

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
February 4, 2013, 7:30 p.m.

DRAFT Meeting Minutes

[The Mon., January 28 BOT Meeting was CANCELLED and rescheduled for Mon., February 4.]

In Attendance:

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

OPL Staff: Jim Farrell, Library Director; Kathy Beirne, Secretary to the Director

School Board: ~~Graig Galef, Frank Schnecker, Cindy Winter~~ (No school board member present.)

Public: Richard Leins, Village Manager; Valerie Monastra, Village Planner; Nicola Kenny, from Friends group & OPL Staff member

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

Pledge of Allegiance

[Trustee Jaime Aguirre arrived at the BOT meeting at 7:35pm.]

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the December 17, 2012 Board of Trustees meeting was made by Art. Alice seconded. Comments: Peter and Jim mentioned corrections and asked if they were made to the previous minutes. Lucinda will make corrections to minutes. [Note: Monthly BOT meeting for February President's Day holiday week is now Mon., Feb. 25.]

Public Comment/Village Presentation: Richard Leins, Village Manager and Valerie Monastra, Village Planner. Both Richard and Valerie gave a short presentation related to the Town of Ossining's various projects related to the NY State Bicentennial Committee and Ossining's anniversary celebration. They shared plans for the Ossining Outdoor/Lawn Sculptures public project for the entire town. Handout outlined the placement of 25 sculptures in 25 locations in the community, including one at the Ossining Public Library. The sculptures, selected from a competition by an experienced art curator, will all eventually be available for purchase. Valerie mentioned other plans and activities for the anniversary celebration, including a town walking tour, will be forthcoming. A press release to promote all of these activities is also coming soon.

In discussion: Lucinda mentioned a possible tie-in for the town's activities with the Ossining Public Library's 120th Anniversary this year (2013). Both Richard and Valerie expressed interest in this. Reggie mentioned perhaps putting together an updated Ossining history book/timeline for the anniversaries and Alice mentioned that Josh Mandel, Ossining HS Principal, is working on

an Alumni Hall of Fame project at the high school which could also tie in with the local town anniversaries/celebrations. Both Richard and Valerie left the Board meeting after presentation.

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, January 2013** (which also included most of the library departmental Staff Reports) for the Board's review on Friday, January 25 as per usual before the scheduled Board Meeting on Monday January 28, which was subsequently cancelled and then rescheduled for today –Monday, February 4 at 7:30pm.

This month's **Director's Report and Staff Reports** included the **Teen Services-November 2012 Report**; the **PR & Adult Programming Report for November 2012**; the **Children's Services Report**; and the **Circulation Report and Technical Services Report** for November. [For more information on OPL events, programs, and user statistics please see attached reports.]

Highlights from the Director's/Staff 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.

Treasurer's Report

Jim reported that there is no OPL **Treasurer's Report** this month but passed out the **Operating Budget Report /Revenue Report** for review. Jim will share more information in Exec. session. The OPL Report of Receipts and Disbursements, Warrants was reviewed and signed by Trustees.

Highlights from the Director's/Staff Reports:

First, staff illnesses and flu have taken a big toll on attendance and library coverage this month and even the Library Director missed almost three weeks of work because of a severe case of bronchitis. Below are some of the highlights from the Director's Report for January:

1. Slip & fall "incident" in front of the library—upon further review, this turned out to be a contested incident and was not verifiable by the library user for the insurance claims.
2. Mezzanine incident/inappropriate sexual conduct in the library. Jim passed out general security camera quality comparison photos (not of incident) to show that our library's security cameras have very poor quality/resolution (as compared with other better quality cameras) which needs to be improved. Library staff will rotate more time spent on the Mezzanine in order to monitor the space better in the future.
3. Second library incident involved a loud disturbance with two teens in the computer area and the security guards had to finally escort them out of the library. Threats were made and the police were then called. Jim is checking on security camera upgrades for the entire library to help with both security issues and future inappropriate conduct concerns. [Both Alice and Reggie suggested to Jim again that the Ossining Police Dept. (Scott Craven) should be contacted for assistance with help and training around library security issues, etc.]
4. Mt. Vernon Public Library is currently the Westchester Library System's primary county library but due to their many difficulties, including budgetary and organizational, this may change in the near future.
5. Jim reported briefly on the Friends of the Library meeting held on Sunday, January 27, from 2-3:15pm. Jim mentioned Art's "Sunday Sponsorship" idea for local business funding of library hours at the meeting and asked for help from the Friends group in planning for this. Discussion.

