

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Reorganization & Regular Monthly Meeting***  
***Monday, July 10, 2017, 7:00 p.m.***

**REVISED MEETING MINUTES Draft**

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

Staff: Karen LaRocca-Fels, Director; Kathy Beirne, Secretary to Director;  
Mallory Marinaro, Teens' Librarian

Other: Devante Richards, Peter Diamond

Call to Order

At 7:06 p.m. President Alice Joselow called the July 10, 2017 Reorganization and Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Lucinda Manning, Matthew Weiss (*Public Officer's Law §10*)  
Newly elected trustee Matthew Weiss took the Oath of Office. Lucinda Manning was absent from the meeting.
- 2) Election of Officers - 2017-2018 Nominated Slate of Officers: Matthew Weiss, President; Alice Joselow, Vice President; Madeline Zachacz, Secretary  
  
Alice Joselow moved and Madeline Zachacz seconded the motion to approve the 2017-2018 slate of officers as presented. Motion passed unanimously.
- 3) Newly elected President takes Oath of Office  
Matthew Weiss took the Oath of Office as the 2017-2018 President of the Board.
- 4) President administers Oath of Office to the newly elected 2017-2018 Officers  
Alice Joselow took the Oath of Office as 2017-2018 Vice President and Madeline Zachacz took that Oath of Office as Secretary.
- 5) Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement  
Each Board member signed the policy acknowledgement. (*Matthew Weiss suggested that this policy be included with the 2018 Candidate packet.*)

Reorganization Meeting (resumes)

1) Committee Appointments

Following is a list of committees to which Board of Trustees members will be appointed for the 2017-2018 fiscal year. The President will be an ad hoc member of all committees.

Committee	Chair			
Finance Committee	P. Capek	M. Zachacz		
Policy & Bylaws /Personnel Committee	A. Joselow	M. Zachacz	D. Goddard	
Building and Grounds Committee	P. Capek	L. Manning		
Ad Hoc: 125 <sup>th</sup> Committee	L. Manning			

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 2017-2018 fiscal year.

a) **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 2017-2018 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:*

**2017**

July	10	Reorganization and Regular Meeting
August	21	Regular Meeting
September	11	Work Session
	25	Regular Meeting
October	16	Regular Meeting
November	13	Work Session
	27	Regular Meeting
December	11	Regular Meeting

**2018**

January	8	Work Session
	22	Regular Meeting
February	12	Work Session
	26	Regular Meeting
March	12	Work Session
	26	Regular Meeting
April	2	Work Session
	23	Regular Meeting
May	7	Work Session
	21	Regular Meeting
June	11	Work Session
	25	Regular Meeting
July	9	Reorganization and Regular Meeting

b) **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.*

- c) **Resolution 3: Approval of Check Signers**  
*Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Matthew Weiss, President; Alice Joselow, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.*
- d) **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 2017-2018 fiscal year.*
- e) **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 2017-2018 fiscal year.*
- f) **Resolution 6: Appointing Library Auditor for 2017-2018**  
*Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2017.*
- g) **Resolution 7: Appointing Library Attorney for 2017-2018**  
*Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2017-2018 fiscal year.*
- h) **Resolution 8: Appointing Section 75 Hearing Officer**  
*Resolved that, Mr. Joseph Wooley, Esq., is appointed a Section 75 Hearing Officer for the 2017-2018 fiscal year pursuant to Section 200 of the Commissioner's Regulations at an hourly rate of \$175.*
- i) **Resolution 9: Appointing Consultants for the 2017-2018 Fiscal Year**  
*Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2017-2018 fiscal year at fees not to exceed the amounts noted below.*

<b>Name of Consultant</b>	<b>Brief Description of Expertise</b>	<b>Descriptive Need for Consultant</b>	<b>Consultation Fee</b>
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	\$23.05/per hr.

- j) **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:

Business Office	\$ 500	Robert Majernik
Circulation	\$ 30	Chris Surovich

**k) 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 15, 2018 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.*

**l) Resolution 12: to Establish the dates of various 2017-2018 Budget Vote and Trustee Election Activities**

*Resolved that the following dates be established for the 2017-2018 Fiscal Year Budget and Trustee Election activities:*

March 12, 2018	<ul style="list-style-type: none"> <li>• Presentation of 2017-2018 Preliminary Budget to Board of Trustees</li> <li>• Trustee vacancies announced to public</li> </ul>
March 26, 2018	<ul style="list-style-type: none"> <li>• 2017-2018 Final Budget adopted by Board of Trustees</li> </ul>
April 16, 2018	<ul style="list-style-type: none"> <li>• Trustee candidates' petitions due in District Clerk's Office</li> </ul>
April 23, 2018	<ul style="list-style-type: none"> <li>• Budget Hearing: 2017-2018 Budget presented to public</li> </ul>

**m) Resolution 13: to Establish the dates of the 2017-2018 Holidays**

*Resolved that the following dates be established as the 2017-2018 Holidays:*

Labor Day, September 4, 2017	Martin Luther King's Birthday, January 15, 2018
Columbus Day, October 9, 2017	Presidents' Day, February 19, 2018
	Easter Sunday, April 1, 2018
Thanksgiving Day, November 23, 2017*	Memorial Day, May 28, 2018
Christmas Day, Monday, December 25, 2017**	Independence Day, July 4, 2018
New Year's Day, Monday, January 1, 2018***	Employee's Birthday
* Wednesday, November 22, 2017: Library will be open 9am–1pm	
** Sunday, December 24, 2017: Library will be closed	
*** Sunday, December 31, 2017: Library will be closed	

Alice Joselow moved and Matthew Weiss seconded the motion to approve Resolutions 1 through 13. Motion passed unanimously.

