

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Special Meeting/Work Session*  
*September 21, 2015, 7:00 p.m.*

**DRAFT MEETING MINUTES**

In attendance:

Board of Trustees: Madeline Zachacz, *Vice President*; Matthew Weiss, *Secretary*;  
Debbie Goddard, Lucinda Manning, Cecilia Quintero, Stephanie Unger

Staff: Karen LaRocca-Fels, *Director*; Kathleen Beirne, *Secretary to Director*

Absent: Alice Joselow, *President* (Bereavement)

Call to Order

At 7:04 p.m. Vice President Madeline Zachacz called the September 21, 2015 Special Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Work Session

- Annual Meeting  
The Board agreed to hold the event in the spring (March-April). Celebration of the library, staff longevity awards, Annual Report “package”, possible fund raiser.
- New Director Meet and Greet  
10/4, 12-2 p.m., before Concert, reception in Café, food from Wobble  
10/15, 5:30-7:30 p.m., during the Friends Book Sale.  
Press release, flyers – Jimmy is working on – E-blast, invites. Need list of names from Alice. Madi volunteered to help. Stephanie will check her records for people to invite.
- Board Retreat  
Karen will develop content. What would Board like to get out of the retreat? Presenter? Goal-setting. Libraries of the future, evolution of libraries, Rebecca Smith Aldridge, planning, collaborative workshops, small team building, strategies, planning. Best practices. Suggested date: November before holidays, Sunday afternoon, location possibly Ossining Community Center.
- Policy Committee  
Vacation Policy and Fringe Benefit Policy for FT Non-Union Employees were reviewed and revised. Both revised policies will be presented to Board at September 28, 2015 Regular Meeting.

- Memorial Service for David Kornreich  
The Board agreed to allow personal use of the Budarz Theater by the family for a memorial service when the time comes.
- Long Range Plan  
Karen has begun gathering information. The Board approved the use of a consultant. Karen will research consultants.
- List of Building Projects  
Karen will add building projects to her Director's report this month.  
Matt mentioned: lower circle and tree to be removed and lines painted. Keys to be updated – re-key for now and get quote on electronic keys. Alliance Locksmith, Hawthorne was recommended. Establish policy of employee key return.

College Essay Bootcamp banner questioned. Follow-up on program kick-backs.

Matt commented on the 125<sup>th</sup> Anniversary of the Library in 2018. Possible program to create public archive of family histories. Chris Surovich and Linda Levine presently working on similar project. Karen will check with Ossining Historical Society.

Matt also mentioned that the wall surveyor had agreed to the contractual price which had expired.

#### Executive Session

At 8:30 p.m. Stephanie Unger moved and Debbie Goddard seconded the motion to enter into Executive Session for the purpose of discussing personnel matters.

At 9:40 p.m. Stephanie Unger moved and Debbie Godard seconded the motion to leave Executive Session.

#### Adjournment

At 9:40 p.m. Stephanie Unger moved and Debbie Goddard seconded the motion to adjourn the September 21, 2015 Special Meeting of the Board of Trustees.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*