

DRAFT – Unapproved  
Ossining Public Library  
Regular Meeting of the Board of Trustees  
Monday, September 20, 2010

In Attendance: Trustees: Jaime Aguirre  
Samantha Brail  
Reginald Bush  
Peter Capek  
Arthur Jay  
Mirla Morrison  
Tom Staudter  
OPL Staff: James Farrell, Director  
Kathleen Beirne, secretary to the director  
Ossining School Board Reps: Alice Joselow, Bill Kress & Cindy Winter  
OPL and Ossining School District Treasurer: Andrew Lennon  
Exec. Dir. Finance & Operations Ossining School District: Linda Carpenter  
Head of OPL Circulation: Chris Surovich  
Student observers from Graduate School of Information and Library Science, Queens College

The meeting was called to order at 7:33 by Board President, Tom Staudter.

Approval of August 16, 2010 Minutes:

The minutes as amended by Peter Capek received unanimous approval. Discussion of the form and timing of minutes followed, concluding that minutes would be sent to trustees within 24 hours of the meeting and that by the following Monday the minutes, after trustee review, would be made available to the public. The unapproved minutes will be sent to Jim Farrell, Kathy Beirne, Barbara Hall and James Trapasso for posting on the web site.

Public Comment

While there was no public comment, Tom Staudter introduced Linda Carpenter and Andrew Lennon. Peter Capek asked Linda Carpenter and Andrew Lennon about the limitations of the WINCAP bookkeeping program. This program meets the needs of the school district, but is not totally suitable to the needs of the library. Following the completion of the library financial audit, the board will consider alternative programs.

Director's Report

In addition to his written report Jim Farrell mentioned the following items:

- Jim is now a member of the Ossining Rotary Club. His membership was sponsored by Bill Kress.
- Harrison Library is searching for a new director and will be consulting with Jim about its process.
- Jim attended the recent PLDA (Professional Library Directors' Association) meeting
- Jerry Pinckney, 2010 Caldecott Award winner, visited the Library and might be offering some guidance in designing the decoration of the children's room entrance. Additionally we are seeking art students from Purchase College to take on this project and keep it current.
- Somers Library will be consulting with Jim about alternate sources of library funding.
- The Library Associates will hold a book sale on October 2 & 3. The OPL Associates now have about 125 members.
- The issue of double taxation for library will be brought to the attention of Suzi Oppenheimer so that some relief can be offered
- The \$50K grant check from the Suzi Oppenheimer's Member Items should be arriving very soon.

Operating Budget Report:

Two issues were raised:

- Higher labor costs during the summer due to paying for coverage of staff members on vacation.
- An expenditure of just over \$600 for printing the newsletter at an external printer (rather than in-house on a copier), committed by staff before Jim's approval was received.

Personnel Changes/Review and Approval by Board Resolution:

Gloria Ibanez was hired as a part time page in the children's room at a rate of \$ 7.25/hr., effective 9/14/10. The appointment was unanimously approved. Peter Capek repeated the request, originally voiced at the August

meeting, that reports of new hires include an estimate of the number of hours per month the new employee is expected to work, in order to give an idea of the financial commitment being made.

#### Trustees' Reports:

##### President's Report: (Tom Staudter)

- Tom Staudter acknowledged the letter from Jaime Aguirre that complimented the staff for their work on the celebration of Hispanic History Month
- The President attended the meeting of Westchester library presidents on Saturday, September 18 at the Greenburgh Library. The group asked if we would host their next meeting on January 22, and the Board assented.
- WLS notes that cuts in county and state funding may increase individual library costs in the next fiscal year.
- It was noted that our library is open to the public more hours than any other library in the system, save one. (

##### Budget Committee: (Samantha Brail)

The budget committee will meet with the auditor Tuesday, September 21 and report its findings to the full board.

##### Policy Committee Report: (Mirla Morrison)

The policy committee will meet on September 21 to finish its review of policies in place. It is hoped that this review will lead to having all of the policies updated and adopted before the end of the year.

##### Ossining Library Foundation/Associates Liaison Report: (Samantha Brail)

The Library Foundation is functioning well and will continue to provide funds for library programs, especially the concert series.

##### Personnel Committee Report: (Art Jay)

The only pending issues require executive session discussion.

##### Buildings and Grounds Committee Report: (Peter Capek)

Jim Farrell reported that he is planning to engage an architect to assist with improvements to the bathrooms: soundproofing, tiling and painting; electric hand dryers are being considered. The bathrooms are now being checked every hour for cleanliness and hygiene.

#### Resolutions for Review and Approval

The Board reviewed, discussed and passed unanimously the following two resolutions:

- **Resolution 26**  
*Be it resolved that the Board of Trustees adopts the Amended Bulletin Board Policy and the Revised Use of Meeting Room Spaces by Outside Organizations Policy as amended.*
- **Resolution 27**  
*Be it resolved that the Board of Trustees accepts, with thanks, a donation in memory of Flora Naar from Marianna Miller.  
The Gifts and Donations line (OPLI-2705.000) of the Revenue Report will reflect the donation.*

#### Old Business

##### Retreat:

The Board discussed the recent retreat, examining the agenda and evaluating effectiveness of the day. It was agreed that the morning of team building, discussion and sharing was useful. However the Board was concerned that no specific issues were addressed, even after lunch. Jim pointed out that the retreat was preliminary to moving ahead with the long range planning process and that the retreat would help the board act as a cohesive group with a better understanding of each others' strengths and points of view.

It was suggested that the Board have one or two workshop sessions (open to the public) at which the trustees discuss large issues and not deal with any routine administrative duties. Trustees will bring their calendars next month to schedule such a meeting. It was also suggested that the board be provided readings concerning the issues to be discussed.

#### New Business

The Board discussed the past practice of not including the Pledge of Allegiance at the opening of its meetings. There was some feeling that the pledge was redundant since trustees have already sworn an oath of office at the beginning of their tenures, and two trustees expressed strong opposition to the practice. Other members felt that since we are public officials, and that some other public bodies recite the pledge at their meetings, that we should follow that practice.

It was approved that the pledge be recited at the beginning of Board meetings.

In favor: Aguirre, Brail, Jay, Morrison and Staudter.

Opposed: Bush and Capek.

Planning will begin for a holiday party for the staff and trustees.

Executive Session:

The Board moved into executive session at 9:35 for the purpose of discussing several personnel issues and possible litigation.

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Executive Session:

Executive Session ended at 10:30 and the general meeting was adjourned.