

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
October 27, 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: Suzy Zavarella, *Teen Services*; Debbie Fletcher and Linnea Moosman
from *Children's Services*, James Trapasso, *PR and Programming*; Kathy
Beirne, *Secretary to Director*

Public: Students (and parents) of the *Battle of the Books*

Call to Order

At 7:02 p.m. President Alice Joselow called the meeting to order.

Pledge of Allegiance

All those present stood for the pledge.

OPL PROUD of Our Battle of the Books Teams! Presentation

Our OPL Teen and Children's Librarians worked to coach two teams to compete in the FIRST Westchester Battle of the Books held at Scarsdale Middle School. The Teen team won first place and the Children's team made it to the semi-finals.

President Alice Joselow congratulated the teams and honored them with a presentation of medals and certificates to each student.

Erudites (Grades 6-9)

Brandon Jones
Caleb Feinstein
Mihika Singhal
Sri Polkampally
Vishnu Polkampally
Idalio Yan
Eric Schmid

Albert Einsteins (Grades 4-6)

Tanmay Singhal
Faith Tomicich
Arjun Kulkarni
Bailey Lapolla
Tristan Robinson-July
Emilia Magalhaes
Mohamed Loum
Janessa Yan

Nomination of Stephanie Unger as Board Trustee to fill empty seat left by resignation of Art Jay whose term expires June 30, 2015.

Debbie Goddard moved and Madeline Zachacz seconded the motion to nominate Stephanie Unger to the Board of Trustees to fill the empty seat left by the resignation of Art Jay whose term expires June 30, 2015. Motion passed unanimously.

Administration of Oath of Office to New Trustee

Board President Alice Joselow administered the Oath of Office to the newly elected Trustee Stephanie Unger and to the previously elected new Secretary of the Board, Madeline Zachacz.

Committee Appointment

The following is a list of committees to which Board of Trustees members are appointed for the 2014-2015 fiscal year revised to include newly elected Trustee, Stephanie Unger. President Alice Joselow is an ad hoc member of all committees.

Committee	Chair		
Finance	Madeline Zachacz	Matthew Weiss	
Policy & Bylaws	Debbie Goddard	Lucinda Manning	S. Unger
Building and Grounds	John Crawford/Matthew Weiss	Lucinda Manning	
Safety Planning	John Crawford/Matthew Weiss		

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the Regular Meeting of September 22, 2014.

Lucinda Manning moved and Debbie Goddard seconded the motion to approve the meeting minutes. Motion passed. Stephanie Unger abstained.

Director's Report and Personnel Report

In Assistant Director's absence President Alice Joselow commented on the excellent work the Children's Services staff is doing working with the schools on a regular basis and meeting with school librarians – something that has never happened before.

Operating Budget and Revenue Report

When will the Annual Audit Report for 2013 be available for review?

Warrant and Schedule of Claims Approval and Payroll Warrants

Reports were shared with Board and approved.

Treasurer's Report

Jaime Aguirre was absent from meeting – no report.

Committee Reports

The *President's Report* will be shared in Executive Session.

Policy and Bylaws Committee – the meeting that had been scheduled was canceled – no report.

Finance Committee

The report is attached to these meeting minutes.

Madeline Zachacz will contact Rich of the Footnote Café and ask him to put a proposal together regarding what improvements/changes to the Café he would like. The Board will go from there. The Board wants to make a good faith effort to help the Café business.

New resolution to be presented regarding the Fund Balance changes.

Building and Grounds Committee

- The Board asked that Randy Martin and John Tortoso attend the next Board meeting.
- Retaining Wall – problem with water. John Crawford and Matthew Weiss will take pictures of wall. Board needs to get someone in to inspect it.
- Revisit roof clips – have letter sent by attorney to manufacturer asking manufacturer to honor his warranty
- Paint chipping from prior water leakage – 2nd floor
- Need for prioritizing building items
- Bids on window cleaning
- Next Board Meeting on November 10 is a Work Session. Topics to discuss:
 - * HVAC
 - * Roof letter
 - * Look into retaining wall inspector
 - * Windows and painting
 - * Randy Martin and John Tortoso
 - * Lower circle/curbing

Safety Planning Committee – they are working on the Disaster Plan.

Resolutions

RESOLUTION #22

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
<u>NEW HIRES</u>					
Carleen Ince	Lib. Clerk	Circ. Dept.	Up to 17 hrs/wk	\$17.77/hr.	10/7/14 (\$302.09/wk)
Marco Llano	Lib. Clerk	Circ. Dept.	Up to 17 hrs/wk	\$17.77/hr.	10/17/14 (\$302.09/wk)
Marcie McMahon	Page	Children’s	12 hrs/wk	\$8.00/hr.	10/16/14 (\$96.00/wk)
Thao Nguyen	Librarian I	Children’s	On call	\$28.96/hr.	10/4/14

RESOLUTION #23

RESOLVED, that the Board of Trustees accepts, with thanks, the following:

1. A 90% appropriation of the 2014 LLSA in the amount of \$8,095.50. The LLSA-NYS Grant line (2760000) of the Revenue Report will be increased by \$8,095.50.
2. A grant in the amount of \$700 for the Learning Ambassador Program. The Miscellaneous Grants line (2760003) of the Revenue Report will be increased by \$700.
3. A donation in the amount of \$10 from Alfred Goyburu. The Gifts and Donations line (2705000) of the Revenue Report will be increased by \$10.

RESOLUTION #24

RESOLVED, that the Board of Trustees approves the fees for legal services for 2015 (January 1-December 31) as outlined in the October 14, 2014 letter from Thomas, Drohan, Waxman, Petigrow & Mayle, LLP.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolutions 22, 23 and 24. Motion passed unanimously.

Old Business - None

New Business

Alice Joselow asked the Board to share anything they might hear about to honor.

Louis Crisci IV emailed Alice and invited the Board to the Annual Staff Holiday Party on December 5 at 6:30 p.m. The Board will enthusiastically attend and will provide a holiday dessert cake.

Public Comment - None

Executive Session

At 9:00 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed.

At 9:47 p.m. Lucinda Manning moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed.

Adjournment

At 9:48 p.m. John Crawford moved and Stephanie Unger seconded the motion to adjourn the October 27, 2014 Regular Meeting of the Board of Trustees.

Respectfully submitted,
Kathy Beirne, Secretary to Director