**REGULAR MEETING**

Public Comment (moved up on agenda)

None

Old Business (moved up on agenda)

- Website Redesign  
Mallory Marinaro presented the Website Redesign Committee report and suggestions that took several months of work.

Board would like to review a site map.

Website Redesign will be reviewed again at August 21 meeting.

### Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 26, 2017 Regular Meeting of the Board.

Madeline Zachacz moved and Alice Joselow seconded the motion to approve the meeting minutes of the June 26, 2017 Regular Meeting. Motion passed unanimously.

### Director's Report and Personnel Report

- OPL and Children's Library once again "Best of Westchester"
- ALA reports from Karen and Linda Levine
- Personnel Challenges
- VDI happening this week with WLS
- Bonnie Katz – grant – WLS – Google Apps
- JCY Westchester – Summer Reading Buddies – Friday mornings at 10
- Linda Levine – Creative Aging Project
- Ossining Rotary Meeting – presentations by both Linda and Karen
- Karen asked to be on Rotary Board
- Window Cleaning Bid
- Wall
- Employee Entrance Door problem
- 125<sup>th</sup> Fund raising
- Update Editor
- Summer Reading Kickoff – Bubble truck and other activities
- More kids registered this summer than ever before for Summer Reading
- OUFSD excellent outreach
- Children's and Teens' librarians going out into summer camps with mobile circ units from WLS
- Carry Cubillos – Citizenship classes – received four-year grant – WCC professor
- Dance classes wrapping up
- Linda Levine – Council for the Humanities Grant – Catherine Wald to lead book discussion
- New Moms and Infants Support Group - fully supported by the Friends. Looking for bilingual healthcare Practitioner.

### Operating Budget and Revenue Report (Not yet finalized for year-ending June 30, 2017)

Check Disbursement Approval - the Board reviewed the Unpaid Bills report dated July 7, 2017.

### Committee Reports

#### **President's Report**

- Matt commented on the NYLA Annual Conference, November 8-11, Saratoga
- METRO – Wednesday, July 19, 2017 – Racial & Social Justice Meet and Greet – Matt is attending.

### **Policy and Bylaws & Personnel**

- Patron Privacy and Law Enforcement policies need review.

**Ad Hoc: 125th Committee**

- **Fundraising** meeting July 11

Revisit LRP focus group community leaders – resource or center of influence for financing. Present strategies plan. Draft overview – email to contacts. Draft of goals on LRP. We still have two \$50,000 awards from PILOTs.

Resolutions

**RESOLUTION 14 – Personnel Changes**

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<b>Resignation:</b>					
Myles Robert	Lib. I	Children’s	PT	\$28.96	6/28/17

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolution 14. Motion passed unanimously.

**RESOLUTION 15 – Window Cleaning Contract Approval**

**RESOLVED**, that the Board of Trustees approves the window cleaning contract for Clean View Window Cleaning in the amount of \$6,435 for the fiscal year July 1, 2017 through June 30, 2018.

Alice Joselow moved and Matthew Weiss seconded the motion to approve Resolutions 15. Motion passed unanimously.

**RESOLUTION 16 – Unpaid Bills Report and Approval**

**RESOLVED**, that the Board of Trustees approves the payments dated July 10, 2017 represented by the unpaid bills report of July 7, 2017 reviewed by the Board.

Debbie Goddard moved and Alice Joselow seconded the motion to approve Resolution 16. Motion passed unanimously.

Old Business

- Wall  
Per conference call with geologist wall needs to be monitored – it is vulnerable to fail. We need to be ready with shovel-ready project and the funds to move ahead. Board asked for alternatives besides digging. Karen did not receive wall report for meeting. We need strategies for remediation. Kathleen Dunne (the wall designer) will locate original plans to build the wall.
- HVAC Recommendations  
We still have the two NYS \$50,000 grants.

New Business

- Open Trustee Term Ending June 30, 2018 due to Stephanie Unger’s Resignation

Board asked that we publish letter of invitation with due date.

- Director's Performance Review – due in September

Public Comment

Devante Richards suggested a program for children's illustrators to visit library.

Executive Session

At 8:48 p.m. Matthew Weiss moved and Madeline Zachacz seconded the motion to enter into Executive Session to discuss personnel items. Motion passed unanimously.

At 9:10 p.m. Alice Joselow moved and Debbie Goddard seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:10 p.m. Peter Capek moved and Debbie Goddard seconded the motion to adjourn the July 10, 2017 Reorganization and Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,

*Kathy Beirne*  
*Secretary to Director*