

Ossining Public Library  
Regular Meeting of the Board of Trustees  
Monday, December 21, 2009

Attending: Trustees: Samantha Brail  
Reggie Bush  
Peter Capek  
Art Jay  
~~Lucinda Manning~~  
Mirla Morrison  
Tom Staudter

OPL Staff: Interim Director Jim Farrell,  
Teen Services Coordinator Tamara Stewart  
Circulation Manager Chris Surovich

OUFSD Representative: Bill Kress

Members of the Public: Joe Clarke and Sue Donnelly

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

Approval of the November 16, 2009 Minutes: Tom Staudter moved, and Samantha Brail seconded, a motion to approve the November 16, 2009 Regular Meeting Minutes. Unanimously approved.

Public Comment: Joe Clarke asked when the Board Minutes get posted and who posts them. Peter Capek responded that we were required to post them within two weeks of the meeting, but acknowledged we didn't always achieve that. Jim Farrell will follow up with the relevant employee to ensure the minutes are posted on-line in a timely manner. The minutes are also available to the public in the Director's office. There was also a question about posting the agenda. Peter Capek said that we didn't post the agenda, but that no action is taken on resolutions or policies without a month's pause after the first reading to allow for public comment.

Interim Director's Report:

President Capek introduced Chris Surovich, Circulation Manager, who reported on her job supervising the circulation staff. Our circulation is now almost up to 400,000 volumes annually. She goes beyond her position to work in the Children's Room, in reference, and in the Teen Room. Finally she is in charge of the library's relationship with Unique Collection services, and is our problem solver and trouble shooter at the circulation desk. The discussion turned to the display of public information and Tom Staudter suggested another bulletin board in the gallery area. Chris Surovich described a problem that is being felt throughout the libraries in Westchester: when the economy suffers, theft goes up. In particular, DVDs of TV series are being taken and they are very expensive to replace. The estimate is 10 disks a week. The perpetrators remove the disks from the cases, and hide the disks in their clothing. The empty cases are found in the stacks. The staff is watching, there are suspects, but more cameras might be helpful. Sensors go off all the time, not just when people leave with material that has not

been checked out, because the building only has 4 gates. If the Library had 6 gates, as was in the original architectural plans, the sensors would work better, but we would still need someone at the gates to intercept the person identified. Jim Farrell is getting an estimate to install more cameras.

Jim Farrell told the Board he and the staff are drafting a survey, as required by law, for employees about workplace security. He ordered walkie talkies and panic buttons and they are now in every area. He discussed a letter from a woman who claimed she observed children looking at pornography in the Children's Room, and reported it to the staff. Jim Farrell said the staff then acted appropriately and he was exploring software which would allow the children's librarian to monitor multiple screens at the main desk. He spoke to the patron and she was pleased with the response. Tamara Stewart commented that monitors would be a departure from previous practice. Tom Staudter added there would have to be signs saying the Library was monitoring computers. We will have further discussion on this topic.

Jim Farrell looking at the possibility of an air curtain between the circulation desk and the front doors, and is waiting for an estimate. The electrician is coming December 23 to rewire one of the outlets on the stage to eliminate the need for using the outlet in the floor. The electrician has already been here to fix a number of non-functioning fire signs.

There was a discussion about closing the Library in case of snow. It was agreed the Library Director should be called by the school district in case of a closing or delay, but Peter Capek observed that the issues for the library were different from those for the school. Jim Farrell will refine the procedure in case of delay and bring it back to the Board next month.

- Operating Budget Report: Jim Farrell will do a more precise, researched estimate on the amount remaining in the budget for hourly employees, and will let us know by e-mail. He is concerned about creeping overtime, and has altered work schedules to attack the problem.
- Revenue Report: The interest for Signature Bank represents the interest for the year.
- Personnel Changes:  
Reggie Bush moved, and Tom Staudter seconded, approval of the hiring of Saba Ambreen, Dustin Capek, and Michael Zavarella as Library Pages. Unanimously approved.

#### Trustees Reports:

President's Report: Peter Capek, reported that Tamara Stewart, Bill Broadnax, Barbara Hall, Samantha Brail, Art Jay, Peter Capek and Bob Minzesheimer make up the Search Committee for the new Library Director. They have met 3 times; considered 16 applications; eliminated 5; and have spoken to 7 or 8. They will talk to 3 more tomorrow. The final three will be invited to spend a day at the Library prior to the Committee bringing the three candidates to the Board for final consideration.

By-Laws/ Policy Committee: Tom Staudter reported to the Board. Each policy was discussed and the following actions taken.

- Ossining Public Library Workplace Violence Policy – will be revised and was tabled to be discussed at the next meeting.
- Ossining Public Library Gift and Donation Policy – will have a minor revision and was tabled to be voted on at the next meeting.
- Ossining Public Library School Hours Policy – will be revised and was tabled to be voted on at the next meeting. During the discussion a number of issues were raised, including how children in private schools (whose schedule is different) should be handled. The Ossining School District Superintendent will help publicize this policy.
- Collection Development and Materials Selection Policy – was revised and was tabled to be voted on at the next meeting.

Jim Farrell will revise the policies based on our discussions and e-mail the policies to board members to be read before the next meeting.

Ossining Library Foundation Liaison: Mirla Morrison reported the resignation of Richard Wishnie, Foundation Chair. Gloria Tannenbaum, Secretary, indicated that the Foundation will not meet again until a new permanent director is appointed. The fund raising mailing has been cancelled. Mirla Morrison, at the Board's request, will contact Gloria Tannenbaum and encourage the Foundation to meet after a new Library Director is appointed.

#### Resolutions:

2009-2010 Budget Resolution No. 12: Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$100 from W. Jean Horkans. As requested, this donation will be used to enhance the library collection.

2009-2010 Budget Resolution No.13: Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$200 from Philip M. Friedman. This donation will be used to pay for furniture and equipment.

2009-2010 Budget Resolution No.14: Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$50 from the Color Camera Club of Westchester, Inc. This donation will be used to pay for furniture and equipment.

2009-2010 Budget Resolution No.15: Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$300 from Abbas Alaghemand. The equipment budget line will be accordingly increased.

Tom Staudter moved, and Reggie Bush seconded, a motion to accept the donations listed above. Unanimously approved.

#### New Business:

Jim Farrell shared library statistics from SirsiDynix but there are questions about them and their accuracy. He will try to clear them up, and report back to the Board.

Mirla Morrison brought up the possibility of OPL participating in The Big Read, supported by a National Endowment for the Arts Grant. This year *The Things They Carried* is the chosen book. The Board took no action on the recommendation. A grant application would need to be submitted by early February.

Tom Staudter proposed a celebration for Earth Day on April 25<sup>th</sup> with Andrew Revkin as a possible speaker. Mirla Morrison recommended also asking Jamie Cloud of the Cloud Institute for Sustainability. Next year is the 175<sup>th</sup> anniversary of Mark Twain's birth. Tom Staudter would like to have Ron Powers (Twain's biographer) give a lecture, and explore having Powers' two act play about the woman Twain fell in love with on the river when he was 22 produced at the Library.

Old Business:

The Committee to plan a public Annual Meeting will consist of Samantha Brail, Art Jay, and Mirla Morrison.

Executive Session: Samantha Brail moved and Mirla Morrison seconded a motion to go into Executive Session at 9: 00 p.m. to discuss possible a personnel matter. Unanimously approved.

Reggie Bush moved, and Tom Staudter seconded, a motion to leave Executive Session at 9:31 p.m. Unanimously approved.

Reggie Bush moved, and Samantha Brail seconded, a motion to adjourn at 9:32 p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison