

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*February 22, 2016, 7:00 p.m.*

**MEETING MINUTES DRAFT**

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: *Friends of the OPL:* Barbara Henninger, *President*; Frya Barnes, *Treasurer*;  
Nancy deKoven, *Secretary*

Call to Order

At 7:01 p.m. President Alice Joselow called the February 22, 2016 Regular Meeting of the Board to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment

- *Friends of the OPL*  
President Barbara Henninger introduced the 2016 Board of the Friends of the OPL and presented the BOT with a printed History of the Friends. There will be a meeting of the Friends and the Foundation in the near future. Alice asked that the BOT be advised of the date and time so some can attend.  
Most of the funds raised by the Friends is through membership and periodic book sales.

Approval of Prior Meeting Minutes

*Motion to Accept the Minutes of the December 7, 2015 Regular Meeting.*

Madeline Zachacz moved and Lucinda Manning seconded the motion to approve the December 7, 2015 Regular Meeting Minutes of the Board. Motion passed unanimously.

*Motion to Accept the Minutes of the January 11, 2016 Special Meeting.*

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the January 11, 2016 Special Meeting Minutes of the Board. Motion passed. Lucinda Manning and Matthew Weiss abstained.

*Motion to Accept the Minutes of the February 8, 2016 Special Meeting of the Board of Trustees.*

Lucinda Manning moved and Debbie Goddard seconded the motion to approve the February 8, 2016 Special Meeting Minutes of the Board. Motion passed. Cecilia Quintero and Madeline Zachacz abstained.

Director's Report

- Cheryl is back! Part time for now
- Ossining Police training – Scott Craven – Emergency Procedure Manual Review
- Seven staff members attended the Active Shooter Training in Greenburgh

- Need for Disaster & Safety Plan
- Hired part time cleaner
- Michael Enright working on a better website
- WLS has new library app for patrons to download
- Ecuadorian Consulate visit
- WLS to start TASC preparation info. Desk at OPL
- Louis Crisci producing a library video
- Francine Vernon – Head Start Programs – importance of library cards
- Final storm water permit approval closing – John Tortoso is working on
- Electric work completed for Footnote Café by school district electrician
- WIFI access in Childrens’ Room
- Yoga – accommodating more people
- Suzy and Marci are working on applying for grant for kids’ gardening and farmers’ market collaboration

Payroll Approvals – payrolls were signed by Board members.

Committee Reports

Finance – meeting with Wobble Café to be scheduled.

Building and Grounds – Wall consultant – John Tortoso’s report - update for BOT

Resolutions

**RESOLUTION #35**

**RESOLVED**, that the Board of Trustees approves the renaming of the Ossining Public Library Children’s Program Room to the **“Sally Read Dow” Children’s Program Room** to honor Sally Dow and in recognition of her many years of dedicated service to the children of the Ossining Community and the Ossining Public Library.

Matthew Weiss moved and Debbie Goddard seconded the motion to approve Resolution #35. Motion passed unanimously.

Note: Karen spoke to Mr. Dow and Children’s Room staff. We will be planning a special ceremony with ribbon cutting, installation of sign, etc.

**RESOLUTION #36**

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

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Hrly. Rate</u>	<u>Hrs Wrk</u>	<u>Effective Date</u>
<b><u>NEW HIRE</u></b>					
Daquan Trammell	Cleaner	B&G	\$15.64	17 hrs/wk	02/16/16

Matthew Weiss moved and Debbie Goddard seconded the motion to approve Resolution #36. Motion passed unanimously.

Old Business

- Long Range Plan  
Debbie Goddard, Cecilia Quintero and Matthew Weiss, along with eleven OPL staff members– Debbie Fletcher, Guillermo Rodriguez, Lydia Aulestia-Recalde, Molly Robbins, Carry

Cubillos, Malory Harlen, Linda Levine– attended a meeting with Karen and Alan and Leslie Burger regarding the long range plan.

- Challenges: reaching out to the entire population and Spanish-speaking community.
  - Survey: put together – gather input from as many community members as possible. Easy to answer and meaningful. Alert everyone about survey – build up public awareness – look into cost of bulk mailing
  - Setting up Eight Focus Groups: what are needs of community and how can OPL meet them? (e.g., parents of young children, teens, seniors, etc.)
  - Assessment of Technology and efficient use of OPL space
- 2016-2017 Budget Discussion
    - Craig Olivo, Esq. to attend next meeting

#### Executive Session

At 8:01 p.m. Madeline Zachacz moved and Cecilia Quintero seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 8:42 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed unanimously.

#### Adjournment

At 8:43 p.m. Lucinda Manning moved and Madeline Zachacz seconded the motion to adjourn the February 22, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Library Director*