

Ossining Public Library  
Regular Meeting of the Board of Trustees  
Monday, February 8, 2010

Attending: Trustees: ~~Samantha Brail~~  
Reggie Bush  
Peter Capek  
Art Jay  
Lucinda Manning  
Mirla Morrison  
Tom Staudter  
OPL Staff: Jim Farrell, Interim Director  
Joan Hraban, Assistant Director and Head of Technical Services  
Barbara Hall, Business Office Manager  
Members of the Public: Joe Clarke

President Capek called the meeting to order at 7:05 p.m.

Approval of the prior minutes: Art Jay moved, and Lucinda Manning seconded, approval of the minutes of the meeting of January 11, 2009. Unanimously approved.

Public Comment: Joe Clarke asked how the process of selecting a new Director is proceeding. He hopes that the new Director will have fortitude, drive, imagination, and initiative to take us forward into the century. Peter Capek replied that we are proceeding with the process.

Interim Director's Report: Joan Hraban described her role as Head of Technical Services. There are two full time staff, two adult pages, and several part-time people in the Department. She took us through the process of what happens when a book arrives at the Library; there are many steps, and each handled by different members of the staff. Most items can be handled within OPL, but books which must be added to the catalog must go through the Westchester Library System before they can go on our shelves. WLS sends most entries back in a timely manner, within a week or so. Most new books are on the shelves in 48 hours, but esoteric works and Spanish items take about a week. We cannot shelve a new book until the release date from the publisher. Ms. Hraban is developing a written description of the department and a flow chart. The Department also handles gifts and donations. Repairs are all done in house, determined by staff time, demand for the book, and the number of copies available. Children's Room decides on whether to repair their books or buy new. DVD thefts are still a problem. Reacting to a suspicion that cars may be parking over night in our lot; the Department has begun an investigation and is noting the license plates. If repeated parking is found, offenders may be towed. Ms. Hraban noted that she has a wonderful, but small, staff. She thinks they are a little cramped for space, and would rather have a work table than a cabinet. Jim Farrell added we are working on removing the things in boxes that are crowding the Technical Services Office to the unfinished area on the ground level, to be brought up as needed, and then they will look at reallocating space.

In addition to his written report, Jim Farrell reported that on February 26, 2010 at 10 a.m. the State Librarian, Bernie Margolis, is coming here for a WLS meeting and tour of the Library. He also explained that statistics for each department will be put together on a monthly basis, and shared with the Board. Peter Capek requested data on computer usage versus people who walk in the door. Jim Farrell will ask both Linda Carpenter and Andrew Lennon from the Ossining Union Free School District to attend our Trustees' Meeting next month to answer questions raised about our financial reports.

- Budget: After a review of the monthly budget report, the Board had a discussion about the need for an accounting system for fine collection at the circulation desk.
- Personnel Changes: Tricia Sabini was promoted to Librarian from Librarian trainee, Guillermo Rodriguez, formerly Library Assistant (PT), is now Library Assistant (Spanish Speaking) Full Time. Mirla Morrison moved, and Tom Staudter seconded approval, with congratulations, of these personnel changes. Unanimously approved.

#### Trustees Reports:

- President's report: Peter Capek reported that the Associates was reconstituted at a meeting on Sunday, January 31<sup>st</sup>. Bob Minzesheimer was elected President, Susan Kelly, Vice President, and Joyce Koyner, Treasurer. Peter Capek and Jim Farrell attended a meeting at the Greenburgh Library of the Presidents of the Library Boards in Westchester. Peter Capek presented a chart to the assembled group showing how different kind of libraries in Westchester are funded, and Jim Farrell responded to questions and explained options for changing the sources of funding. Funding per capita from those who get money directly from the voters is about 10% more on average than those funded by municipalities. There will be another meeting of the group in April. Sub-committees were set up, including one to increase usage.
- Foundation Board: Arthur Jay will attend the meeting of meeting Foundation Board on Wednesday, February 10, at 4 p.m. in the Director's Office in Mirla's absence.

#### Resolutions:

2009-2010 Budget Resolution No. 18 (amended): Be it resolved that the Board of Trustees accepts, with thanks, a donation from The Rebecca and Arthur Samberg Foundation, as amended. As requested, half of this donation will be spent on children's programming. The Programs and Adult Books budget lines will be increased accordingly.

2009-2010 Budget Resolution No. 21: Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$100.28 from the Village Bookstore, LLC from the Jeff Kinney program. The Programs budget line will be increased accordingly.

2009–2010 Budget Resolution No. 22: Be it resolved that the Board of Trustees accepts, with thanks, a grant of \$500.00 from the New York Council for the Humanities for the “We the People” initiative. The Programs budget line will be increased accordingly.

Mirla Morrison moved, and Reggie Bush seconded, the acceptance of the donations listed above. Unanimously approved.

Old Business: Peter Capek asked Andrew Lennon, our Treasurer, for a final report on the building construction. Me. Lennon replied it is the job of the Construction Manager, Peter Capek is still pursuing the matter. Lucinda Manning requested a full accounting for all the costs, additions, etc. The Board returned to the issue of an audit, and will proceed after receiving Samantha Brail’s recommendations.

Executive Session:

Reggie Bush moved, and Art Jay seconded, a motion to go into Executive Session at 9:07 p.m. to discuss a personnel issue. Unanimously approved.

Mirla Morrison moved, and Tom Staudter seconded, a motion to leave Executive Session at 10:03 p.m. Unanimously approved.

Regular Session:

Arthur Jay moved and Tom Stauder seconded, the following motion:

Be it resolved that the Board of the Ossining Public Library directs and authorizes its President to request a Section 211 Pension Waiver on behalf of James Farrell.

The effect of this waiver, if granted, would be to allow Mr. Farrell to continue to receive his NY State pension despite making more than some limited amount of money while working of OPL. Unanimously approved.

Adjournment:

Reggie Bush moved, and Tom Staudter seconded a motion to adjourn at 10:08p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison