

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*June 27, 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: Peter Capek, *Trustee-Elect*

Call to Order

At 7:03 p.m. President Alice Joselow called the June 27, 2016 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Public Comment – No one present

Executive Session

At 7:04 p.m. Stephanie Unger moved and Matthew Weiss seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 7:23 p.m. Matthew Weiss moved and Madeline Zachacz seconded the motion to leave Executive Session. Motion passed unanimously.

New Business

- Board discussed development of annual goals

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the May 23, 2016 Regular Meeting of the Board of Trustees.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve the Meeting Minutes of May 23, 2016 Regular Meeting of the Board. Motion passed. Lucinda Manning and Matthew Weiss abstained.

Motion to Accept the Minutes of the June 13, 2016 Special Meeting of the Board of Trustees.

Madeline Zachacz moved and Stephanie Unger seconded the motion to approve the Meeting Minutes of the June 13, 2016 Special Meeting of the Board. Motion passed unanimously.

Director's Report

- Annual Meeting – great turnout
- Working with Ossining Police Department re: Active Shooter Training
- Superintendent Ray Sanchez – OPL Summer Reading Program
- Finished and stamped HVAC supplemental heating drawings

- HVAC leak repaired
- Pursuing lead testing of water – consulted Westchester Department of Health
- WLS new funding model
- Purchasing E-books for Overdrive

Payroll Approvals – the Board approved the Payroll Registers as presented.

### Committee Reports

#### President's Report

- Request received from Irwin Kavy to use the downstairs for soccer registration, Saturday morning
- Parking lot – additional parking
- Senator Carlucci – available grant money – we need to be more proactive. Add to Long Range Plan
- OUFSD Community Read Project – Marci Dressler and Suzy Zavarella participated in the meeting – OUFSD is spearheading – writing a grant

#### Policy and Bylaws, Personnel

- Purchasing Policy Second Reading & Adoption – see Resolution #58

#### Finance

- We have received \$50,000 from Snowden PILOT for a community improvement project

#### Building and Grounds

- We are moving ahead with HVAC plans/grant
- Cooling issues
- Roof – attorney brought in. Options: add additional ballasts or remove and replace
- Wall – contractor will be testing

#### Safety

- Active Shooter Training
- AEDs maintained
- We need to adopt Emergency/Disaster Plan
- Safety Data Sheets

### Resolutions

**RESOLUTION #52 – WLS FREE DIRECT ACCESS PLAN REVISION** (*tabled from last meeting*)

**RESOLVED**, that the Board of Trustees approves the 4/27/2016 revision to the WLS Free Direct Access Plan.

**RESOLUTION #56 – OSSINING PARKS & RECREATION SUMMER CONCERTS ALTERNATE SITE**

**RESOLVED**, that the Board of Trustees approves the request by the Village Recreation Department to use the Budarz Theatre as an alternate concert site for its Friday evening Concert Series in case of rain. The Board approves up to two free concerts to be held in case of rain, while the costs incurred in staff and anything else for the concerts after the two would be fully reimbursed by the Village Recreation Department. The Recreation Department must notify the Library by 1:00 p.m. on the day of need.

**RESOLUTION #57 – PERSONNEL CHANGES**

**RESOLVED**, that the Board of Trustees approves the 2016-2017 Salaries per the June 23, 2016 salaries schedule and also the following personnel changes:

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<i>Resignation:</i>					
Mechmann, Margaret	Librarian I	Children's	PT	\$28.96/hr.	06/23/16
<i>New Hire:</i>					
Yeagley, David	Cleaner	B&G	PT	\$15.64/hr.	06/10/16

**RESOLUTION #58 – ADOPTION OF PURCHASING POLICY**

**RESOLVED**, that the Board of Trustees approves and adopts the Purchasing Policy.

Executive Session

At 8:49 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 9:12 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to leave Executive Session. Motion passed unanimously.

Debbie Goddard moved and Matthew Weiss seconded the motion to approve Resolutions #52, #56, #57 as amended and #58. Motion passed unanimously.

Old Business

- Long Range Plan Update:  
To date 1,600 surveys have been completed  
Debbie Goddard will work Ossining fireworks to distribute surveys  
Distribution of surveys at middle school camps
- Nomination of Officers  
Alice Joselow, President; Matthew Weiss, Vice President; Stephanie Unger, Secretary

The Board reached consensus on the 2016-2017 Officers.  
Thank you to Cecilia Quintero for her service. She will be staying on the Long Range Planning and working on evaluation.

New Business

- Vending Machines  
Stephanie Unger discussed – no coffee at this time – soda and snacks  
Westchester Vending is the vendor. How will recycling be handled?
- July 11, 2016 Reorganization Meeting  
Board homework – Goals  
Possible use of \$50,000 Snowden PILOT  
Discussion – ideas for annual goals  
Other library goals – Lucinda Manning  
Staff Wish List to use \$50,000  
Director Performance Review: small committee of Stephanie, Lucinda and Cecilia
- Field Goods Proposal  
Farmers Market – Ossining Wellness Initiative – subscriptions – bags of greens – pick up

location at OPL – seasonal. Board agreed to pursue.

- Circulation Desk at Sherwood House – donation. Board agreed to accept.

Public Comment - None

Executive Session

At 9:41 p.m. Debbie Goddard moved and Matthew Weiss seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed unanimously.

At 9:56 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:57 p.m. Cecilia Quintero moved and Lucinda Manning seconded the motion to adjourn the June 27, 2016 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
*Kathy Beirne, Secretary to Director*