

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Reorganization & Regular Monthly Meeting*  
*July 13, 2015, 7:00 p.m.*

**MEETING MINUTES draft**

In Attendance: Alice Joselow, *President*; Madeline Zachacz, *Secretary*; Debbie Goddard, Stephanie Unger, Cecilia Quintero, Matthew Weiss

Absent: Lucinda Manning

Staff: Kathy Beirne, Secretary to Director

Other: Tamara Stewart

Call to Order

At 7:14 p.m. President Alice Joselow called the July 13, 2015 Reorganization and Regular Meeting of the Board to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Reorganization Meeting

- 1) Call for Nominations and Election of President of the Board of Trustees for the 2015-2016 Fiscal Year.  
Madeline Zachacz moved and Matthew Weiss seconded the motion to approve Alice Joselow for 2015-2016 President of the Board of Trustees. Motion passed. Alice Joselow abstained.
- 2) Newly elected President takes Oath of Office.  
Alice Joselow took the Oath of Office as President.
- 3) Meeting turned over to newly elected President Alice Joselow.
- 4) Call for Nominations and Election of Vice President of the Board of Trustees  
Matthew Weiss moved and Debbie Goddard seconded the motion to approve Madeline Zachacz for 2015-2016 Vice President of the Board of Trustees. Motion passed. Madeline Zachacz abstained.
- 5) Call for Nominations and Election of Secretary to the Board of Trustees  
Stephanie Unger moved and Debbie Goddard seconded the motion to approve Matthew Weiss for 2015-2016 Secretary of the Board of Trustees. Motion passed. Matthew Weiss abstained.
- 6) Board President administers Oath of Office to the newly elected 2015-2016 Officers  
Madeline Zachacz and Matthew Weiss took the Oath of Office respectively.

Reorganization Meeting (resumed)

7) Committee Appointments

Following is a list of committees to which Board of Trustees members will be appointed for the 2015-2016 fiscal year. The President will be an ad hoc member of all committees.

Committee	Chair		
Finance Committee	M. Zachacz	M. Weiss	A. Joselow
Policy & Bylaws/Personnel Committee	S. Unger	D. Goddard	C. Quintero
Building and Grounds Committee	M. Weiss	M. Zachacz	A. Joselow
Safety Planning Committee	L. Manning	M. Weiss	A. Joselow

8) Adoption of Annual Resolutions

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2015-2016 fiscal year.

**a) Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

*Resolved that the regular monthly meeting of the Board of Trustees for the 2015-2016 fiscal year be held starting at 7:00 p.m. in the Director's Office at the Ossining Public Library, 53 Croton Avenue, Ossining NY in accordance with the following schedule:*

**2015**

July	13	Reorganization and Regular Meeting
August	24	Regular Meeting
September	21	Work Session
	28	Regular Meeting
October	5	Work Session
	19	Regular Meeting
November	2	Work Session
	16	Regular Meeting
December	14	Regular Meeting

**2016**

January	11	Work Session
	25	Regular Meeting
February	8	Work Session
	22	Regular Meeting
March	14	Work Session
	28	Regular Meeting
April	11	Work Session
	25	Regular Meeting
May	9	Work Session
	23	Regular Meeting
June	13	Work Session
	27	Regular Meeting
July	11	Reorganization and Regular Meeting

**b) Resolution 2: Designating Depositories**

*Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.*

*Be it further resolved that the position of Vice President, Board of Trustees be added as an authorized signer of checks on the accounts set up at the Mahopac National Bank.*

**c) Resolution 3: Approval of Check Signers**

*Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Alice Joselow, President; Madeline Zachacz, Vice President; Jaime Aguirre, Treasurer; Molly W. Robbins, Assistant Director.*

**d) Resolution 4: Naming the Official Newspapers of the Library**

*Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2015-2016 fiscal year.*

**e) Resolution 5: Naming the Official Media Outlets of the Library**

*Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official media outlets of the Ossining Public Library for the 2015-2016 fiscal year.*

**f) Resolution 6: Appointing Library Auditor for 2015-2016**

*Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ending June 30, 2015.*

**g) Resolution 7: Appointing Library Attorney for 2015-2016**

*Resolved that Thomas, Drohan, Waxman, Petigrow, & Mayle, LLP be appointed Library General Counsel for the 2015-2016 fiscal year at an annual retainer of \$14,875 (or \$1,239.58 per month) with a cap of 85 hours per the proposal for Legal Services dated April 2, 2015.*

**h) Resolution 8: Appointing Section 75 Hearing Officer**

*Resolved that, Mr. Joseph Wooley, Esq., is appointed a Section 75 Hearing Officer for the 2015-2016 fiscal year, pursuant to Section 200 of the Commissioner's Regulations at an hourly rate of \$175.*

**i) Resolution 9: Appointing Consultants for the 2015-2016 Fiscal Year**

*Resolved that the Board of Trustees hereby authorizes the Assistant Director to engage the services of the following consultants for the 2015-2016 fiscal year at fees not to exceed the amounts noted below.*

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
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Michael Enright	Webmaster	Maintenance and presentation of Web Site	\$35 per hr. for maintenance of Web page and \$60 per hr. for coding and CSS work
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,000 per year
John Tortoso	Building Management	Supervision and Training of Custodial Staff	\$22.25 per hr.
Grant Schneider	Personnel Management	Personnel Consultant	\$75 per hr.

