

Ossining Public Library  
Regular Meeting of the Board of Trustees  
9 February 2009

Attending: Ossining Public Library Board of Trustees members Peter Capek, Lucinda Manning, Samantha Brail, Reginald Bush, Tom Staudter, Bob Minzesheimer, and Mirla Morrison. Board of Education liaison Bill Kress Staff: Elizabeth Bermel and Chris Surovich. Guests: Captain Scott Craven and Ginny Loughlin.

President Capek called the meeting to order in the Budarz theater at 7:10 p.m. The Agenda was accepted as presented.

**Approval of the January Minutes:** Tom Staudter moved, and Reginald Bush seconded, approval of the Minutes. Unanimously approved.

**Guests:**

Captain Scott Craven explained the Ossining Village Police tactical team would like to train at the Library at a time the public is not here. Since Columbine, the police are training more and more in public facilities. He requested the use of the Library on President's day, during the day, for 8 hours, and indicated the team would be throughout the building. He would be happy to talk with the staff as to what to expect from Police in case of emergency. The Board approved.

Ginny Loughlin, on behalf of Ossining Matters, explained the group will be using Library on April 18<sup>th</sup> for a fund-raising event. She asked for clarification of the classifications in our fee schedule, and then urged the Board to revisit the schedule as it applies to fundraising for the public good vs. fundraising by commercial organizations. The Meeting Room policy will be returned to the Policy Committee for consideration.

Chris Surovich from Circulation Department was our staff guest this month. She has been at the Library since 1990 and is currently also part of the Westchester Library System Leadership Program. She is the manager of the flow of materials, supervises the clerks and pages, and generates reports for requests from other libraries and incoming interlibrary loans. In addition she runs Time for Twos, a toddler program, once a week, in Children's Room and takes a turn on Reference Desk there. In addition she takes care of claims from Unique for unpaid fines. In response to questions Chris noted that she likes the concept of automated circulation but feels that the technology is not totally worked out. She would like to institute self-check-out but said that a staff person needs to be around to handle problems. She indicated there is some theft of DVDs, but is not a huge problem. The barrier and small heaters help keep the circulation desk warmer but not completely solve the problem. Our facilities manager is investigating possibilities. Chris's enthusiasm for her job is evident and the Board was delighted to have her at the meeting.

**Director's Report:** Elizabeth Bermel reviewed the highlights of her written report.

Operating Budget Report – Elizabeth Bermel reported spending is on track

Revenue Report - Elizabeth Bermel explained how the report is put together.

### **Trustee Reports**

- Building Project Committee – Peter Capek reported that we are going to pay our final bills for the construction of the new building. The only thing left in the Bond is the money reserved for signage. The outlet on the wall in the theater is still interfering with the podium, but the problem has been temporarily solved.
- Library Foundation: Elizabeth Bermel reported that the Foundation will fund the Children's Room mural project (matching the Arts Council grant) and the associated Tricentennial program collage. The Foundation discussed the relationship with the Associates. Lucinda Manning recommended an Annual Meeting including the Foundation, the Associates and the public.
- By-Laws/Policy Committee: Lucinda Manning reported that the Policy Committee will meet in February.
- Budget/Policy/Committee: Reginald Bush handed out a preliminary budget. The Board will study it and revisit the Budget in March.
- Festival Update: Bob Minzesheimer reported on the plans for library's second annual Festival of Writers and Readers as follows:
  - 3/7, at 3:30 pm, a conversation with Hudson Talbott, author of the new picture book for children, *River of Dreams: The Story of the Hudson River*. (for readers ages 6 and up). May be co-sponsored by Ossining PTA Council.
  - 3/14, at 2 pm, a conversation with Blake Bailey, author of a new biography of John Cheever, *Cheever; A Life*, - to be interviewed by Max Rudin, publisher of the Library of America, co-sponsored by Hudson Valley Writers' Center.
  - 4/13, at 7:30 pm, a panel discussion with author Marilyn Johnson, who's finishing a book tentatively titled, *Finders, Keepers: Librarians, Cybrarians, and Other Super-Human Guardians of Civilization in the Digital Age*, with library directors from Ossining, White Plains, and perhaps the Westchester Library System. WLS has been asked to co-sponsor.
  - 4/27, at 7:30 pm : Panel of Writers on Writing -- the art, craft and business of getting published.
  - 5/11, at 7:30 pm: Panel of Readers on Reading -- for pleasure, not for school or work.

### **Approval of Construction Invoices:**

Keane & Beane, P.C. (Inv. #444423)	\$828.75
Malcolm Patrick Corp. (Applic. No. 21 – Final)	\$83,032.66
Savin Engineers, P.C. (Inv. #0010192)	\$84.23

Reginald Bush moved, and Mirla Morrison seconded the acceptance of the payment of the Construction Invoices listed above. Unanimously passed.

**Resolutions:**

Tom Staudter moved, and Reginald Bush seconded the acceptance of:

Resolution 16: a donation of four framed paintings by the artist Donald McKay from his sons, Neal and John McKay. The Board of Trustees also thanks Rosalind Kennedy Lewis, Treasurer of the Ossining Arts Council, for covering the cost of framing the paintings, John Wunderlich for framing the paintings, and Ed Malsberg for recommending that the paintings be given to the Library.

Resolution 17: a donation from Castro Gonzalez to be used for Programs

The donations were unanimously accepted with thanks.

**New Business:**

Lucinda Manning proposed we plan to join the “One Book” program next spring. This is a program where the community reads one book together and there are various Library events planned around it. She distributed the “Framingham Reads Together” brochure as an example.

**Executive Session:**

Mirla Morrison moved and Samantha Brail seconded that the Board enter Executive Session for purposes of discussion of a legal issue. Passed unanimously.

PC moved and Tom Staudter seconded the motion to leave Executive Session. Passed unanimously.

Tom Staudter moved, and Mirla Morrison seconded, a motion to adjourn the meeting at 9:20 p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison