

D R A F T -- Unapproved  
Ossining Public Library  
Regular Meeting of the Board of Trustees  
Monday, March 15, 2010

Attending: Trustees: Samantha Brail  
Reggie Bush  
Peter Capek  
Art Jay  
Lucinda Manning  
Mirla Morrison  
Tom Staudter  
OPL Staff: Jim Farrell, Interim Director  
Ossining School District: Bill Kress  
Ossining Public Library  
Foundation: Gloria Tannenbaum  
Members of the Public: None in attendance

President Capek called the meeting to order at 7:11 p.m.

Approval of Minutes:

- Regular Board Meeting of February 8, 2010: Tom Staudter moved and Art Jay seconded a motion to approve the Minutes. Unanimously approved.
- Special Board Meeting of February 22, 2010: Tom Staudter moved and Art Jay seconded a motion to approve the Minutes. Unanimously approved.
- Special Board Meeting of March 8, 2010: Reggie Bush moved and Art Jay seconded a motion to approve the Minutes. Unanimously approved.

Director's Report:

- Jim Farrell noted that snow removal went way over budget this year. During the discussion of other budget matters, it became apparent that some expenses may have been allocated to the wrong budget categories. Barbara Hall will investigate and inform us if this is the case and correct the misplacements.
- Jim Farrell got a communication about the \$50,000 grant from Suzi Oppenheimer to purchase educational materials. He will follow up on how and when we need to use it. He tried to get from WLS a list of people we can use as translators; since they did not have that available, Jim's class will compile them. Joan Hraban gave Jim a technical services materials processing procedure flow chart that he distributed to the Board. He called the Board's attention to the statistics on Library usage in his Director's Report. Next he reported on the workplace violence prevention plan, which we are required by Federal law to create: we have completed the first step, surveying the staff. The next step is to discuss with the staff what actions should be taken. Jim got a bid to upgrade the security system (additional cameras, improved lenses on some existing cameras) for approximately \$7400. Bernie Margolis, the state librarian, will be at the Ossining Public

Library on March 24<sup>th</sup> (Due to Bernie's illness, this was subsequently canceled). There will be a NYSALB Trustees Institute on April 30<sup>th</sup> and May 1<sup>st</sup> in Melville, LI.

- There were no questions on the revenue report.
- There were several budget line item transfers: from Young Adult Serials to Adult Books; from Professional salaries to Professional Fees to pay the Interim Director; from Electricity to Misc.; and to from Postage to Library supplies. These were each for \$5000 and done under the authorization given by the Board to the Director.

#### Trustee Reports

- President's Report: Peter Capek announced there will be a meeting of the Westchester library board presidents on budget issues on April 17<sup>th</sup>.
- Lucinda Manning announced she needs to have a meeting to complete the outstanding policies.
- Ossining Public Library Foundation: Gloria Tannenbaum, interim President, announced that Richard Wishnie has resigned. The Foundation would like to add members to the Board and solicited suggestions. The Foundation's mission is to use funds for programming and endowment. They began three years ago, and have supported the creation of the mural in children's room, drapes in the theater, benches outside, and Latino cultural programming. They are looking for suggestions from Board and staff for additional opportunities to fund.
- There was a discussion of concerns about a homepage link to the Associates and the position of the webmaster. Jim Farrell will look into this and the links will be fixed before our next meeting. Jim will also call the program committee together and will send the Board a list of the participants.
- Budget Report: Reggie Bush presented the proposed budget, and a Board discussion followed. There was some discussion based on a suggestion by Peter Capek as to whether some of our reserve fund should be used to reduce the amount which must be raised by tax levy. It was decided to plan on using about a third of the reserve, which stands at about \$750,000.

#### Resolutions:

- Be it resolved, that the Board of Trustees accept, with thanks, the 2009-2010 Resolution #23, a donation of \$50 from the IBM Matching Grants program. As a result of these donations, the Adult Books budget line will be increased by \$50.00. Tom Staudter moved, and Mirla Morrison seconded, accepting the gift. Unanimously passed.

#### Old Business:

- Annual/Celebration of the Library Meeting: The Committee presented their preliminary plans for a celebration of the library on the evening of Friday, June 18, 2010.

Executive Session:

Art Jay moved, and Samantha Brail seconded a motion to go into Executive Session at 9:25 p.m. to discuss personnel issues. Unanimously approved.

Mirla Morrison moved, and Tom Staudter seconded, a motion to leave Executive Session at 9:57 p.m. Unanimously approved.

Art Jay moved, and Tom Staudter, seconded that the Ossining Public Library Board appoint James Farrell, Jr as Director of the Ossining Public Library at an annual salary of \$105,000. Passed with a vote of 6 yeas and one abstention. Reggie Bush abstained

Lucinda Manning moved, and Arthur Jay seconded, a motion to adjourn at 10:00 p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison