

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*January 23, 2012, 7:30 p.m.*

**MEETING MINUTES**

In Attendance:

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

OPL Staff: James Farrell, Director  
Kathy Beirne  
Marie Trapasso  
Mallory Harlen

School Board  
Member: Frank Schneckner

Call to Order

The meeting was called to order at 7:35 p.m.

Pledge of Allegiance

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the December 19, 2011 Regular Meeting (changes specified by the Director).

	<b>Aguirre</b>	<b>Bush</b>	<b>Capek</b>	<b>Jay</b>	<b>Morrison</b>	<b>Staudter</b>
<b>In Favor</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Against</b>						
<b>Abstain</b>						

Motion to Accept the Minutes of the January 9, 2012 Special Meeting  
Vote tabled due to 1/9/12 meeting attendees not all being present for the vote.

Motion to accept minutes of January 18 (no majority of whole)  
Vote tabled due to 1/18/12 meeting attendees not all being present for the vote

Public Comment  
None.

Director's Report and Personnel Report

President Jay reported that there won't be a President's Report presented this month.

The Director reported that last Saturday there was a snow problem. He made the decision to open the OPL that day due to radio and TV predictions of early end to the snow. Trustee

Aguirre asked if messages about closing were posted on the website and on the phone. The Director replied that they were.

President Jay asked about using email blasts to communicate closings. The Director stated they can be done but not everyone checks their computers for email.

The Doubly Tax area public meeting went well with approximately 20-30 attendees. There will be another meeting on February 2<sup>nd</sup> for Yorktown. An email was sent by one of the participants thanking the OPL for being proactive about the issue.

The Director reported that there are new requirements to be signed into law. After February 1<sup>st</sup> the Board's agenda, committee reports and supporting documentation must go up on the website at least 72 hours in advance. Even if the committee has no report, a statement to that effect must be posted.

The Director stated that there is no personnel report.

Trustee Staudter asked the Director if he can direct the staff that contributes to the Director's monthly report to include daily issues, difficulties or questions to the board.

The Director discussed the Quickbooks conversion. Bob Majernek (OPL PT bookkeeper) spent time putting the data into the system and Board President Jay and the Director started signing checks. President Jay asked if we're still connected to school district. The Director replied that the OPL is not flying solo with POMCO which is still used for the medical insurance.

Trustee Morrison asked why we have not received statistics on adult OPL programs in the Director's report since last August. She asked about jobs and careers programs.

President Jay asked to keep track of staff time being used in the office to ensure OPL properly staffed for workload.

Trustee Staudter asked about the Joseph Price Insurance company and observed that they have a long list of Long Island clients. He asked if the Director has done prior business with him to which the Director replied no. Trustee Staudter asked if a local insurer can be used. The Director replied that this company has expertise with libraries. Trustee Staudter asks if our rates will be higher since he's based on LI and the Director felt that the rates on LI are probably higher than in our area. Trustee Staudter asked the Director to get quotes from one or two local companies for comparison shopping.

Board Secretary Aguirre asked for more information about the Nooks the OPL is looking to purchase for patrons. The Director stated that WLS needs to order 25 to get a deep discount of approximately 40%.

## Treasurer's Report

The Director stated that three pay periods in December caused a big jump in total salaries on the spreadsheet.

Trustee Capek commented that Chuck Muse is still being paid as a consultant. The Director replied that he's waiting on civil service to make the change to full-timer.

Trustee Capek raised a question on \$400 grant on final page. The Director stated that no one at the OPL writes grant requests. Representative Sandy Galef gave Trustee Morrison info for the Director to call her office.

## Committee Reports

### *Standing Committees*

- Policy and Bylaws Committee:

Trustee Morrison reported that there is no update.

She asked question whether Art Exhibit policy updates have been posted. Kathy Beirne will check.

- Finance Committee:

President Jay mentioned that the budget will be discussed later on. He asked the Director if the two budget scenarios have been worked out. The Director replied that they have not.

- Personnel Committee Report

No report this evening.

- Buildings and Grounds Committee.

President Jay reported that the Board received report from Trustee Bush. The report was based on a walkthrough of the building performed by members of the Buildings and Grounds committee Trustees Bush and Aguirre.

President Jay reiterated his concern about excessive consultant hours. The Director stated that custodians are unable to assist with many of the activities because they haven't been trained and because it is a green building.

President Jay asked if we can get grants for staff to get training to run a green building.

Trustee Capek replied that CleanAir can help with this type of training.

The Director mentioned that he asked Russ at CleanAir where to send staff to learn about geothermal. Russ said classes are held every other month and will let him know when the next set of classes is held.

The Director talked about custodian John teaching the staff how to use the man-lift.

Trustee Aguirre brought up that the security system and the trash storage require more attention.

The Director responded that staff will not be asked to pursue individuals when alarms go off and the Board agreed. The Director will consider asking WLS to run missing item report to get a better handle on this issue.

Trustee Capek commented that the report is very good but left out the auditorium which was in use at the time of the committee walk-through. He asked about dirt around the air outlets indicating that perhaps the filters were not working properly. The Director said they were cleaned using the man lift.

*Ad Hoc Committees*

- Cultural Inclusion

Trustee Aguirre said the report covers everything.

- Public Relations/Communications

Trustee Staudter stated that there is no report but he added that there was an OPL Foundation performance at the theater by legendary singer Art Garfunkel and he didn't see any advertising for the event. The Director replied that his appearance was kept under wraps and his staff didn't know anything about it until the day before.

Personnel –

President Jay stated that there is no personnel activity to report this month.

Resolutions

**RESOLUTION #31**

Be it resolved that the Board of Trustees accepts, with thanks, the following donations:

<u>Donor</u>	<u>Amount</u>
Rebecca & Arthur Samberg Foundation	\$1,000.00
Dr. Abbas Alaghemand	300.00
Ms. Risa Schifter	<u>50.00</u>
TOTAL	\$1,350.00

The Gifts and Donations line (OPLI-2705.000) of the Revenue Report will be increased by \$1,350. The Samberg Foundation requests that \$500 be spent on children's programs/books. Risa Schifter requests that the \$50 donation in honor of her 2 grandsons be spent on children's books. The remainder of the donations (\$800) will be spent at the discretion of the Library Director.

	<b>Aguirre</b>	<b>Bush</b>	<b>Capek</b>	<b>Jay</b>	<b>Morrison</b>	<b>Staudter</b>
<b>In Favor</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Against</b>						
<b>Abstain</b>						

**RESOLUTION #32**

**RESOLVED**, that the Board of Trustees of the Ossining Public Library authorizes the Assistant Director as a signatory of checks on all approved bank accounts for the Ossining Public Library

	<b>Aguirre</b>	<b>Bush</b>	<b>Capek</b>	<b>Jay</b>	<b>Morrison</b>	<b>Staudter</b>

<b>In Favor</b>	X		X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

Trustee Morrison asked how many people have to sign the checks. The Director stated that under \$5k anyone of the 4 designees can sign. The individuals that can sign are Board President Art Jay, Mr. Andrew Lennon (the official OPL Treasurer), the OPL Assistant Director Molly Robbins and the OPL director Jim Farrell. But for items over \$5k it takes two of the four approved signatures.

Resolution #33

A Resolution of Respect for Mr. Kevin O’Leary:

**WHEREAS**, Kevin O’Leary was an employee of the Ossining Public Library for over twenty years and worked diligently to serve the Ossining community, we the members of the Ossining Library Board of Trustees wish to express our gratitude and sorrow at his passing.

Further, we extend our sympathies to Kevin’s family.

**THEREFORE, LET IT BE RESOLVED**, that we wish to honor Kevin and acknowledge his many contributions with a moment of silence.

The OPL Board of Trustees and everyone present observed a moment of silence in honor of Mr. Kevin O’Leary.

	<b>Aguirre</b>	<b>Bush</b>	<b>Capek</b>	<b>Jay</b>	<b>Morrison</b>	<b>Staudter</b>
<b>In Favor</b>	X		X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

Voting on the January 18 Minutes

Trustee Capek stated that he has questions on the draft OPL financial audit. The Director will invite Mr. Al Coster to the February meeting to give the board more time to look at the financial audit report.

President Jay stated that since the Board hasn’t reviewed the final report, the vote on the January 18 minutes will be postponed until next month.

Old Business

- Retiree health benefits

Board President Jay brought up the issue of the retirees for which the OPL pays the same rate after retirement as was paid before retirement in addition to paying for Medicare for their spouse if it’s a family plan.

- Underpayment of employee health benefit contributions to OPL

President Jay reported that the money will be paid back.

- Budget process

President Jay began by stating that the Bookkeeper was asked to generate two separate budgets as per the Finance Committee's recommendations.

The Director reported that he asked the Bookkeeper to generate 3 sets of numbers. The first set would assume a doomsday scenario whereby the union contract is not settled therefore it assumes the same overall budget as last year. Although, there will be increases for retirement and staff step increases will take effect in 2012 anyway.

