

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
July 11, 2016, 7:00 p.m.

MEETING MINUTES

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

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

Call to Order

At 7:05 p.m. President Alice Joselow called the July 11, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Reorganization Meeting

Call for Nominations and Election of Officers of the Board of Trustees for the 2016-2017 Fiscal Year.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Alice Joselow, President; Matthew Weiss, Vice President; Stephanie Unger, Secretary for the 2016-2017 Fiscal Year. Motion passed unanimously.

Newly elected President takes Oath of Office.
Alice Joselow took the Oath of Office as President.

Meeting turned over to newly elected President Alice Joselow.

President Joselow administered the Oath of Office to the 2016-2017 Officers: Vice President Matthew Weiss and Secretary Stephanie Unger.

President Joselow administered the Oath of Office to the newly elected members of the Board of Trustees: Debbie Goddard; Madeline Zachacz; Peter Capek

Reorganization Meeting

1) *Committee Appointments*

The following is a list of committees to which Board of Trustees members were appointed for the 2016-2017 fiscal year.

Committee	Chair		
Finance Committee	Madeline Zachacz	Peter Capek	Alice Joselow
Policy & Bylaws /Personnel Committee	Stephanie Unger	Debbie Goddard	Lucinda Manning
Building and Grounds Committee	Matthew Weiss	Peter Capek	Alice Joselow
Safety Planning Committee	Lucinda Manning	Matthew Weiss**	Stephanie Unger
Ad hoc Subcommittee for Ossining Sesquicentennial Celebration	Lucinda Manning	Alice Joselow	**9/26/16: MW changed to this committee and MZ added to Safety

2) *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 2016-2017 fiscal year.

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 2016-2017 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:

2016

July	11	Reorganization and Regular Meeting
August	22	Regular Meeting
September	12	Work Session
	26	Regular Meeting
October	17	Regular Meeting
November	14	Work Session
	28	Regular Meeting
December	12	Regular Meeting

2017

January	9	Work Session
	23	Regular Meeting
February	13	Work Session
	27	Regular Meeting
March	13	Work Session
	27	Regular Meeting
April	3	Work Session
	24	Regular Meeting
May	8	Work Session
	22	Regular Meeting
June	12	Work Session
	26	Regular Meeting
July	10	Reorganization and Regular Meeting

RESOLUTION 2: Designating Depositories

Resolved that the Mahopac National Bank, Signature Bank, and Peoples United 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.

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; Matthew Weiss, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

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 2016-2017 fiscal year.

RESOLUTION 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2016-2017 fiscal year.

RESOLUTION 6: Appointing Library Auditor for 2016-2017

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, 2016.

RESOLUTION 7: Appointing Library Attorney for 2016-2017

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel for the 2016-2017 fiscal year at an annual retainer of \$14,400 per the November 18, 2015 Retainer Agreement.

RESOLUTION 8: Appointing Section 75 Hearing Officer

Resolved that Mr. Joseph Wooley, Esq. be appointed a Section 75 Hearing Officer for the 2016-2017 fiscal year at an hourly rate of \$175.

RESOLUTION 9: Appointing Consultants for the 2016-2017 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2016-2017 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
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	\$22.60/per hr.
Library Development Solutions	Long Range Planning	Successful strategic planning process	\$24,300/9-12 mos.

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>

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 16, 2017 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.

RESOLUTION 12: to Establish the dates of various 2016-2017 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2016-2017 Fiscal Year Budget and Trustee Election activities:

March 13, 2017	<ul style="list-style-type: none"> • Presentation of 2017-2018 Preliminary Budget to Board of Trustees • Trustee vacancies announced to public
March 27, 2017	<ul style="list-style-type: none"> • 2017-2018 Final Budget adopted by Board of Trustees
April 17, 2017	<ul style="list-style-type: none"> • Trustee candidates' petitions due in District Clerk's Office
April 24, 2017	<ul style="list-style-type: none"> • Budget Hearing: 2017-2018 Budget presented to public

RESOLUTION 13: to Establish the dates of the 2016-2017 Holidays

Resolved that the following dates be established as the 2016-2017 Holidays:

Labor Day, September 5, 2016	Martin Luther King's Birthday, January 16, 2017
Columbus Day, October 10, 2016	Presidents' Day, February 20, 2017
Thanksgiving Day, November 24, 2016*	Memorial Day, May 29, 2017
Christmas Day Observed, Monday, December 26, 2016**	Independence Day, July 4, 2017
New Year's Day Observed, Monday, January 2, 2017***	Employee's Birthday
* Wednesday, November 23, 2016: Library will be open 9am–1pm	
Saturday, December 24, 2016: Library will be open 9am–1pm	
** Sunday, December 25, 2016: Library will be closed	
Saturday, December 31, 2016: Library will be open 9am–1pm	
*** Sunday, January 1, 2017: Library will be closed	

Matthew Weiss moved and Debbie Goddard seconded the motion to approve Resolutions 1-13 as amended. Motion passed unanimously.

REGULAR MEETING

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 27, 2016 Regular Meeting of the Board.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the meeting minutes of June 27, 2016. Motion passed unanimously.

Public Comment - None

Director's Report

- Mallory Marinaro's report on ALA Conference in Orlando
- First Active Shooter Training by Ossining Police completed
- Summer Reading participation
- 7/18: Sally Dow Memorial Program, 7:00 p.m.
- 7/27: Best of Westchester, Glen Harbor, New Rochelle

Resolutions

RESOLUTION #14 - Donations

RESOLVED, that the Board of Trustees accepts, with thanks, the following donations from the WLS *Give Gab Campaign for Libraries*:

Jacob Judd	\$25.00	Chris Surovich	\$50.00
Chris Smith	\$25.00	Anonymous	\$10.00
Brian Kluepfel	\$25.00	Pawan Arya	\$45.85
Alice Joselow	\$100.00	Gail Sider	\$50.00
Anonymous	\$25.00		

The Gifts and Donations line (2705000) of the Revenue Report will be increased by \$355.85

RESOLUTION #15 – Snowden PILOT: Community Improvement Project

RESOLVED, that the Board of Trustees agrees to restrict \$50,000 to a separate account designated for a Community Improvement Project as specified in the Snowden PILOT agreement.

Debbie Goddard moved and Matthew Weiss seconded the motion to approve Resolutions #14 and #15. Motion passed unanimously.

Old Business

- Long Range Plan Update
 - Well representative of all Ossining groups
 - Spanish-speaking outreach at St. Ann's
 - Reach out to Chris Soi, Ossining Parks and Recreation
 - Friday night concerts at water front
 - Community Center
 - Open Door
 - Need to schedule Board Development and LRP Focus Meeting with Board and the Burgers (possibly in October)
- Vending Machines
 - Machines will be installed after floors are stripped this week
- Parking Lot
 - Board Goals

New Business

- Board Goals Discussion:
 1. Improved Communication
 2. Long Range Strategic Plan
 3. Staff Development
 4. Expand Collaborations
 5. Funding
 6. Library Facility

- Snowden PILOT: \$50,000 for a community improvement project
 - Karen will be working with staff on this
- Director's Performance Review
 - To be discussed in Executive Session

Public Comment - None

Executive Session

At 8:45 p.m. Stephanie Unger moved and Madeline Zachacz seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 9:14 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:15 p.m. Madeline Zachacz moved and Stephanie Unger seconded the motion to adjourn the July 11, 2016 Reorganization and Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Director