6. Jim is using a toolkit for the disaster plan and is updating disaster procedures with staff.

Jim told the Board that he and John Tortoso (OPL's Building Specialist) had put together a list of priority building projects with estimated costs, as requested. These building projects include:

1. **Removal of lower circle by lower entrance**, tree relocation, paving/area reconstruction.
Cost: \$6,350
2. **Demolition of old concrete floor at back of library** and replacement of new concrete slab/ walkway. **Cost: \$3,960**
3. **Restrooms upgrades:** Install wall tiles from floor to height of 42" in 9 library restrooms
Cost: \$18, 485
4. **Restrooms upgrades:** Or, soundproof restrooms AND tile to a height of 42" for 10 library restrooms. **Cost: \$79,000**
5. **Repair cracks on ceiling and walls in Reference area on the 2nd floor**, prime and paint. **Cost: \$5,100**
6. **Change floor in computer area from carpet to tile on both sides**, 420 square feet.
Cost: \$2,300
7. **Create a Conference Room in the computer area on the right side.** Wall in the area.
Cost: \$1,200 for wall \$1,500 for floor (electrical cost unknown at this time)
8. **Move the Multi-Cultural Area behind the Information Desk to the public computer area** on the right. Move some computers to 2nd floor and some in front of the Teen Room. Make open space behind the Information Desk into a Conference Room with possible dividers for two rooms when needed. **Cost: Unknown at this time.**
9. **Replace carpet at the entrance of the front of the library.** **Cost: \$777**
10. **Upgrade wiring for the audio-visual equipment in the Theater, Conference Room and Children's Room.** When the wiring was originally installed the lowest grade was used and so there are now limitations with transmitting newer technologies and sound quality is poor. **Cost: \$5,000 for first service contract (each one thereafter is the same cost)**
11. **Upgrade and add additional library security cameras.** **Cost: \$10,000 at this time**
12. **Conduct a building-wide evaluation of energy leakage from the aluminum-clad windows throughout the library with proposed solution.** **Cost: Not estimated**

(There were a few other additional projects on this list without any estimated costs.)

Building Questions/Comments: Alice asked about problems with the current HVAC system and entire building effectiveness again. She stressed that until we have a complete energy audit of the building we will continue to use stop gap solutions for the on-going problems. Jim replied that the new building HVAC software (to regulate the system) will help w/these energy issues overall.

Tom mentioned the ongoing problems that the Greenburgh Public Library have been having with their similar geothermal system, and their pumps & wells failures. Concern was expressed about this development. Lucinda asked again about a scheduled date for the library's NYSERDA energy audit this spring that Jim had suggested previously. No scheduled energy audit date has been set yet.

Lucinda again requested scheduling a LEED quality/ review of the library's entire green building/ geothermal system too this spring to review any problems. Alice reminded everyone that the Finance Committee needs top priority building projects for the budget process and proposed budget for 2013. Lucinda asked if the proposed building projects/repairs (16 total) could be reduced from 16 to Top 5? Reggie said that he understood that #2 –demolition of the old concrete floor at back of library and #16-remediation of the Teen Room noise problem were already agreed to be the top two concerns by Jim and the Building Committee. Again, Alice asked again for the Building Committee to prioritize

the library projects—she mentioned that there's an overall rough estimate of at least \$135,000 of total building project costs already—so need to finalize an estimate for building expenditures for 2013.

Committee Reports:

President's Report —Art Jay reminded everyone on the Board of Trustees of the March 5th Library Advocacy Day in Albany and the WLS buses available for the trip. He and Jim will discuss/update staff negotiations info. and budget considerations in Executive Session later.

Policy and Bylaws Committee —Chair, Reggie Bush (?) Comments: Jim mentioned the four policies that he has been working on with staff during the past month. These include: a whistleblower's policy and updating the old staff nepotism/hiring policy. [Other two policies?] Old policy business: Art --Review policy on missing Board meetings during the year. Lucinda —Finish up previously recommended policies for disaster plan/emergencies, records policy, social media policy. [Jim says that disaster plan is almost finished.]

Finance Committee — Chair, Jaime Aguirre—Jaime had a question regarding the budget amount for funding the Children's Room's books and programs. Jim explained that there is also supplementary programming money available from grants and donations which adds to the children's budget overall.

Personnel Committee — Chair, (?)—No report this month.

Buildings & Grounds Committee—Chair, Peter Copek (?) --Jim reported that he has talked with Mr. Tortosa, OPL Building Specialist, regarding quotes for library redesign/upgrades/soundproofing of public restrooms. Estimates for these proposed building & site projects are included in the Library Director's Report for January.

Resolutions:

Jaime moved, Alice seconded, that the Board approve the following Resolutions #23 and #24. Board approved both resolutions.

Resolution # 23

Be it resolved, that the Board of Trustees approves the employee actions so noted.

Name	Title	Department	Projected Hours	Salary	Effective Date
<u>RESIGNATIONS</u>					
Natalee Fogel	Librarian II – PT	Reference	8 hours	\$42.18	1/3/2013

Resolution #24

Be it resolved, that the Board of Trustees accepts, with thanks, the following donations:

1. A donation from Rebecca and Arthur Samberg for \$1,000.00. They request that \$500.00 be spent on children's materials or programs and the remainder in support of other library needs.
2. A \$24.18 donation from the New York Life Giving Campaign in support of the library.
3. A \$200.00 donation from Amy Ferrara in support of the library.

4. A \$500 donation from the Dede Emerson Foundation to fund a program on "Electronics for Dummies" on the use of tablets and smart phones, and two lectures by

Joseph Cerreto, retired Army Colonel and historian, on the Revolutionary and Civil Wars.

The Programs budget line, 7410429, will be increased by \$1,000.00. The revenue, \$1,724.18, will be in 2705000 – Gifts and Donations.

Old Business:

- **Emergency Plan** – Jim reviewed this briefly tonight in his Director's Report for January and will update the Policy Committee again before it is finalized.
- **Added: Long-Range Planning** – Lucinda mentioned need again for follow-up Special Meeting(to review and discuss the Board Retreat's results and its final recommendations) and to work on the Long-Range Plan for the library. She suggests a Task Force for long-range planning and for helping plan the library's 120th anniversary celebration in 2013.

New Business:

- **(Old) Board Expansion** – Art has proposed increasing the number of Board members to 9 members in recent months and wants to continue discussion on this issue. He feels strongly that there is too much on-going work and projects for only seven members.

In addition, Art reminded the Board that the state's Trustee attendance rules prevent more than 3 Trustees (from a 7-member Board) from attending a committee meeting, even though it is often necessary for more than 3 Trustees to be at a particular committee meeting. Therefore, increasing the Board to 9 Trustees would prevent this legal conflict from affecting the attendance of 4 Trustees at any particular Board committee meeting. (Jim suggested that the Board just consider voting to make the change to a 9 member Board this spring --before the next election-- and if it doesn't work out for any reason it can be changed back again in another year before the following Board election then.)

Comments: Alice is still opposed; Lucinda is still for increasing the Board to 9 members. Previously, Lucinda had completed a quick study on the number of library Trustees in all Westchester libraries from their library web sites and found the range to be from 5-12 Trustees overall. She also agrees with Art's valid concerns on the important reasons for increasing the total Board members. Other Trustees are still undecided.

Public Comment: None

Executive Session: Motion to Adjourn to Executive Session at 9:23pm. Alice moved that we go into Executive Session in order to discuss Personnel and Budget matters. Lucinda seconded. Board approved. (Both Kathy Beirne and Nicola Kenny left the Board Meeting at this time.) Discussion continued.

Adjournment: Peter made a Motion to adjourn Executive Session at 10:12pm, Reggie seconded. Board voted to adjourn for the evening. Approved.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees