

Ossining Public Library
Regular Meeting of the Board of Trustees
March 21, 2011

In Attendance:

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

Board of Ed. Liaison: Cindy Winter

OPL Staff: James Farrell, Director
 Kathleen Beirne, secretary to the Director
 James Trapasso & Chris Surovich

Public: Bob Minzesheimer (President of Friends of OPL), George Morrison
 John Langeloh, Jean Ogrinz, Helen Chuckrow

The meeting was called to order by the Board President, Tom Staudter at 7:05 p.m

Public Hearing on Budget

After opening remarks, Tom Staudter gave a Power Point Presentation about the proposed 2011-2012 budget.

The regular meeting was called to order by the Board President, Tom Staudter at 7:40 p.m

Approval of Minutes:

The Board unanimously approved the minutes of the Regular Meeting of February 14, 2011

Public Comment: None

Director's Report

In addition to the written report,

- James Farrell updated the board about the issue of e-book downloads and the problem of the publisher Harper Collins limiting downloads per e-book purchase to 26.
- Mr. Farrell will also be working with other library directors to update the Westchester Library System service plan.

Personnel Changes

The board accepted unanimously and with regret, the following resignations

- Yang Li, Library Clerk in the Circulation Department, effective February 26, 2011.

The board accepted unanimously and with regret, the following retirement:

- Marion Schneckner, Principal Clerk in the Circulation Department effective February 26, 2011.

2011-2012 Budget Vote and Election

- It was decided that Mirla Morrison, Art Jay and Bob Minzesheimer will design a format for a "candidates night" event to be held Monday, April 11 at 7:30 pm.

- Information sheets about the effectiveness of OPL were distributed, and trustees will disseminate.
- Candidates will be invited to submit a brief statement (maximum of 300 words) and a photo by Monday, April 4 to be posted on the OPL website.
- As a public service, the website will also provide a calendar, with links for further information, of all the election events taking place over the next three months.

Committee Reports

President's Report: Tom Staudter

- The Cultural Inclusion Committee met and will be making recommendations.
- Tom met with Linda Carpenter and it was agreed to postpone further discussions concerning bookkeeping until each Board solicits a legal opinion from its attorneys.

Policy/Bylaws Committee: Mirla Morrison

- The Volunteer Policy received its second reading.

OSSINING PUBLIC LIBRARY **Volunteer Policy**

The Ossining Public Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers supplement, rather than replace, the efforts of the paid library staff. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed. However, we are unable to accommodate court appointed community service applicants.

There are 2 categories of volunteers at the Ossining Public Library:

- Youth between 14 and 18 years of age and adults
- School related: Participation in Government students and National Honor Society candidates

Ossining Public Library volunteers are coordinated by the Assistant Director. Each potential volunteer must complete an application which will be kept on file in the Library. Application forms are available at the Library or on our website, ossininglibrary.org Candidates will be accepted only after a successful interview. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Volunteers are bound by rules contained in all Ossining Public Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent. Successful applicants will be asked to sign a "Volunteer Release of Liability and Confidentiality Agreement." Applicants under the age of 18 must have their agreement co-signed by a parent or guardian.

Ossining Public Library volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.

Volunteers must have a library card and be in good standing with the Westchester Library System.

Volunteers are asked to record their hours of service in the Volunteer Log Book as these statistics are reported on a monthly basis to the Board of Trustees.

Date Reviewed: February 14, 2011

Date Approved: March 21, 2011

The resolution to adopt the new Volunteer Policy received unanimous approval, except for Reggie Bush who was not present when the vote was taken.

- The revised bylaws received their first reading and there were a number of comments. Trustees will communicate requests for changes and amendments via e-mail, in the hope that a consensus will be reached and a vote can be taken at the next meeting.

Budget/Finance Committee: Samantha Brail

Samantha Brail noted that as part of establishing the library's financial independence from the school district, payroll will now be handled by ADP. Training on the new software for keeping books and paying purchase orders is taking place. By July 1, the library will be handling its bill paying without going through the school district.

Personnel Committee: Art Jay

In addition to a couple of matters to be discussed in executive session, the Personnel Committee will continue to review all sections of the current CSEA contract that affect the conditions of employment, except those which bear directly on costs. This review is in preparation for negotiations with the union early in 2012.

Buildings & Grounds: Peter Capek

The Board discussed the issue of cracks in the library ceiling and the difficulty of changing light bulbs on second floor. Currently 22 are not working. Jim Farrell is considering purchasing a small raise-able platform which can be stored easily at the library. After hearing the cost of \$3800, the Board asked Jim to research the cost of renting this equipment.

Peter Capek has not yet found an architect who will design a plexiglass 'sound shield' for the teen room in order to minimize the amount of sound that drifts to the upper and lower floors.

Liaison Reports

OPL Foundation: Samantha Brail

Art Jay substituted for Samantha Brail at the last meeting of the Foundation. There was nothing new to report.

Friends of OPL

The Friends of OPL will hold a book sale Friday-Sunday, April 8, 9, & 10. The first day is reserved for members of the Friends of OPL. Volunteers are needed for this event.

The library staff submitted to the Friends, responding to their request of last October, a list of items which might be funded by the Friends. The Friends have agreed to fund all of the requests, among which were an AED (Automatic External Defibrillator), five laptop computers for training and job search workshops, and a number of smaller items. Jim will provide a copy of the list of requested items to the Board.

Resolutions for Review and Approval

The following resolution was offered for consideration:

Resolution No. 38

Appointment of the Chairperson for the Library Budget Vote and Trustee Election

Be it resolved that Mr. Frank Schneckler be appointed to serve as the Chairperson of the Library Budget Vote and Trustee Election on April 26, 2011.

In discussion it was clarified that it was Frank Schneckler, Sr. residing on Maurice Avenue who was being appointed, not Frank Schneckler, Jr.

The resolution was passed unanimously.

Old Business None

New Business

Art Jay distributed a draft of a Trustee Task Log to be used by the Board to keep track of ongoing board activities and commitments. The form will help the President develop the agenda for Board meetings. The Board will use the form for a couple of months and then decide how well it works.

Public Comment

- Helen Chuckrow speaking as a private citizen thanked the Board for its hard work in developing the budget and putting in the time to make the library successful.
- Cindy Winter reminded Board members that April 4 is the date for the school bond vote.
- Tom thanked the public for their attendance, especially John Langeloh and Jean Ogrinz for their input during the discussions.

Executive Session

At 9:15a motion to move into executive session for the purposes of discussing two personnel matters and possible legal actions. Unanimously approved.

At 10:00 a motion to leave executive session was unanimously approved.

At 10:05 a motion to adjourn was unanimously approved.

Respectfully submitted
Art Jay, Secretary.