovich reports new patrons increased by 129 in the month of October
- Linda Levine helps people with visual disabilities – apply for NYS Library for the Blind resources, paperwork, use of equipment, etc.
- Capt. Scott Craven’s new book group
- Molly’s Newsletter to Staff

Director’s Report and Personnel Report

- Molly updated the Board about the dumpsters being in place and being emptied weekly.
- The 5000 Room has been cleared out and is presently being reorganized.
- Discussion on possible Teen Program to decorate dumpsters.
- In Carry’s absence, Molly has taken two sessions of the Arts Westchester Grant funded Art Project of Metal Crafting. Suzy and Louis handled the other two sessions. Staff took the initiative to help out.
- Maddi will send thank you note to Walgreens for providing flu shots for staff.
- Prepare larger thank you to Senator Carlucci, post on Website with pix, send him screen shot, put on homepage.

Operating Budget and Revenue Report

No report until next month.

Warrant and Schedule of Claims Approval; Payroll Warrants

Reports were shared with the Board and approved.

Treasurer’s Report

No report.

Committee Reports

*President’s Report*

No report.

*Policy and Bylaws – Fringe Benefits Policy for Non-Union Employees (1<sup>st</sup> Reading)*

This is a first reading of the proposed policy which will be discussed in Executive Session due to its confidential nature.

*Finance*

The Finance Committee will move its meetings to Thursday nights.

The Board discussed the procedure of approving the Warrant and Schedule of Claims. They prefer to revert back to the previous procedure of approving same with a resolution.

*Building and Grounds*

- Leak in Cheever Room – custodian checking out source. (Update: there was no leak.)
- Where is gum removal machine? (Update: in working order in 5000 Room)
- Carpet cleaning – estimates being collected
- Window washing in Spring
- Cracks in ceiling need painting – Children’s Room
- Fire drills – will be held in coming months
- Lockdown drill – Molly discussed with Capt. Scott Craven today
- ITC Phones – training on 11/6/14. Also, ITC is working on the special numbers for OPL
- There will be a Special Meeting on December 3, 6:00 p.m., to discuss HVAC with Randy Martin

Resolutions

**RESOLUTION #25**

**RESOLVED**, that the Board of Trustees approves the personnel changes so noted.

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
<b><u>NEW HIRES</u></b>					
Arlene Molde	Lib. Clerk	Circulation	Up to 17 hrs/wk	\$17.77/hr.	11/6/14 (\$302.09/wk.)
<b><u>PROMOTIONS</u></b>					
Louis Crisci	Lib. Asst.	Teen Room	Up to 17 hrs/wk	\$24.84/hr.	10/27/14 (\$422.28/wk.)
		<i>from Library Clerk Circulation</i>	<i>Up to 17 hrs./wk.</i>	<i>\$18.08/hr.</i>	<i>(\$307.19/wk.)</i>

RESIGNATIONS

Nicole Zavarella	Lib. Clerk	Circulation	Up to 17 hrs/wk	\$18.41/hr.	11/6/14 (\$312.97/wk.)
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Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the personnel changes so noted. Motion passed unanimously.

Old Business

Planning for 125<sup>th</sup> Anniversary of OPL – keep topic open. (Set for follow up in July 2015.)

Maureen Sullivan plans to meet with PT-Staff on January 26 and 27, 2015. She would like to take care of staff issues first. The Board would like to have a strategy for recruitment of new Director to do it right. When can she come back to meet with the Board and report? Clear plan on how to recruit a new Director? Workshop on strategic planning with Maureen – February? Email to survey Board for what they want to get out of next session.

Protocol for Board development – WLS Training for new Board members. Molly will forward Mid-Hudson Library link.

New Business

- 2015-2016 Budget Development  
Finance Committee to start process.
- DASNY Funding Supplemental Heat  
Paperwork and documents need to be prepared and forwarded to DASNY.

Public Comment

None

Executive Session

At 8:35 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed.

At 9:29 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed.

Adjournment

At 9:35 p.m. Alice Joselow moved and Debbie Goddard seconded the motion to adjourn the November 17, 2014 Regular Meeting of the Board of Trustees.

Respectfully submitted,  
Kathy Beirne, Secretary to Directors