

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, September 25, 2017, 7:00 p.m.

MEETING MINUTES Draft

In Attendance: Matthew Weiss, *President*, Alice Joselow, *Vice President*,
~~Madeline Zachaez~~, *Secretary*; Peter Capek, Debbie Goddard,
Lucinda Manning (arrived at 7:50PM)

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

Call to Order

At 7:05 p.m. President Matthew Weiss called the September 25, 2017 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the August 21 Regular Meeting, the August 28 Special Meeting, and the September 11, 2017 Special Meeting of the Board of Trustees.

Alice Joselow moved and Matthew Weiss seconded the motion to approve the meeting minutes. Motion passed unanimously.

Public Comment - None

Director's Report and Personnel Report

- September is Library Card Sign-Up Month
- New employees Joy Alter, Children's Librarian I PT, Jesse Rivera, Cleaner, PT
- Transition to VDI nearly complete by WLS
- WLS proposal to address some of our Wi-Fi issues
- Google Learning Center program presented by Rob Kissner of Digital Arts
Experience is excellent
- Libraries Ready to Code Grant – working with Suzy Zavarella
- NYS Office of Family and Children's Services/Westchester County Youth Bureau
Grant – working with Alice Joselow, Suzy Zavarella, and Francine Vernon
- Linda Levine – Rehabilitation Through the Arts (RTA) Grant – display art work by
incarcerated persons in Sing Sing
- HVAC Grants – CCAP and SAM moving forward
- OLA, Jim Dolan, deposit checks ready
- Moving ahead with Wall mitigation work
- Parking lot spaces reopened
- Fire panel trouble – new battery required.
- Burglar Alarm panel/monitoring miscommunication – Fire Dept. called instead of
Police
- Ecuadorian Mobile Consulate visit on September 16 provided services to 250

people. Thank you to Chief of Police Kevin Sylvester!

- WLS sponsored Community Conversations Project – issue of incarceration in our country
- Citizenship classes grant-funded in partnership with WCC started up again
- Karen was included in the New Teachers’ Tour of OPL in August
- Jimmy Trapasso investigating new curtain for the stage, setting up Evanced calendar, and has been named President of WLA.
- Children’s Summer Reading – 424 participants
- Another 1,000 Book Project winner
- End of Year Summer Raffle

Payroll and Unpaid Bills/Payments Approvals

The Board approved the payroll registers for the end of August and beginning of September. Also, the Unpaid Bills/Payments dated September 25, 2017.

Resolutions

RESOLUTION #27 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<i>New Hires:</i>					
Joy Alter	Lib I	Children’s	PT	\$28.96	8/29/17
Claudia Martinez	Page	Children’s	PT	\$10.00	9/8/17
Jesse Rivera	Cleaner	B&G	PT	\$15.64	9/6/17
Jessica Soria	Page	Children’s	PT	\$10.00	8/21/17

Matthew Weiss moved and Alice Joselow seconded the motion to approve Resolution #27. Motion passed unanimously.

RESOLUTION #28 – Approval of Payments dated September 25, 2017

RESOLVED, that the Board of Trustees approves the payments dated September 25, 2017 as presented by the Unpaid Bills report of September 25, 2017 reviewed by the Board.

Matthew Weiss moved and Alice Joselow seconded the motion to approve Resolution #28. Motion passed unanimously.

RESOLUTION #29 – Director’s Performance Review

RESOLVED, that the Board of Trustees approves an annual salary increase for Library Director, Karen LaRocca-Fels upon the completion of her 2016-2017 annual performance review. Effective September 11, 2017 Karen’s annual salary is \$121,135.04.

Alice Joselow moved and Matthew Weiss seconded the motion to approve Resolution #29. Motion passed unanimously.

RESOLUTION #30 – Memorandum of Agreement

BE IT SO RESOLVED, that upon the recommendation of the Library Director, the Board of Trustees hereby approves the Memorandum of Agreement between the Ossining Public Library and the Civil Service Employees Association, Inc.,

AFSCME, AFL-CIO (Ossining Library Unit), covering the period July 1, 2016 through June 30, 2018 and authorizes the expenditure of funds consistent therewith; and

BE IT FURTHER RESOLVED, that the Library Director and the President of the Board of Trustees are hereby authorized to execute a collective bargaining agreement that is consistent with the terms of the Memorandum of Agreement.

Alice Joselow moved and Matthew Weiss seconded the motion to approve Resolution #30. Motion passed unanimously.

RESOLUTION #31 – Children’s Programming Room Audio Visual Project

RESOLVED, that the Board of Trustees approves the Audio Visual Integration Project Proposal dated June 2, 2017 in the amount of \$9,745.50 for the Children’s Programming Room.

Resolution #31 was tabled. Further information is needed, i.e., model #? Three quotes requested.

Old Business

- HVAC
Matt Weiss addressed the subject of the air conditioning. Should the HVAC and A/C be done simultaneously; what about Mezzanine A/C?
Item tabled until next meeting.
The Board requested an estimate for the implementation of the two on-going projects - HVAC and Wall. The Board also asked for a list of maintenance items (schedule) from John Tortoso.
- Space Assessment
The Board asked for a staff assessment on space use. Karen will discuss with Department Heads first.
Space Consultant for 5000 Room?
Board would like to hear from staff first.

The question of restricting program participation to only Ossining patrons arose. Board asked for peer input from other libraries. Karen will email Directors and report to Board.

Public Comment - None

Executive Session

At 8:14 p.m. Alice Joselow moved and Matthew Weiss seconded the motion to enter into Executive Session to discuss a Union contract issue. Motion passed unanimously.

At 8:38 p.m. Peter Capek moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 8:39 p.m. Alice Joselow moved and Peter Capek seconded the motion to adjourn the September 25, 2017 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director