He continued that the second set of numbers would use the same scenario. It would keep operations, hours and staff as is. Given this scenario by what percentage will the budget increase assuming the budget is not passed.

He added that the third scenario would bring back 4 hours of operation and what percentage increase would it take to do so. He would then ask the Finance committee what direction to pursue.

Trustee Staudter stated that the direction was provided by the Finance committee in December. He stated that he feels the Assistant Director and the Director haven't done much on this issue since the December Budget committee meeting. He added that the Assistant Director and Bookkeeper were given clear instructions by the committee and the staff members said they would work on generating the numbers but since the meeting no status update was received from them.

President Jay commented that the Finance Committee got off to a late start. Trustee Staudter replied that the committee was quickly convened after a new chair was assigned.

The Director stated that he was shown the numbers that the Finance Committee recommended be cut and he believes in putting that money back. Trustee Staudter recalled that the Assistant Director was fine when the recommendations were made at the December meeting with the Finance Committee.

Trustee Aguirre stated that the decisions that were needed were made in December and there were several outstanding items that the Assistant Director and bookkeeper were going to research. In addition, he added that the Assistant Director cancelled the follow-up meeting scheduled last Wednesday. Nonetheless, he asked her to send a status update on what was done since that meeting and no report was ever sent back. Trustee Capek stated that if the Director did not agree with the cuts the Assistant Director accepted, they should have reported it back to the Finance committee.

Trustee Staudter stated that the Director and Board President should have received the decision by the committee to stay within the 2 % cap.

Trustee Morrison asked that the committee of the whole should meet and requests setting a date for scheduling a new meeting.

The Board agreed to schedule a meeting on Thursday February 2 at 5:30 pm.

- Cheever Centennial

President Jay stated that the Assistant Director is the best person to discuss the Centennial plans. He believes there may be several events planned between now and Memorial Day weekend.

- John Tortoso

Board President Jay mentioned John coming to the library meeting in February. Trustee Aguirre asked what the forum for the discussion will be when he comes to the meeting. The Director replied that it will be a Q&A session for the board to ask questions based on this month's Building & grounds report plus their own observations.

- Review of library contracts for services

Board President Jay mentioned that Trustee Capek is working on this.

President Jay asked how much longer the contract for the copiers will run. Trustee Capek replied that Barbara Hall believes we're probably on fixed year leases.

Trustee Capek will explore if we terminate lease early and get penalty do we still make out ahead.

- Promoting the 2012-2013 budget

President Jay reported that OPL staff member James Trapasso is taking pictures of patrons and taking patron testimonies. He added that we can publicize home delivery to home bound individuals.

School Board representative Schneckler added that absentee ballots can also be sent to home bound voters.

Trustee Staudter stated that if the budget vote is May 15, the Director should be ready to begin the promotion by April 1st. He advocated using lawn signs and involving the Friends to help.

Trustee Morrison stated that the OPL Friends' annual meeting is this Sunday at the OPL at 2.

Trustee Staudter asked the Director to designate someone like James to coordinate the effort design cards, explain we're bringing back hours, explain staying within 2%, etc.

#### New Business

- Spanish Language OPL Website

President Jay introduced the issue stating that the translations on several pages of the Spanish website have been done incorrectly. The Director said that he sent the corrections back in September. The Director stated that he sent the corrections to the webmaster and he has not put them back on the site.

Trustee Aguirre stated that there are reasons why this is occurring but nonetheless, it is an embarrassing situation for the OPL particularly because of the large Spanish community in Ossining.

Trustee Staudter advocated terminating the services of the webmaster as of February. When asked, the most members of the Board felt that we should be willing to pay a consultant to do what the OPL needs.

Trustee Capek inquired about the Assistant Director's mention of a migration to WordPress. The Director stated that the WordPress conversion can be done easily but no one on staff is capable of taking over. He added that a staff member is taking classes for WordPress (as a content management system).

Trustee Staudter knows the name of a consultant and provided it to the Director. Trustee Capek said to ask Rob Caluori about WordPress conversions.

#### Public Comment

School Board Member Mr. Frank Schneckler stated that the school will be holding a bond referendum on March 6 for \$41.6M where the interest cost is approximately \$20M.

He stated that the bond will not increase taxes for Ossining residents. Trustee Staudter offered the OPL Board with anything that it can do to help.

There was no Executive Session held this evening.

The Board voted to adjourn at 9:47 p.m.