**j) Resolution 10: Regarding the Establishment of Petty Cash Funds**

*Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.*

*Be it further resolved that the location and custodian of each fund be as follows:*

<i>Business Office</i>	<i>\$ 500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$ 30</i>	<i>Chris Surovich</i>

**k) Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election**

*Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 17, 2016 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.*

**l) Resolution 12: to Establish the dates of various 2015-2016 Budget Vote and Trustee Election Activities**

*Resolved that the following dates be established for the 2015-2016 Fiscal Year Budget and Trustee Election activities:*

<i>February 22, 2016</i>	<i>• Presentation of 2016-2017 Preliminary Budget to Board of Trustees</i>
<i>March 28, 2016</i>	<i>• 2016-2017 Final Budget adopted by Board of Trustees</i> <i>• Trustee vacancies announced to public</i>
<i>April 18, 2016</i>	<i>• Trustee candidates' petitions due in District Clerk's Office</i>
<i>April 25, 2015</i>	<i>• Budget Hearing: 2016-2017 Budget presented to public</i>

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve Resolutions 1 through 12. Motion passed unanimously.

**REGULAR MEETING**

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 22, 2015 Regular Meeting and the March 19, 2015 Special Meeting of the Board of Trustees.

Madeline Zachacz moved and Matthew Weiss seconded the motion to approve the June 22 and the March 19, 2015 meeting minutes. Motion passed unanimously.

Public Comment - None

Director’s Report and Personnel Report

- \* Chris Surovich stepping down from *Time 4 Twos* Program
- \* Teens’ and Children’s Summer Programs
- \* Battle of the Books in October

Operating Budget and Revenue Report (*Not yet finalized for year-ending June 30, 2015*)

Committee Reports

**President’s Report**

- \* New Director visit to be scheduled in August
- \* Union Grievance

**Policy and Bylaws/Personnel Committee**

- \* Fringe Benefits Policy for Non-Union Employees (and CSEA new contract) – carryover of vacation days to be addressed – no more than one week of vacation carried over - no more unlimited carryover.

**Finance Committee**

- \* Tax Certioraris – school district refunded money to library. Budget line for certioraris.

**Buildings and Grounds Committee**

- \* Review building plans for lot and wall
- \* Phones – ITC has upgraded the system with off premises access to status update
- \* Update of building locks
- \* Wobble upgrade – no response from Wobble yet
- \* Parking lot lines repainting
- \* Monitoring of wall – Board needs to review proposal
- \* Write RFP – engineers to advise/study solution; design and execute same
- \* Window washing has begun

Resolutions

**RESOLUTION #13**

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

<u>Name</u>	<u>Title</u>	<u>Dept</u>	<u>Proj Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
<b><u>NEW HIRES</u></b>					
Skyler Jones	Page	Children’s	6 hrs/wk	\$8.75/hr	06/05/15
Christopher Blaha	Page	Teens	6 hrs/wk	\$8.75/hr	06/29/15
Kerry Cavanagh	Page	Children’s	6 hrs/wk	\$8.75/hr	06/07/15
Karen LaRocca-Fels	Director III	Admin.	35 hrs/wk	\$112,000/yr	09/01/15

**RESOLUTION #14**

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

- A photograph entitled “October 1, 2013” from the series “Hudson River Romance” valued at \$750 from Elisabeth Sinsabaugh.
- A three-years subscription to “Sunset Magazine” from Linda Snyder.
- A donation of \$50 in memory of Alice Joselow’s mother to be used wherever the need is greatest.
- The following in memory of Lena Manno, an OPL volunteer for over 20 years, who passed away on May 1.
  - \* \$100 from Chris and Paul Surovich to be used to purchase large print books. Lena read many large print books.
  - \* \$50 from Ellen and Richard Califano
  - \* \$20 from Joyce Pietrowski
  - \* \$25 from Judith and Burton Whiteman
  - \* \$50 from Judith Solomon and Leonard Hellenbrand

The Gifts and Donations line (2705000) of the Revenue Report will be increased by \$295. The Adult Books line of the budget (7410410) will be increased by \$100 for the purchase of large print books.

**RESOLUTION #15**

*Resolution Regarding SEQRA (State Environmental Quality Review Act) Negative Declarations at the Ossining Public Library*

**WHEREAS**, the Board of Trustees of the Ossining Public Library desires to embark upon a capital improvement project at the library to apply hot water heating to the building HVAC system and

**WHEREAS**, said capital improvement project is subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this part, are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (2));

**WHEREAS**, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

**WHEREAS**, the Board of Trustees, as the only involved agency, has examined all information related to the capital improvement project and has determined that the capital improvement project is classified as a Type II Action pursuant to Section 617.5(2) of the SEQRA Regulations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees hereby declares itself the lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED** that the Board of Trustees hereby declares that the improvement to the Library HVAC system is a Type II Action, which requires no further review under SEQRA.

Stephanie Unger moved and Madeline Zachacz seconded the motion to approve Resolutions 13-15. Motion passed unanimously.

Public Comment - None

Executive Session

At 7:55 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to enter into Executive Session for the purpose of discussing a personnel matter.

At 8:52 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to leave Executive Session.

Adjournment

At 9:05 p.m. Stephanie Unger moved and Debbie Goddard seconded the motion to adjourn the July 13, 2015 Reorganization and Regular Meeting of the Board of Trustees.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*