

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*April 15, 2013, 7:30 p.m.*

Meeting Minutes

In Attendance:

Trustees:	Jaime Aguirre	Lucinda Manning
	Reginald Bush	Alice Joselow
	Peter Capek	<del>Tom Staudter</del>
	Arthur Jay	

OPL Staff: Jim Farrell, Library Director; Kathy Beirne, Secretary to the Director; Erin Zebelman, Library Assistant in OPL Payroll

School Board: ~~Graig Galef, Frank Schnecker, Cindy Winter~~ (no School Board member present)

Public: William (Bill) Jaenike; Gloria Tannenbaum, Ossining Library Foundation member

The Library Director announced before the Board Meeting that Erin Zebelman, OPL Library Assistant would be audio taping the full Board Meeting tonight and would be helping out with transcriptions of the full Meeting Minutes. Lucinda thanked Erin and asked for the Meeting's tape transcript when it was completed so that she could include items or discussion summaries that were missed in her own notes. [Note: The tape recorder did not fully tape the Meeting as it ran out of tape about 45 minutes before the end of the Board Meeting.]

Call to Order: President Art Jay called the meeting to order at 7:32 pm.

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the February 25, 2013 Regular Meeting and the March 18, 2013 Regular Meeting. Motion was made by Board Secretary Lucinda Manning to accept the Minutes of the February 25, 2013 Regular Meeting and the Minutes of the March 18, 2013 Minutes with changes as noted previously. Jaime seconded. Discussion.

Lucinda reminded trustees that in the March Board Meeting, Reggie had moved that we table the approval our February 25 Minutes since several trustees – Peter, Tom and Jaime – were absent from that meeting. [Jaime reminded the Secretary tonight that he had arrived later in mid-meeting to the March 18 Board Meeting and the attendance change was noted.] Excerpt from the March 18 Meeting Minutes:

It was agreed by Board trustees in attendance that we will not revisit the Minutes issue again for a while. Reggie moved to table the approval of the February 25 Board Minutes for next month's meeting when everyone was here and Alice seconded. Approved by all.

[Reggie arrived at the Board Meeting at 7:35 pm and Alice arrived shortly after at 7:38pm.]

President Art Jay asked for the trustees to approve the motion to first accept the February 25 Board Minutes and it was passed unanimously with Reggie abstaining and Tom absent from the meeting. Art then asked for approval of the March 18 Board Minutes tonight with any noted changes. Approved unanimously except for Peter abstaining and Tom absent.

Public Comment: William (Bill) Jaenike, author of the book “Black Robes in Paraguay (The Success of the Guarant Missions Hastened the Abolition of the Jesuits). (2008) mentioned that he recently donated two copies of this book plus a DVD titled Frack Nation to the library. He asked for more info. to be distributed to the community, similar to the school board’s emails. [Note: James Trapasso, Programming & Public Relations already sends out a weekly email notice announcement of upcoming programs and events to library friends and users.]

### Director’s Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director’s Report, April, 2013** (which also included most of the library departmental Staff Reports) for the Board’s review on Friday, April 12, as per usual before the scheduled meeting on Monday, April 15 at 7:30pm.

This month’s **Director’s Report** and **Staff Reports** included Molly Robbins’ April summary report as the Asst. Director and Acting Head of Adult & Reference Services, Teens Services, Programming & Public Relations. Molly’s report included a **Teen Services Report** by Suzy Zavarella and a **Teen Services Report** by Mallory Harlen; a **Programming & Public Relations Report** by James Trapasso, including information about **Graphic Design** projects by Barbara Lipp; and an explanation of the lack of a **Multicultural/Cultural Programming Report** for this month due to the changed civil service position for Carry Cubillos, which is currently under review.

In addition, the **Director’s Report** for April also included the **Children’s Services Report** by Marci Dressler; and the **Circulation Report** and **Technical Services Report** by Chris Surovich. [For more information on OPL events, programs, and user statistics please see Monthly Reports.]

**Director’s Report/Staff Reports:** All of the monthly staff and departmental reports and library statistics are available in the full monthly Director’s Report as posted online.

### Highlights from the Director’s/Staff Reports:

Jim reported that there are two new orange OPL banners – one in Spanish and one in English – placed in the library’s parking lot that are similar to banners placed throughout the village to advertise our library’s outreach and welcome to bilingual library users.

Although the Director followed up on Gov. Cuomo’s recent agreement with the NY State legislature for “12 year flat rate pension payments” for public employees, the Director was told by the NY State Comptroller’s Office that the offer does not apply to libraries.

The Village of Ossining has donated one copy of the just published “The Ossining Story: A Bicentennial Celebration -- 1813-2013” to the library and is making additional copies available (copies are \$10 each) from James Trapasso, in the OPL Programming & Public Relations Office.

Jim was contacted by the Chair of the NY State Regents Advisory Council on Libraries in April related to proposed changes in public library construction laws and regulations. Jim was asked if he would review the suggested changes in grants for building projects and construction fees once they have been formulated (since he was in charge of the state-wide library construction program for many years) and Jim has agreed.

Jim recently changed the library's fire alarm company from Reddi Alarm to AFA Alarm Company, which was the original company used when the library was first built and opened. Since that change-over to AFA Alarm, Jim reported that he had received numerous AFA library false alarm calls (both day and night) related to a "ground fault alert" problem. This problem was fixed as of April 8. In solving this problem, however, another big problem was discovered (when testing smoke detectors) and was related to the lack of proper wiring in the AC control system unit shut-offs in the case of a fire emergency. This wiring problem will be fixed by the Clean Air company hired for our HVAC system.

Jim reported that WLS (Westchester Library System) has asked him to help plan for Senator David Carlucci's visits to Westchester libraries in coming months and he has agreed. Jim is also checking into reports on future schools PILOT tax payments/activity in the near future from the Ginsburg Development Corporation as he read an article in the Patch [on April 14] that the library was not mentioned as one of the agencies involved in this proposed PILOT payment.

Jim reported that there is a Clean Air meeting scheduled on April 24 to discuss and train staff on the new HVAC software system. Peter pointed out open vs. closed system concerns again. Jaime said that estimates for pumps not working (building repairs) should always be included in each year's annual budget projections. Lucinda asked again for review of the efficacy of our entire geothermal system in terms of hiring an independent "green" engineer to survey and report back to the Board. Jim will send out emails to ask for suggestions for independent "green" engineers to audit our building once the HVAC system upgrade is fully utilized.

### **Asst. Director's Report**

Molly Robbins reported in her Asst. Director's Report that a highlight from March was a trip with Chris Surovich to the Westport Public Library in Westport, CT to tour their departments, collect examples of their flyers, and get some great programming ideas. The highlight of the trip was getting to play with their 3-D printer and learning about their library's very successful "Maker Fair" last summer.

In addition, Molly participated in many community meetings including those with the OPL Website Committee, Energize Ossining, Alan Marzelli, Communities That Care, and the WLS Learning Ambassadors program, as well as the regular weekly meetings of the Supervisors, the Reference Department, and with the OPL Graphic Designer, Barbara Lipp, related to library and programming projects.

Finally, Molly and Catherine Wald (who has facilitated several successful book and poetry programs for the library) are creating a new Brown Bag Book Club that will meet the first Friday of every month over the lunch hour to discuss fiction titles. The Brown Bag Book Club will be ongoing but the theme will change every three or four books. The books under discussion will include classic mysteries such as "The Body in the Library" by Agatha Christie, "The Maltese Falcon" by Dashiell Hammett, and "Gaudy Night" by Dorothy Sayers. Additional information will be in the library's May Newsletter.

Treasurer's Report

Jim said that there is no OPL **Treasurer's Report** this month but passed out the OPL **Operating Budget Report/Revenue Report** for the BOT's review. Jim reported that OPL's annual budget is currently in the black (the library has received its last fiscal payment from the school district).

Committee Reports: Jim reminded everyone again that there is a need for monthly Committee reports to be submitted before Board meetings.

**President's Report**—No President's Report this month.

**Policy and Bylaws Committee**—After Board readings of the OPL four policies (as listed below) in previous Board meetings, Lucinda moved, and it was seconded by Reggie, that we approve the four policies as attached to our Board Meeting Agenda tonight: 1) the users' "E-Reader Lending Policy" with the "User Agreement for Borrowing the NOOK E-Reader"; 2) the "Nepotism Policy" for library staff; 3) the "Credit Card Policy" for use by employees for library purchases; and 4) the "Employee Protection (Whistleblower) Policy" for library staff. Discussion.

Peter mentioned his clarification again to add "entire components to devices must be returned" to the "E-Reader" policy. Jaime asked if each "E Reader" check-out is secured against theft or damage and Jim said that the Unique collection agency helps us with loss/non-returns, etc.

Related to the "Nepotism Policy," Jaime wants inclusion of the need for more info. as to who applicants/employees are related to and also to the broader concern of hiring issues and favoritism, etc. in general. The OPL's "Conflicts of Interest Policy" is relevant to this concern.

Re: "Credit Card Policy" – Peter pointed out that the second paragraph is a duplicate and should be removed. No other suggestions to this policy.

Re: Employee Protection (Whistleblower) Policy: it was suggested that the second paragraph be changed to: "Any employee, [**a staff employee or Board member, individually or collectively**], who reasonably believes that some policy, practice, or activity of the Ossining Public Library is in violation of law or state library regulations, may file a written complaint with the Board President." Alice asked that our attorney review this policy's changes and Jim said that the attorney always reviews our policies.

Art called the motion to approve these four policies and they were unanimously approved with corrections to them as noted above.

**Finance Committee** – Jaime said that the Auditor's Report w/internal controls will be reviewed on Wed. April 16 and reported upon at the next Board meeting. The OPL Treasurer, Samantha Brail, has resigned from her position this spring and the Finance Committee will review and discuss this resignation too at the upcoming meeting.

**Personnel Committee – Resolution #29.** Motion by Alice to accept **Resolution #29, BE IT RESOLVED, that the Board of Trustees approves the personnel changes so noted.** Jaime seconded. Discussion. Peter was concerned about the full-time bookkeeper position

as he was absent last month and felt that we had not discussed this enough. Reggie pointed out that we had discussed previously and there was consensus to move ahead with this in February.

Alice said that Jim had explained the need in Board meetings and that we had discussed this fully in a Personnel Meeting, at which point it was recommended for approval. Lucinda reminded the members of the Personnel Committee that she had asked for a copy of Bob's original Sr. Bookkeeper job descriptions, and this new full-time position, to see if there are any additions or changes to his position and responsibilities. Jaime said that his concern is that salary increases don't show the budget impact of the increases which is important in the long run. Art then called the motion and **Resolution #29** was passed with all trustees approving, except for Peter abstaining.

**Personnel Committee – Resolution #29: OSSINING PUBLIC LIBRARY HUMAN RESOURCES REPORT & RESOLUTION April 15, 2013 – as detailed below:**

**RESOLUTION # 29 BE IT RESOLVED**, that the Board of Trustees approves the personnel changes so noted.

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Proj. Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
<b><u>RESIGNATIONS</u></b>					
Helen Chuckrow	Library Clerk	Circulation	4 hrs./wk.	\$23.41/hr.	03/25/13
<b><u>CHANGE IN STATUS</u></b>					
Lidya Aulestia-Recalde	Library Clerk	Circulation	35 hrs./wk.	\$33,575	04/01/13
<i>(from probationary to permanent)</i>					
Robert Majernik	Sr. Bookkeeper	Bus. Office	35 hrs./wk.	\$57,290	04/22/13
<i>(from PT provisional to FT probationary)</i>					
Molly Robbins	Asst. Lib. Dir.III	Director's	35 hrs./wk.	\$95,295	03/22/13
<i>(from probationary to permanent)</i>					
<b><u>LEAVE OF ABSENCE</u></b>					
Diana Pani	Library Clerk	Circulation	19 hrs./wk.	\$21.095/hr.	03/24/13
<b><u>TITLE CHANGE</u></b>					
Carry Cubillos	Sr. Lib. Clerk	Circulation	35 hrs./wk.	\$50,902	03/31/13
<i>(from Cultural Programming Specialist)</i>					

**Building & Grounds Committee**--Reggie said that Jim is following the "Priority List of Building Projects" and there are no updates to report tonight. Jim mentioned the April 24 scheduled meeting with Clean Air earlier in the meeting tonight in his report.

**Resolution # 28 [30]**

[Note: This should actually be Resolution 30 as we approved Resolution 29 earlier tonight]

**Be it resolved**, that the Board of Trustees approves the board of trustees action as so noted.

**Resolution #30:**

**BE IT RESOLVED**, that the Board of Trustees accepts, with thanks, a donation of \$50.00 from Michael Belais Friedman for a sale from his art exhibit. The Gifts and Donations line (20705000) of the Revenue Report will be increased by \$50.00.

Art so moved and Lucinda seconded that we approve this resolution. Approved unanimously.

**Old Business:**

- **Budget Promotion for May 21 budget vote/trustees election:** Jim reviewed OPL budget efforts and hand-outs. Alice suggested that Art check wording in his letter advocating support for budget. Peter questioned info. re: tax rates/assessment numbers as listed by towns on Art's hand-out and asked for it to be checked before distribution.

Jim announced that there is an upcoming Joint Meeting scheduled with the Board, the Friends of the Library, and the Library Foundation for Tuesday, April 30 at 4:30pm in the 2<sup>nd</sup> floor conference room. Lucinda asked about an agenda for this meeting and Jim said it would be sent to us. Lucinda agrees with Alice about pushing for a library grant writer and would also like to discuss funding as part of the OPL anniversary. Believe that it's a missed opportunity if we don't incorporate our library's lengthy history with our town's current anniversary celebration.

Candidates' night for library trustees is planned now for Monday, May 6 to correspond with the OUSFD debate for school board candidates moderated by the League of Women Voters. The library trustee candidates will give their statements following the school board candidates' debate.

- **Long Range Plan/OPL Anniversary** – Lucinda asked Art for his preliminary Long-range Plan since Jim had told her that Art had prepared an initial LRP a year ago. Art will send this to the Board for our review. Lucinda mentioned that our Board Retreat hand-out has very valuable background to follow for developing long range plans and that she also has resources to share about LRP's. It is important to set up an Ad Hoc Committee with an action plan to begin working steadily on a Long Range Plan in the next year as is standard operating procedure for library LRP's. Alice suggested again that Jim should check with the OUSFD for information related to their part-time grant writer and to also check as to whether the library could add part-time work for library grants too.

**Public Comment:** None.

**Executive Session:** Reggie moved that we go into Executive Session for the discussion of personnel matters and the staff contract at 9:24pm. Jaime seconded. Approved unanimously.

**Adjournment:** Reggie made a Motion to leave Executive Session and Peter seconded at 9:42pm. Reggie moved that we adjourn the regular meeting at 9:43 and Lucinda seconded. Approved unanimously.

Respectfully submitted,  
Lucinda Manning, Secretary  
OPL Board of Trustees