

**Ossining Public Library**  
**Regular Meeting of the Board of Trustees**  
**May 16, 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  
                  Chris Surovich, Molly Robbins

The meeting was called to order by the Board President, Tom Staudter at 7:30 p.m.

**Approval of Minutes:**

The Board unanimously approved the minutes of the Regular Meeting of April 11, 2011

The Board unanimously approved the minutes of the Special Meeting of May 2, 2011

**Public Comment:**

- Cindy Winter questioned why she had not received an e-mail for May 2 meeting

**Executive Session**

At 7:40 a motion to move into executive session for the purposes of discussing two personnel matters and possible legal actions. Unanimously approved.

At 8:15 a motion to leave executive session was unanimously approved.

**Director's Report**

In addition to the written report, Jim Farrell noted:

- The gutters were cleaned for the first time and about a hundred pounds of debris was removed
- Rocks have been thrown into the yard and pool of the neighbor to the north of the library. The security tapes will be employed to identify perpetrators once the time frame has been established.
- The broken window at the entrance was caused by a rock thrown by a teenager, who has been identified. A bill will be sent to the parents.
- Jim noted that the increased costs for the employees' retirement system are predicted to continue for at least another year according to projections.

**Personnel Changes**

**Resolution No. 42**

**Personnel Changes**

*Be it resolved that the following personnel change be approved:*

*Marie Trapasso promoted to Principal Library Clerk, full time, at an annual salary of \$47,030.  
Effective May 7, 2011.*

The resolution was unanimously accepted.

## Committee Reports

### President's Report: Tom Staudter

- There was very good attendance at Ted Daniel concert which was well-received.
- Tom attended the dedication of the Albert Wein sculpture past Saturday. He was dismayed by the low turnout of trustees and lack of pre-planning for the event.
- In checking the warrants, Tom noted the high shipping charges on books. For instance, a \$10.95 book sent by Fedex for \$5.95. He suggested that we negotiate the shipping costs in the future.
- Tom also found reimbursements of several hundred dollars to staff members. There is a question about whether such large reimbursements should receive prior approval of the Director before they are incurred.

### Policy/Bylaws Committee: Mirla Morrison

A first reading of the amended Bylaws took place and will receive a second reading to next month's meeting.

### Budget/Finance Committee: Samantha Brail

The Budget/Finance Committee, with the input of the Director and the library staff, has recommended a 20% reduction in PT staff hours. This, along with making other adjustments in the budget will help the library to meet a goal of a zero percent growth for the next fiscal year.

### **Resolution No. 41**

#### **Adjustment of Library Service hours**

*Be it resolved that the operating hours of the Ossining Public Library as of July 1, 2011 shall be as follows:*

#### July and August:

Monday: 9am-9pm  
Tuesday: 10am-6pm  
Wednesday: 1pm-9pm  
Thursday: 9am-9pm  
Friday: 10am-6pm  
Saturday: 1pm-5pm  
Sunday: closed

#### September through & including June:

Monday: 9am-9pm  
Tuesday: 10am-6pm  
Wednesday: 1pm-9pm  
Thursday: 9am-9pm  
Friday: 10am-6pm  
Saturday: 1pm-5pm  
Sunday: 1pm-5pm

The resolution was unanimously accepted.

### Personnel Committee: Art Jay

The Personnel Committee has just about finished its review of the current contract. The Board President and the Library Director have a copy of the proposed changes already discussed by the committee. Once the review is done, recommendation will be presented to the negotiating committee.

### Buildings & Grounds: Peter Capek

Peter Capek has received a bid of \$3800 to install a glass “sound shield” by the vertical space that connects the first floor with the teen room and the mezzanine stacks. The board agreed that the work should go forward.

### **Liaison Reports**

#### OPL Foundation: Samantha Brail

- Willie Nile concert was a huge success for the Foundation
- An October fundraiser is being planned.
- A public event honoring the memory of Camille Budarz for whom the recital hall is named is also planned.
- The application for grant money from the OPL Foundation is now available. Funding is available for programs suggested by the board, the staff, or the public at large.

It was felt by the board that the efforts of the Library Board, the Friends of OPL and the OPL Foundation need to be better coordinated. Samantha Brail and Art Jay will work on a meeting of the three groups before the beginning of the new fiscal year.

#### Friends of OPL: Mirla Morrison

The Friends of OPL will be granting two scholarships this June.

### **Old Business**

- Job descriptions have not been completed.
- A suggestion to have a work session in addition to the monthly board meeting was agreed upon and the first one will be scheduled for Wednesday, June 15. In September, the work session will be devoted to developing a three-year plan for the library.
- The Cultural Inclusion Committee will draw up a report for the June meeting.

### **New Business**

- The library board and staff will participate in the Memorial Day parade on May 30 meeting at Roosevelt Square at 9 a.m.
- President Tom Staudter appointed members of the nominating committee: Peter Capek, Mirla Morrison and Art Jay.
- The negotiating committee for the new CSEA contract was named: Art Jay, Samantha Brail and Jaime Aguirre.
- The annual Meeting will be scheduled at 7 p.m. on Monday, June 20. It will be followed by the regular monthly board meeting at 8 p.m. Samantha Brail and Art Jay will coordinate the event.
- The Library will have a table at the Village Fair on June 11. Board Trustees will be asked to volunteer for two hours that day.

### **Public Comment**

None

At 9:50 a motion to adjourn was unanimously approved.

Respectfully submitted  
Art Jay, Secretary.