

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
August 20, 2012, 7:30 p.m.

DRAFT Meeting Minutes

In Attendance:

Trustees: ~~Jaime Aguirre~~ Lucinda Manning
 Reginald Bush Alice Joselow
 Peter Capek Tom Staudter
 Arthur Jay

OPL Staff: Jim Farrell, Library Director; John Tortoso, Building Consultant

School Board: ~~Greg Galif~~, Frank Schnecker, ~~Cindy Winter~~

Public: Friends of the Ossining Library member – Nicola Kenny (works on OPL book sales)

Call to Order: President Art Jay called the meeting to order at 7:42 pm

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the July 16, 2012 Reorganization and Regular Meeting with revision to January and February 2013 Meeting dates.

Comment: Peter pointed out from July minutes review that our appointed OPL law firm name has changed – from Donoghue, Thomas, Auslander & Drohan LLP -- which no longer exists – to the new name of Thomas, Drohan, Waxman Petigrow, & Mayle, LLP. Peter then moved that OPL appoint Thomas, Drohan, Waxman, Petigrow & Mayle, LLP as our Library General Counsel for the 2012-2013 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services as listed before. Art seconded, Board approved, unanimous.

Note NEW OPL Library General Counsel business name and current addresses:

Thomas, Drohan, Waxman, Petigrow & Mayle, LLP has office locations in Dutchess and Westchester counties:

2517 Route 52
Hopewell Junction, NY 12533
Phone: (845) 592-7000
Fax: (845) 592-7020

700 White Plains Road
Scarsdale, NY 10583
Phone: (914) 725-7893
(914) 472-1840

Art asked if the July Board Minutes could now be accepted. Alice moved, Peter seconded, Board approved, unanimous. (w/Tom out of the room temporarily during vote, Reggie not yet arrived, and Lucinda abstained from vote as she was absent from the July Board meeting due to a death in the family.) (Note: When are the two holiday weekend Board meetings (in Jan. & Feb. 2013) rescheduled as I don't have notes or information for the new Board meeting dates.)

Public Comment: None

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, August 2012** (which also included most of the library departmental Staff Reports) for the Board's review on Friday, August 17 as per usual before the scheduled monthly Board Meeting on Monday August 20.

This month's **Director's Report** included the **PR/Programming Report for June, July & August** by Jimmy Trapasso, Programming and Events Coordinator; the **Cultural Programming Report** by Carry Cubillos, Cultural Programming Specialist; the **Children's Services Report** by Marci Dressler, Acting Head of Children's Services; and the **Circulation Report** and the **Technical Services Report** by Chris Surovich, Head of Circulation/Technical Services. Jim told the Board that there were no **Teen Services** or **Personnel/Adult Services Reports** provided.

Highlights from the Director's/Staff Reports:

PR/Programming: The Vance Gilbert concert, the last in the **Words& Music Concert Series**, drew an enthusiastic crowd (estimated at 200) that filled the entire theatre on Sunday June 10th. The **Words & Music Concert Series** will kick off its new season in the fall on September 23 with acclaimed acoustic blues and folk singer-songwriter, actor/director Guy Davis (son of Ruby Dee and Ossie Davis) with special guest Nik Rael.

The **John Cheever Centennial** celebration came to an end this year on Sunday June 24th with the closing reception and a proclamation declaring June 24th to be John Cheever Day forevermore in the Village of Ossining.

The **Ossining Arts Council** (OAC) presented their annual members group exhibit in the lower library Gallery during the month of June.

The library's lower **Gallery** hallway area near the theater also included a small exhibit of Westchester County's photo exhibit titled "The Heart Gallery" on children needing adoption.

Local artist Cathy Ibanez showed her work in the library's **Gallery** during the month of July and library staff member Guillermo Rodriguez also displayed some of his photos in July from his recent trip to Turkey.

Cultural Programming: On Sunday July 3rd, the library welcomed the Argentinean guitarist Pedro Baez and his percussionist, Rex Benincasa to an appreciative audience of 74 in the theater.

Other summer multi-cultural programs included "Crafty Creations with Carry" and the multi-cultural program "Doll Telling" on July 11 in celebration of the history, foods and cultural traditions of Italy.

Children's Services: Summer children's programs were very well attended again and the new children's librarians are settled in and doing well with the department's routines. Due to vacation schedules, most of the children's summer programs finished up by the second week of August.

The **Dream Big Summer Reading Program** continues through the Tuesday after Labor Day (September 4th) and children are still signing up. The department has given away 78 books so far to the summer readers and hopes to give away over 100 books overall before the program's end.

Other highlights were Family Game Night, Using Your Noodle (a story and craft program), and the 2nd Annual Stuffed Animal Sleepover.

Upcoming dept. plans include a staff educational conference for several of the staff (some have attended before) at the Darien Public Library called **KidLib Camp** on August 16th, which involves metro area librarians in sharing program ideas, best practices and children's literature together.

Circulation/Technical Services: (Circulation) Candidates were interviewed for a Spanish speaking Clerical for the fulltime Library Clerk position and one candidate was offered the job. Another part-time position was also available in Circulation Services and candidates were being interviewed for it, although the circulation department's needs are actually for a full time person in the long term.

Programs during the summer included the well-attended **Time for 2's** during each week in July and tickets (limited to 2 per family for Ossining residents) to NYC's Natural History Museum as purchased by the **Friends of the Ossining Library** group for library users.

(Technical Services): The (OPL) **Fiction Committee** has met twice to discuss the process for ordering fiction and large print materials and has discussed plans for reviewing many journals and publications recommendations for new book orders.

Technical services staff are continuing to review all CDS that have not circulated within the past two years to see if they are still available on shelf or whether some should be weeded.

Work continues on labeling the many parts to the NOOK readers in preparation for borrowing which will be finalized once final details are worked out by Molly upon her return.

The library's useful **Museum Pass** program (as funded by the **Friends of the Ossining Library**) includes passes for the Intrepid Museum, the Children's Museum, the Aquarium at Mystic, and the Guggenheim Museum in NYC so far. Users may borrow these **Museum Passes** with an Ossining library card and they can be kept and used for one week.

Note: Board of Trustee Reggie Bush arrived at the OPL Board Meeting from work at 8:40pm.

Director's Report: Jim explains that there is no **Personnel/Adult Services Report** included within his Report this month as Molly Robbins, the Asst. Director, Adult Services Coordinator, is still out and recuperating from a serious fall that broke her wrist. No word at present on when she is expected back. The Board wishes Molly a speedy recovery and looks forward to her return to the library.

Education courses: Jim mentioned the possibility of instituting a regular program of educational courses and/or training classes offered to the library staff. Alice asked questions related to how the program would work and who would be able to take the courses. Jim mentioned that he has taught similar kinds of staff educational classes and so recommends offering them to our staff as supplementary to on-the-job training. He will provide updated information on these courses and a schedule for setting this up later.

Museum Passes: Jim reported again that the library's **Museum Pass** program is working out well and that all passes were purchased for users by the **Friends of the Ossining Library**. This national **Museum Pass** public library program provides one week access passes to specified local or area museums for library users that might not otherwise be able to visit them.

OPL Foundation Update: The **OPL Library Foundation** sent a letter to Jim turning down funds in response to his earlier request for \$1000 for tuning our theater piano –in addition to the Foundation previously turning down the \$5000 dollars for the automatic Circulation Department check-out machines. Alice asked for clarification related to the **Library Foundation's** purpose and goals. Lucinda mentioned that their mission/description is posted on the OPL website:

[Excerpt: The Foundation was founded in 2007 to assist the Library and its Board in raising funds for important activities and projects outside the scope of the Library budget. These may include new programs, equipment, special activities, pilot projects and the establishment of an endowment fund. Among the activities or projects we have sponsored in the last two years are performances by the Mustizo Dance Company, folk music, drapes for the Budarz Theater and funding for Children's Room mural.]

Jim responded that these two requests are within the current mission of the **Library Foundation**. Lucinda suggested that Jim and the Board could discuss the Foundation's mission together and perhaps review some comparable examples of **Foundation** funding from other public libraries. Perhaps the mission statement could be updated for more clarity and other library Foundations' work could be reviewed to develop ideas for additional sources for funding extra library needs.

Unclaimed Items Left in the Library: An unclaimed backpack was found recently in the library and so Jim wrote a staff memo outlining a procedure for handling all unclaimed items. Questions were raised about whether we have a Lost & Found area in the library and whether this memo fits into our policy guidelines on library use overall.

Building/Facility Concerns: – Jim mentioned that the drive shaft in the electrical room needs to be replaced and that John will go into more details about building needs in his **Building Report**.

***Note: Operating Budget Report** won't be covered in the regular meeting this month because the Board will review this with our complete discussion of the employee (Personnel) contract information later in Executive Session. The **OPL Revenue Report** will also be discussed then.

Building Report: Jim then asked John Tortoso, OPL Building Consultant, to cover the **Short-Term and Long-term** building projects in his Report to the Board this month, including final decisions around the kinds of lights utilized in library based on longevity —florescent vs. incandescent –and costs related to various kinds of facility maintenance and other proposed building modifications. John reviewed the points in his **Building Report** with the Board.

In response to John's **Building Report**, Reggie, Lucinda, Alice and Tom suggested that, among other things, we should perhaps have cost-benefit analyses provided to the Board beforehand related to suggested or planned building projects –including cost comparisons for any building materials/replacements.

This additional information would include all projects—both replacements or modifications: such as this **Report's** information on the lighting materials decision; ongoing maintenance costs of the geothermal system vs. traditional HVAC systems costs; proposed building modifications around the heat recovery fans; review of all electrical panels for excess heat; costs for noise reduction needs in the general Reference, Teen Room and library mezzanine area; and any supplemental heating systems for the building.

Additional suggestions related to the **Building Report** included: Lucinda requested a full LEED building energy audit on our system to help determine fixes for its operational problems and Reggie suggested consideration of the addition of solar panels to our building, if possible, to cut energy costs. Tom reminded us that we were the first green library in Westchester so early problems were to be expected but enough time has passed that we now need to solve them.

In addition to the **Building Report** hand-out, Jim mentioned two more of his building concerns:

1. Increase in the regular carpet cleaning schedule throughout the building –Jim suggested that we buy a good commercial carpet cleaner and have our library building staff carry out the cleaning rather than paying for outside cleaners. He will report back on this later.
2. Installation of additional child height safety railings to the outside library steps in the next few months.

Two Board members raised additional concerns related to the overall physical look of the library:

Alice—wants to know what our banner policy is on the front of the library – too many banners.
Tom—wants a policy for limiting ads or program announcements to avoid clutter in the library.

Treasurer's Report:

Report of Receipts and Disbursements

Warrants

Jim reported that there is no **Treasurer's Report** this month but passed out the OPL Budget and Revenue Status Report as of June 30, 2012 to the Board for review. The Board will discuss more fully in Executive Session after the regular meeting with the future budget projections.

Committee Reports:

President's Report – Already given earlier in the meeting

Policy and Bylaws Committee –No report, plan to meet before next Board meeting

Finance Committee –No report

Personnel Committee—No report

Buildings and Grounds Committee—Building Report given earlier in the meeting

Old Business: Postponed discussion of the **OPL Board of Trustees Retreat** (held on Sat. July 28 at the Bailey Farms Conference Center in Ossining) along with the "Identified Action List" for future Board priorities. It was agreed that there was no time to discuss the Retreat and its findings as we needed to go into the Executive Session after the regular meeting Agenda items.

Lucinda suggested that we have a follow-up Special Meeting to review and discuss the Board Retreat's results and its final recommendations and how we might implement some of its goals. She also suggested that we set up a long-range planning group/committee to start work on this.

New Business: No new business

Motion to Adjourn to Executive Session at 10:12pm: Art made a motion to move into Executive Session for the purpose of Personnel issues—including employee's contract discussion/review and Board discussion of OPL Library Director's annual evaluation and performance. Alice seconded, Board approved.

Adjournment: Motion to adjourn Executive Session by Tom at 10:54pm, Lucinda seconded, Board voted to adjourn for the evening, approved.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees