

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
December 11, 2017, 7:00 p.m.

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

Call to Order

At 7:04 p.m. President Matthew Weiss called the December 11, 2017 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All those present stood for the Pledge.

Public Comment - None

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 28, 2017 Regular Meeting of the Board of Trustees.

Madeline Zachacz moved and Alice Joselow seconded the motion to approve the amended meeting minutes of November 28, 2017. Motion passed unanimously.

Director's Report

- Mallory moving ahead rapidly with new Website
- Transition of Chris Surovich's position - Marie Trapasso will be interim
- Supervisors' training at WCC Ossining Extension
- Maternity leave for Mallory
- Mid-Winter Conference
- Friends ETSY Fair
- Friends Book, Gift and Bake Sale

Payroll Approval – Board reviewed and approved the December 8, 2017 pay register.

Committee Reports

Policy and Bylaws, Personnel: Review of Law Enforcement Policy and Second Reading of Privacy Policy

The Board reached consensus on accepting the revisions to the Law Enforcement Policy and the revised Privacy Policy as a Second Reading.

Finance: Finance Committee to meet with auditor to review audit before Board Meeting in January 2018.

Building and Grounds: the Committee met with OLA engineers James Dolan and Jonathan Katz; also met with Karen to discuss possible Teen Room relocation/space assessment.

Need to establish goals and bring in consultant.

RESOLUTION #43 – Authorization of HVAC Project

RESOLVED, that the Board of Trustees authorizes HVAC Project #66-14-01-03-6-014-003: testing issues identified (dampers, belts, etc.), geothermal system controls flow/well levels, and installation of single boiler plant with perimeter heating units – estimated by OLA Consulting Engineers to have a capital cost of \$210,000.

Madeline Zachacz moved and Peter Capek seconded the motion to approve Resolution #43. Motion passed unanimously.

Resolutions

RESOLUTION #41 – Approval of Payments dated December 11, 2017

RESOLVED, that the Board of Trustees approves the payments dated December 11, 2017 as presented by the Unpaid Bills report of December 11, 2017 reviewed by the Board.

RESOLUTION #42 – Personnel Changes

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

Name	Position	Department	Hrs/Wk.	Pay Rate	Effective Date
<u>Promotion:</u>					
Debra Fletcher	from: Lib I; to: Lib II	Children's	FT	\$69,849.33	12/01/2017
<u>Rate Increases:</u> (Increase in Minimum Wage to \$11/hr. effective 12/31/2017):					
Christopher Blaha	Page	Teens	PT/5hrs/wk	\$11.00/hr	12/31/2017
Nicholas Dunckleman	Page	Circulation	PT/4 hrs/wk	\$11.00/hr	12/31/2017
Chris Gleason	Page	Children's	PT/10hrs/wk	\$11.60/hr	12/31/2017
Louis Gonzalez	Page	Children's	PT/3hrs/wk	\$11.00/hr	12/31/2017
Thomas Guarnieri	Page	Circulation	PT/4hrs/wk	\$11.00/hr	12/31/2017
Skyler Jones	Page	Children's	PT/3hrs/wk	\$11.00/hr	12/31/2017
Steven Lehrman	Page	Circulation	PT/17hrs/wk	\$12.60/hr	12/31/2017
Erin Lennon	Page	Children's	PT/4hrs/wk	\$11.00/hr	12/31/2017
Claudia Martinez	Page	Children's	PT/4 hrs/wk	\$11.00/hr	12/31/2017
Ekow Nana-Kweson	Page	Circulation	PT/4 hrs/wk	\$11.00/hr	12/31/2017
Srinidhi Polkampally	Page	Children's	PT/3hrs/wk	\$11.00/hr	12/31/2017
Rika Sato	Page	Circulation	PT/7hrs/wk	\$11.00/hr	12/31/2017
Eric Schmid	Page	Circulation	PT/4hrs/wk	\$11.00/hr	12/31/2017
Jessica Soria	Page	Children's	PT/4 hrs/wk	\$11.00/hr	12/31/2017
John Sukumar	Page	Circulation	PT/4hrs/wk	\$11.00/hr	12/31/2017
Steven Washburn	Page	Circulation	PT/17hrs/wk	\$11.90/hr	12/31/2017
Mishal Zia	Page	Children's	PT/4hrs/wk	\$11.00/hr	12/31/2017

RESOLUTION #44 – Donation for Librarianship Mentoring Program

RESOLVED, that the Board of Trustees accepts, with thanks, a \$100 donation from Linda Levine for the purpose of getting off the ground the librarianship mentoring program.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolutions 41, 42, and 44. Motion passed unanimously.

Old Business

Karen showed the new Website template to the Board.

New Business - None

Public Comment None

Adjournment

At 8:12 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to adjourn the December 11, 2017 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Director