

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*April 25, 2016, 7:00 p.m.*

**MEETING MINUTES (Revised)**

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

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

Other: Peter Capek

Call to Order

At 7:03 p.m. President Alice Joselow called the April 25, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment

Peter Capek commented on the budget.

**Budget Hearing**

The Board reviewed certain budget items and discussed what taxpayer information they would like included in budget flyer.

Approval of Prior Meeting Minutes

Motion to Accept the meeting minutes of the March 28, 2016 Regular Meeting and the meeting minutes of the April 11, 2016 Special Meeting of the Board of Trustees.

Stephanie Unger moved and Cecilia Quintero seconded the motion to approve the minutes of the March 28, 2016 and of the April 11, 2016 Board meetings. Motion passed unanimously.

Director's Report

- Two new PT librarians in Children's Services have been hired
- One PT librarian substitute in Reference also
- Wednesday, April 17, OPL Team Building and Customer Service Training 36 staff members participating
- Other Ossining organizations speaking at Department Heads bi-weekly meetings
- WLS working on Library app
- Meeting with Ray Sanchez regarding community wide early literacy program
- GivGab fund raising WLS initiative
- WLS Trustee Award for 2016 – Suzy Zavarella – huge honor

- Ossining Earth Day very well attended
- Carry Cubillos reaching out to Ecuadorian Consulate regarding concert

Payroll Approvals

Payroll registers were presented to the Board and approved.

Committee Reports

President’s Report

- Excellent job our new Director is doing. She has accomplished so much in 6 months moving OPL forward.

Policy and Bylaws, Personnel

– *Revised E-Reader Policy*

The Board approved revisions as a First Reading.

– *Procurement Policy and Memo from Stephanie Unger*

Stephanie reviewed revisions with the Board. The Policy will be forwarded to our attorney and when it comes back to us it will be presented to the Board as a First Reading.

Finance

- Update on Snowden PILOT

Building and Grounds

- Contracts involved and will be discussed in Executive Session

Resolutions

**RESOLUTION #44**

**RESOLVED**, that the Board of Trustees approves the following personnel changes:

**NEW HIRES**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Hrly. Rate</u>	<u>Hrs Wrk</u>	<u>Eff. Date</u>
Marie Pierre	Lib I	Childrens	\$28.96	17 hrs	03/30/16
Amelia Buccarelli	Lib I	Childrens	\$28.96	17 hrs	04/04/16
Subash Gandhi	Lib II	Reference	\$31.67	PT Sub	04/11/16

**RESOLUTION #43 - SNOWDEN PILOT**

**WHEREAS**, the property known as Snowden House located at 35 Snowden Avenue in the Village and Town of Ossining(the “Property”), was granted a Payment in Lieu of Taxes (“PILOT”), in 2006; and

**WHEREAS**, Standard Property Company, Inc. (“Standard”) of New York, New York is under a certain Purchase and Sale Agreement dated December 17, 2015 to acquire the Property; and

**WHEREAS**, Standard intends to make a long-term commitment to the Property and to the community, including the restoration of all units and exterior and interior common spaces, and most importantly, long term affordability at the same AMI level as is currently served by Snowden House; and

**WHEREAS**, in order to facilitate these long-term plans, including obtaining the necessary financing, Standard has made a request to assign, assume and extend the current PILOT agreement; and

**WHEREAS**, the Ossining Public Library is one of four local taxing entities that must approve any such extension or change in terms of the PILOT, with such entities also including the Village of Ossining, Ossining Union Free School District, and the Town of Ossining; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Ossining Public Library does hereby support assigning and amending the PILOT agreement for Snowden House to include the additional terms and modifications set forth below:

- a) The PILOT agreement shall be assigned to Standard.
- b) The PILOT term shall run for a 31 year period from the closing of Standard's acquisition of the Property.
- c) The annual payment by Snowden House shall be the greater of \$60,000 or 10% of the annual Shelter Rent for the prior calendar year, Shelter Rent being defined as consistent with the 2006 PILOT agreement.
- d) The annual payment described above shall be accompanied by substantiation of the shelter rents in the form of an audited financial document, submitted no later than April 30<sup>th</sup>. Failure to provide such financials timely, and in the form described herein and in the amended PILOT agreement entered into by the parties, shall render the property ineligible for the PILOT in that year, and the property will be assessed at market rate for the purposes of calculating the coming year's Town/County taxes, School taxes, and Village taxes.
- e) In the initial year of the amended PILOT agreement (2016) and in year 16 (2031), the property owner will pay an impact fee to each of the four local taxing entities identified above in the amount of \$50,000 per entity in recognition of the impact that a PILOT agreement has on the share paid by other property owners within the various municipalities. The impact fee is to be utilized for a community improvement project.
- f) The affordability restrictions as established by New York State Homes and Community renewal, and the amended PILOT agreement, shall run with the land itself and not with the property owner.
- g) This list is not exclusive and the Ossining Public Library Board of Trustees reserves the right to pursue any other additions or modifications to the 2006 PILOT Agreement as it may see fit.

**BE IT FURTHER RESOLVED**, the President of the Ossining Public Library Board of Trustees is authorized to execute any documents consistent with this resolution to give effect to this resolution.

Matthew Weiss moved and Debbie Goddard seconded the motion to approve the Resolutions #43 and 44. Motion passed unanimously.

#### Old Business

- Long Range Plan  
The survey is complete – Alan Burger and Karen are working on managing its release. Stephanie and Alice would like to distribute survey at May 17 Vote - request being made to school district.
- Annual Meeting  
Possible end of June meeting – depends on theater availability
- Budget Promotion  
Budget flyer in process; budget posted on Web site along with Board President letter.

#### New Business

- Candidate Forum Questions  
Questionnaire OK. Will forward to PTA rep.

Public Comment - None

Executive Session

At 8:26 p.m. Matthew Weiss moved and Debbie Goddard seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 8:56 p.m. Stephanie Unger moved and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed unanimously.

Following Executive Session the Board reviewed the three HVAC Proposals that were received.

**RESOLUTION #45**

**RESOLVED**, that the Board of Trustees approves the HVAC Proposal submitted by Clean Air. Matthew Weiss moved and Stephanie Unger seconded the motion to approve Resolution #45. Motion passed unanimously.

Adjournment

At 8:57 p.m. Debbie Goddard moved and Madeline Zachacz seconded the motion to adjourn the April 11, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*