

Ossining Public Library
Regular Meeting of the Board of Trustees
Monday, April 19, 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, Alice Joselow
Members of the Public: Katherine Palovick

President Capek called the meeting to order at 7:05 p.m.

Approval of Minutes: Arthur Jay moved, and Tom Staudter seconded. a motion to approve the Regular Board Meeting of March 15, 2010 Minutes. Unanimously approved.

Public Comment: none

Director's Report:

Jim Farrell shared Snapshot, NY's "Tell us how essential the OPL is to YOU." forms. These are made available to patrons to comment; the examples shown were very complimentary to OPL and it was suggested that they be scanned and put on the website. He also made the following comments:

- The Suzi Oppenheimer grant will pay for career counseling starting on April 20th.
- He has contacted the members of the Program Committee to introduce himself and see if they are still interested in participating.
- Two policies need to be reviewed (relating to exhibits and concerts).
- A replacement for Jane Clark will be appointed (possibly a volunteer).
- Job descriptions for staff will be created, and an evaluation process will be started in three categories: Clerical, Professional, and Department Heads.
- Work is proceeding on a survey of the public about library usage and satisfaction. We plan to administer it, among other places, when voters are leaving after voting on the budget.
- The long range plan and mission statement need to be reviewed.
- The narrative for the security survey of employees is being developed.
- The OPL Budget hearing will be on April 28th at 7 p.m. at the Library.
- There is no resolution of the discussion with our Treasurer, Andrew Lennon, over our spending funds from the endowment. Jim and Peter will visit Andrew to discuss this.

- Revenue is beyond expectation because of the grants for the electronic bulletin board and the Suzi Oppenheimer Member Item (\$50,000, not as yet received).

Human Resources Report:

Art Jay moved, and Mirla Morrison seconded, acceptance of the retirement of Jane Clark. It was unanimously approved with much gratitude for her long and dedicated service to the Library.

Trustee Reports

- President's Report; Peter Capek went to a meeting of the Westchester Library Board Presidents on Budget issues on April 17th. Peter will forward the Minutes to the Board. He has made suggestions to Jim Farrell about the community survey. Peter and Jim will meet with WLS about the virus that affected the computers.
- Policies: Lucinda Manning reports the committee needs to have a meeting to complete the policies. Jim Farrell commented that they have four policies to look at: Volunteers, Gifts, Art, and Concerts.
- Ossining Public Library Foundation: Mirla Morrison reported that Jerry Morrissey will resign effective June 30, 2010, and Mark Kleinman has joined the Board as Treasurer. The Foundation Board asked Jim Farrell to come back with quotations to purchase an Energy Meter (similar to the one recently described in the NY Times which was installed in a new branch library in Battery Park City) for the main lobby and for creating a welcoming entrance to the Children's Room.

Resolutions

2009-2010 Budget Resolution No. 25

Be it resolved that the Board of Trustees accepts, with thanks, the balance of the LLSA New York State grant in the amount of \$499.80.

The revenue will be in OPLI-2760.000 – LLSA NYS Grant.

2009-2010 Budget Resolution No. 26

Be it resolved that the Board of Trustees accepts, with thanks, a grant from Con Edison for the Summer Reading Program in the amount of \$789.47. The Programs Budget Line (OPLI-7410-429) will be increased by \$789.47. The revenue will be in OPLI-2760.001 – Misc Library Grants.

2009-2010 Budget Resolution No. 27

Be it resolved that the Board of Trustees accepts, with thanks, a grant from an anonymous donor to the OPL via F.Y. Eye in the amount of \$21,953.00 to be used for the purchase of electronic communications boards. The Equipment Budget Line (OPLI-7410-200) will be increased by \$21,953.00. The revenue will be in OPLI-2760.001 – Misc Library Grants.

Mirla Morrison moved, and Lucinda Manning seconded, the adoption of Resolutions Nos. 25, 26, and 27. Unanimously adopted.

2009-2010 Budget Resolution No. 28

Be it resolved that the Board of Trustees approves the transfer of \$45,000.00 from Noninst Salaries – Clerical budget line (OPLI-7410-160) to the Noninst Salaries – Custodian budget line

(OPLI-7410-162) to eliminate the negative balance. The reason for the negative balance was a reclassification of an employee's position.

Art Jay moved, and Tom Staudter seconded, a motion to approve Resolution No. 28. Unanimously approved.

New Business:

- Mission Statements: Peter Capek distributed the current, and two possible new, Mission Statements for the Board to review and to discuss at the next meeting. Lucinda Manning and Art Jay will send their versions to the Board via e-mail.
- Trustees terms: The current terms of Tom Staudter, Lucinda Manning, and Reggie Bush terms are expiring on June 30th. Peter will advertise the three openings and set the dates for interviewing. The Board selection process will be completed before the Annual meeting on June 11th so the new Board Members can be introduced.
- The date of the regular July meeting will be changed to July 1, 2010.
- The starting time of regular Board meetings starting in May will be 7:30 p.m.
- Change in the Charter: Mirla Morrison proposed that we amend the Charter to have the public elect its Trustees beginning in 2011. Jim Farrell commented that out of 160 school district libraries in NYS only about 5 do not have the public elect their Trustees. Jim Farrell advises that we also amend the charter to have a range of the possible number of trustees. The Board asked Jim to draft the charter changes and other documents necessary, but did not act formally.

Old Business

- Annual Meeting: The Annual Meeting will Friday, June 11th at 6 p.m. The Board will be honoring staff who have worked for OPL for 15+, 20+ and 25+ years. The Associates will donate the refreshments.
- Independent Audit: Samantha Brail recommended that we have an independent audit. Jim Farrell investigated and was pointed to Al Costa, an expert on School District Public Libraries. Mr. Costa will come and visit the library and give us a quotation for his services. He will also look into closing the books on the construction of the new building.

Executive Session:

Art Jay moved, and Samantha Brail seconded, a motion to go into Executive Session at 8:53 p.m. to discuss a personnel issue. Unanimously approved.

Tom Staudter moved, and Samantha Brail seconded a motion, to leave Executive Session at 9:15 p.m. Unanimously approved.

Art Jay moved, and Samantha Brail seconded a motion, to adjourn at 9:18 p.m. Unanimously approved.

Respectfully submitted,
Mirla Morrison