

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
June 17, 2013 – 8:00 p.m.
Meeting Minutes

OPL Annual Meeting – Annual Report to the Community, OPL Library Board (Open meeting held in the OPL Budarz Theater on June 17, 2013, from 7:00-8:00p.m.) The Annual Meeting celebrates the library, its services, and honors the staff's many activities and contributions during the past year.

(Reconvene for the regularly scheduled BOT meeting in 2nd Floor Conference Room at 8:00 p.m. following conclusion of the library's Annual Meeting.)

Call to Order

Pledge of Allegiance

In Attendance:

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

OPL Staff: Jim Farrell, Library Director

;

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

Public: Nicola Kenney, Nancy Pollard, Russell Woodyear.

Call to Order: President Art Jay called the meeting to order at 8:14 p.m.

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the May 20, 2013 Regular Meeting by Reggie, Seconded by Peter. Discussion. Minutes approved unanimously.

Public comment: none

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, June 2013**(which also included most of the library departmental Staff Reports) for the Board's review, as per usual before the scheduled meeting on Monday, June 17 at 8:00pm.

For this month's full **Director's Report** and **Staff Monthly Reports** please see copies linked.

[For more information on OPL events, programs, and user stats please see Staff Monthly Reports.]

Jim reported on the results of the May 21, 2013 Library Budget Vote and OPL Trustee Election in his **Director's Report** as shown in the vote chart below. The library budget vote passed by a substantial margin:

Yes:	1,351
No:	670
Debbie Goddard:	1,118
Howard Penn:	786
Madeline Zachacz:	918
John Crawford:	945

Jim mentioned to us that staff had reported finding bugs in the library mezzanine and due to fears of bedbugs this will be checked out for infestation possibility and he will report back on this later.

Jim reported updates re: several on-going building and grounds projects: concrete work in back, outside dedicated trash receptacles/area, and more recently, the replacement of damaged pumps in the OPL's geothermal system.

More details from the Director's Report for June 2013 on the system's failures/problems are outlined:

The Director's Report (June 2013) excerpt on the library's geothermal/HVAC system:

The major activity of the month was dealing with the well pumps and other mechanical problems. I closed the library on the afternoon of Saturday, June, and all day Sunday June 2 because a third pump failed. This left the library with only two working pumps and the concern was they could not handle the load over the weekend without burning out.

Connecticut Wells replaced two of the three pumps on June 4. The third pump will not be replaced for another three weeks. It takes that long to special order the particular pump needed.

Clean Air representatives were here when Connecticut Wells was replacing the pumps. There was a lot of back and forth about the problems with pumps and mechanicals when dealing with open wells. The sand that goes through the pumps and the mechanicals causes many problems. The sand actually sand blasts some of the mechanical parts away. This is evidenced by the photo taken of the inside of the check valve for pump #4. The internal components were sand blasted away.

Both Clean Air and Connecticut Wells agreed that the only way to get rid of the sand blast effect on the system is to put a holding tower on the building. This would allow us to bypass the unground pumps and sand. I am having John Tortoso look into the costs of having a holding tower installed.

The storm drains that are used to dump well water were inspected and came up clean. I have a copy of this annual report if anyone is interested.

Related to trustee questions regarding the total costs for these two pumps, Jim told us that Clean Air had estimated the total costs at \$60,000 to \$100,000. As mentioned to us before, Jim is hoping to get some funding from NY State's (Sandy Galef) library construction improvements funds to help with this.

Alice wants more complete discussion of pumps/system and solutions. Jim has lots of information (from Clean Air and from Connecticut Wells) that he will provide to us later once the broken well pumps are replaced. Jim said that one of the main recommendations as mentioned earlier is to build a holding tower for the water utilized in the geothermal system process, which would allow us to bypass the in ground geothermal pumps and sand problems.

Continued discussion of ongoing and recurrent geothermal system problems. Reggie's recommendation (again) is that we need to have an outline of our system's current problems (with projected costs for permanent fixes) since repairing our system annually is counter-productive to good facility management.

Lucinda asked for a full BOT work session meeting (again) to fully discuss the OPL geothermal/HVAC system with each other and with an outside "green building" engineer who specializes in geothermal work. No agreement on setting a meeting for this now. Reggie reiterated that we are simply using band-aids to repair and not solve our system's pump failures and overall system.

Jim will report back to us with further recommendations once the broken pumps/system has been fully repaired.

Personnel Report:

RESOLUTION #31 RESOLVED, that the Board of Trustees approves the personnel changes so noted below. Art moved, Alice seconded. Approved unanimously.

RESOLUTION #33

RESOLVED, that the Board of Trustees approves the personnel changes so noted.

RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Proj. Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
Mollie DeMaine	Page	Childrens	8 hrs/wk	\$7.75/hr.	5/30/13 (\$62/wk.)
Darius Ramos	Page	Circulation	9 hrs/wk	\$7.50/hr.	5/26/13 (\$67.50/wk.)
Gabriella Whelan	Page	Childrens	12 hrs/wk	\$7.25/hr.	8/25/12 (\$87/wk.) (Received letter of resignation on 6/11/13)

Treasurer's Report

Operating Budget Report, Revenue Report, Warrants and Payroll Approvals

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. Trustees signed off on warrants and payroll approvals.

