

Ossining Public Library  
Regular Meeting of the Board of Trustees  
November 15, 2010

In Attendance: Trustees: Jaime Aguirre      ~~Arthur Jay~~  
Samantha Brail      Mirla Morrison  
~~Reginald Bush~~      Tom Staudter  
Peter Capek

OPL Staff: James Farrell, Director; Kathleen Beirne, Secretary to the Director;  
Molly Robbins, Director of Reference; Linda Levine, CSEA Representative

Consultants: Michael Enright, Web Programmer; Barbara Lipp, Graphic Designer

School Board Liaison: Cindy Winters

Member of the Public: George Morrison

The meeting was called to order by the Board President, Tom Staudter, at 7:36 p.m.

**Approval of Minutes:** For Regular Meeting of October 18, 2010.

The minutes as amended received unanimous approval.

**Website Review:** Molly Robbins introduced the site and noted that a lot of staff contribute to the website. She introduced Michael Enright who has been working with the site since it was decided to do a complete rebuild about two and half years ago. He installed Google Analytics to generate reports on usage statistics on March 17, 2010 and reported he has now gotten a large amount of data. He handed out a packet of statistics. He discussed the problems with our calendar and the American Towns Calendar. There was a long discussion with the Board about questions and concerns relative to the site. Jim Farrell shared the results of a survey of library users about the site, and his class's assignment comparing the OPL website to others. Both of these were complimentary about our site. The Board raised several items that need to be done to improve the site including having more of the site translated into Spanish, and brightening up the opening page with seasonal touches and more pictures of people using our library. Jim will follow through on these and other concerns.

**Director's Report:**

In addition to his written report, Jim Farrell reported: Toys for Tots will put a collection box on the main floor. The Board decided not to support the Foundation request to put a donation box in front of the theater when they sponsor an event. The Board recommends instead that a note be put at the bottom of the program mentioning the Foundation's sponsorship and how a donation can be made. The publishers of a community map would like OPL to put our logo and information on the map for the not-for-profit price of \$275. The Board decided not to do that.

The Operating Budget Report and the Revenue Report: Jim Farrell reported that the month-to-month variation in full time and part-time staff salaries which is shown in the budget report, and promised to provide that explanation next month; also the expense for Consultants in October will be clarified.

Personnel Changes: Jim Farrell reported that

- Mallory Harlen was hired as Librarian I to serve in the Teen Room for the part-time position of 17 hours per week at a salary of \$27.34/hr effective 10/29/10.
- Marie Trapasso moved from Part time to Full-time Sr. Library Clerk in Tech/ Services/Circulation at a salary of \$41,196 per annum effective 10/23/10
- Joan Hraban, Assistant Library Director, will retire on 11/20/10.

The report was unanimously approved. The Board wishes Joan Hraban well in her retirement and thanks her for her years of dedicated service to the Ossining Public Library.

Jaime Aguirre asked how staffing is decided. Jim Farrell replied the new staff is usually hired as replacements unless an area gets very busy or develops specific needs. Jaime observed that in these economic times staffing changes must be watched carefully.

## **Committee Reports**

**President's Report:** Tom Staudter reported he enjoyed the WLS Annual Meeting along with Jim Farrell and Mirla Morrison. He wants to move ahead with financial discussions with the school district, but it was noted that we are waiting for the Auditor's final report.

**Policy/Bylaws Committee:** Mirla Morrison reported that the draft of the Benefits for Non-Union Personnel Policy discussed at our last committee meeting needs a second review, and that the Volunteer Policy has been completed and will go to our Lawyers for review. At the next Policy Committee meeting the By-Laws will be reviewed.

**Finance Committee:** Samantha Brail is requesting that the Auditor sit down with the Board and go over his report. Jim Farrell reported he is looking at ADP and one other vendor for payroll. It is now being done by the school district.

**Buildings & Grounds:** Peter Capek recommended we order a "man trap" controller for the electric doors at our entrances to control the entrance of cold air. Jim Farrell reported that Clean Air was here for three days to flush out two of the systems. Peter again brought up the problem of the bottom step in the theater; it's been discovered that the switch to turn on the light to illuminate the step has not been turned on. Peter noted neither have the floodlights that illuminate the stage.

## **Liaison Reports:**

**OPL Foundation** – Samantha Brail reported the Foundation turned down the Board’s request for two microphones. The Foundation has sponsored one program and will have two more coming up.

**Friends of OPL** – Jim Farrell reported that their incorporation papers are in the final stages of approval. One volunteer is beginning to unpack and put books on shelves in the storage room downstairs. The Friends declined a request to sponsor the holiday party/celebration in honor of Joan Hraban, and Jim Farrell announced that he will sponsor it. Peter Capek and Mirla Morrison expressed discomfort with this.

## **Old Business**

**Guest Passes:** In response to a question from Peter about the problem discussed last month with the large number of computer guest passes that were being issued to library card non-holders, Jim said that he had not received a response from WLS about the feasibility of making guest sessions shorter to encourage those people to get a library card. He will pursue this.

**Cultural Inclusion:** Tom Staudter had a meeting with the Cultural Inclusion Committee. Tomorrow he will have a meeting with Carry Cubillos and Nancy Coradin from WLS to further explore ways to provide inclusion. He would like to prepare a report with the staff to detail how OPL is becoming more culturally inclusive. Jaime Aguirre is still trying to contact the Village Manager about banners on the lamp poles.

Peter noted that one can now download a free iPhone App called Bookmyne to look up and, and to reserve and renew books.

## **Executive Session**

A motion was made and seconded to go into executive session for the purpose of discussing personnel at 9:38 p.m. Unanimously accepted

A motion made and seconded to leave executive session at 9:48 p.m. Unanimously accepted

## **Adjournment**

A motion was made and seconded to adjourn the meeting at 9:49 p.m. Unanimously accepted

Respectfully submitted,  
Mirla Morrison