

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, January 28, 2019, 7:00 p.m.

MEETING MINUTES

In Attendance: Matthew Weiss, *President*, Alice Joselow, *Vice President*, Madeline Zachacz, *Secretary*; Peter Capek, Lucinda Manning, Cecilia Quintero, Shandi Speller

Staff: Karen LaRocca-Fels, Director; Kathy Beirne, Secretary to Director; Allison Robbins, Catherine Riedel, Library Assistants

Other: Jaime Aguirre, Treasurer; Al Coster, Baldessari & Coster LLP

Call to Order

At 7:02 p.m. President Matthew Weiss called the January 28, 2019 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 minutes of the December 17, 2018 Regular Meeting.

Alice Joselow moved and Shandi Speller seconded the motion to accept the December 17, 2018 Regular Meeting Minutes. Motion passed. Madeline Zachacz abstained.

Auditor's Review

Al Coster reviewed the June 30, 2018 Audit Report with the Board. Al remarked that we are up to code.

EXCITE/Design Thinking Presentation

Karen, Catherine Riedel, Allison Robbins presented a review of the EXCITE/Design Thinking program for library transformation. The program is funded by a Federal Grant. One year of training is involved. Design Thinking stages:

- Empathy – Learning about the audience for whom you are designing
 - Define – Brainstorming and coming up with creative solutions
 - Ideate – Redefining and focusing your question based on your insights from the empathy stage
 - Prototype – Returning to your original user group and testing your ideas for feedback
 - Test – Building a representation of one or more of your ideas to show to others
- Parent Connections – Parents of young children (4 and under) – connect with other parents. Staff rollout – 3 meeting model.

Public Comment - None

Director's Report and Personnel Report

- (2) Librarian III positions - process continues

- Staff Assistant-Library has been hired – Wasan Syananondh
- Linda Levine will be retiring in March
- Marci Dressler has retired
- HVAC project bidding documents – Jim Dolan and Joe Nacca continue their work
- Wells – pump burned out in January and will be replaced
- EXCITE team reforming into *Human Centered Design Thinking Team*
- School District “Community Partners” to address poor attendance – OPL is a partner
- WLS tech staff migration 2/18-3/14 to Evergreen. Marie attended training this week.
- Carry Cubillos working on Spanish language Facebook page for the library and school district
- NYS Bullet Aid: \$40,000 secured by Sandy Galef
- Tutor.com

Karen also discussed the HVAC losing two wells last week – Tuesday and Wednesday. Second pump to be replaced. Third well needs excavation to fix broken coupling.

Computer network managed by WLS – rampant virus that rapidly multiplied – email was hacked.

Operating Budget and Revenue Report

Payroll Approvals – the Board approved payrolls for 12/21/18, 1/4/19 and 1/18/19.

Committee Reports

President’s Report

- Jazz concert
- Thursday theatrical production
- Friends Annual Meeting on 1/27/19
- Coin Drop over \$700
- Friends Election: Dennis Neuberger elected President
- Matt congratulated Barbara Henninger for all her excellent work with the Friends over the years
- New author series in memory of Bob Minzesheimer

Policy and Bylaws & Personnel

- Committee met. Alice and Karen set goal to meet. Will put out notice of meeting schedule.

Finance Committee

- Audit
- Thank you to Jaime for all his efforts

Building and Grounds – no report

Resolutions

RESOLUTION #34 – Approval of Payments

RESOLVED, that the Board of Trustees approves the payments dated January 28, 2019 as presented by the Unpaid Bills report of January 28, 2019 reviewed by the Board.

Alice Joselow moved and Lucinda Manning seconded the motion to approve Resolution #34. Motion passed.

RESOLUTION #35 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effective Date
<i>New Hire:</i>					
Wasan Syananondh	Staff Asst.	B.O.	PT	\$25/hr.	1/22/2019
<i>Resignation for Retirement:</i>					
Linda Levine	Lib I	Adult Services	PT+	\$38.35/hr.	3/18/2019

Madeline Zachacz moved and Shandi Speller seconded the motion to approve Resolution #35. Motion passed.

RESOLUTION #36 – 2017-2018 Audit

RESOLVED, that the Board of Trustees approves the Audit for the fiscal year ending June 30, 2018.

Shandi Speller moved and Alice Joselow seconded the motion to approve Resolution #36. Motion passed unanimously.

Old Business

- Space Assessment and Planning – Discussion of Architects
Very enthusiastic about meeting with 3rd architect – Dattner
We will ask for formal proposal.

New Business

- 2019-2020 Draft Budget Proposal
The Board reviewed the 1/28/19 2019-2020 Budget Proposal

Public Comment - None

Executive Session

At 9:08 p.m. Alice Joselow moved and Madeline Zachacz seconded the motion to enter into Executive Session to discuss union contract and personnel. Motion passed unanimously.

At 9:27 p.m. Alice Joselow moved and Shandi Speller seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:28 p.m., Alice Joselow moved and Lucinda Manning seconded the motion to adjourn the January 28, 2019 Regular Monthly Meeting of the Board. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne, Secretary to Library Director