Jim reported that under Expenses there was a cost of \$1,500 to AJ Plumbing to replace the water heater on the library's second floor.

Jim also noted that Jaime Aguirre will be appointed the new Library Treasurer (starting July 1, 2013) and the BOT will be asked to pass Resolution #36 appointing him the Treasurer later on in the meeting. Jim mentioned that the job description for the OPL Treasurer is attached to the Resolution and the job's responsibilities include internal control, monthly or bi-monthly report on library's financial status and other related duties.

Committee Reports

President's Report: None provided.

Policy and Bylaws Committee: None provided.

Finance Committee: Jaime—has reviewed auditor's letter and will report back on content later.

Personnel Committee: None provided. The BOT approved personnel changes as noted earlier.

Buildings and Grounds Committee: None provided. Reggie mentioned that there was the old issue of the need for possible installation of a sound barrier related to the Teen Room's noise problems with the reference area on the second floor. Jim said that this doesn't seem to be a problem anymore and has been resolved by Teen staff.

Resolutions

RESOLUTION #34

RESOLVED, that the Board of Trustees accepts, with thanks, a grant in the amount of \$2,925 from WLS provided by the Institute of Museum and Library Services (IMLS). This grant funded the Linoleum Block Printing workshop. The Miscellaneous Library Grant line (2760001) of the Revenue Report will be increased by \$2,925. Art moved, Alice seconded. Approved unanimously.

Old Business

- New Trustee Training & Board Retreat: New BOT training/orientation for the incoming library trustees was postponed so that the trustees could attend the recent WLS Workshop on Trustee FUNdamentals. All of the BOT (that will be serving on the Board during the coming year) attended the WLS Workshop at the Eastchester Library on Monday evening, June 10th.
- Related to the Board Retreat, Art will send an email to the full BOT later asking for possible dates this summer with suggestions re: scheduling times, etc.

New Business

- Election of New Officers: Discussion related to next year's officers. Final votes confirmed that Art Jay will serve again as BOT President, Lucinda Manning will serve as the Vice-President, and Alice Joselow will serve as the Secretary for the coming year's BOT term. Congratulations to all.

- New E-Mail Addresses for 2013-2014 Board Trustees: Art Jay announced that the BOT will be utilizing new email addresses within the WLS system and handed out envelopes with the information as to signing up for WLS email accounts. It was requested that trustees do this asap.
- Resolution/Motion (**RESOLUTION #35**) for Ossining Summer Concerts to utilize the OPL's Budarz Theatre as an alternate concert site for its Friday evening Concert Series in the event of rain or inclement weather:

RESOLUTION #35

RESOLVED, that the Board of Trustees approves the request by the Village Recreation Department to use the Budarz Theatre as an alternate concert site for its Friday evening Concert Series in case of rain. The Board approves up to two free concerts to be held in case of rain, while the costs incurred in staff and anything else for the concerts after the two would be fully reimbursed by the Village Recreation Department. The Recreation Department must notify the Library by 1:00 p.m. on the day of need. Art moved, Reggie seconded. Approved unanimously.

- Resolution/Motion (**RESOLUTION #36**) for the appointment of a new Library Treasurer.

RESOLUTION #36

RESOLVED, that the Board of Trustees approves the request for Jaime Aguirre to be appointed the Treasurer of the Ossining Public Library starting on July 1, 2013. Reggie so moved, Lucinda seconded. Approved unanimously.

The Library Treasurer's job description (from the Library Director tonight) is shown below:

Ossining Public Library – TREASURER – Job Description

The Treasurer shall perform the following duties:

- 1- Work with the Library Director to make regular financial reports to the Board.
- 2- Have check signing authority for disbursements from library accounts. When necessary act as co-signer on checks in excess of \$5,000.
- 3- Execute all forms and documents requiring the signature of a financial officer or Treasurer.
 - 4- Act as liaison for the Board with the auditors and review draft of annual audit before submission to the Board.
 - 5- Provides oversight to ensure library is acting on suggestions made by auditors in annual audit about policies and procedures.
- 6- Treasurer shall be bonded in an amount as may be required by a resolution of the Board.

- Summer Library Programs—Discussion postponed.
- WLS Federal eRate Funds and Internet Filtering Software—Discussion re: WLS letter to WLS member Library Directors and Board Presidents re: installing system-wide internet filtering software as a condition of receiving federal eRate funds. The software is designed to comply with a law commonly known as the Children's Internet Protection Act (CIPA) and to fulfill compliance requirements in order for [WLS] to continue to receive about \$125,000 annually

effective in 2014. The WLS letter was asking for input from member Directors and BOT on the issue in view of the arguments for and against the move to filter the WLS' system-wide Internet service. The final WLS decision on this issue will be made by the WLS Board on June 25th.

Public Comment: None.

Executive Session: None.

Adjournment: Art thanked the (current) BOT members that are going off the Board this year for their dedication and their service to the library and our community over the years. The entire Board agreed with Art's sentiments and Art then welcomed the new incoming BOT members (in attendance) to the library Board and their first terms.

A motion was made by Art to adjourn the BOT meeting at 9:37p.m. Lucinda seconded. Board voted to adjourn for the evening. Trustees approved unanimously.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees