

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

*Meeting Minutes*

Call to Order

Pledge of Allegiance

In Attendance:

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

OPL Staff: Jim Farrell, Library Director; Bob Majernik, Bookkeeper;  
School Board: ~~Graig Galef, Frank Schaecker, Cindy Winter~~ (no School Board member present)

Public: Russell Seacor, Pres. of Clean Air Quality Service, Inc. (re: OPL HVAC system report)

Call to Order: President Art Jay called the meeting to order at 7:30 pm.

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the April 18, 2013 Regular Meeting by Art. Seconded by Lucinda. Discussion. Jim commented on changes to minutes. Lucinda agree. Minutes approved unanimously.

Public Comment:

Russell Seacor, President of Clean Air Quality Service, Inc. (OPL consultant regarding HVAC system) reported to the Board on overall system/software upgrades per Jim's request. (He was hired originally for trouble-shooting HVAC system on Peter's recommendation.)

Discussion with Russell related to the current Clean Air focus re: library's overall geothermal/HVAC system. Lucinda asked Russell if there was an overall written report available for the Board to review tonight with his remarks. Russell responded that he can provide one later.

Russell said that Clean Air's focus now is on overall system and not mechanicals. Priority is on replacing/upgrading "brains" of the system as Russell said there was previously a big mismatch among the controls in the system. For example, there were no water level sensors to measure geothermal well water while the system was in operation. Question to Russell as to experience with geothermal systems previously and his recommendations for permanent upgrades to solve our problems. Art requested a time frame for all Clean Air modifications in order to "fix" the system." Russell was uncertain re: a specific time frame and will report back later to Jim on this.

Jim mentioned upcoming meeting w/Sen. Carlucci re: “bullet aid” available for library capital improvements. Also, there is also possible funding (discretionary capital improvement funding) for library building improvements per Sandy Galef. Jim will report back on these efforts later.

Russell explained that two geothermal wells have broken recently in the current system and they will be repaired in coming weeks once parts are received. There are ongoing problems with the wells functionality. Alice and Art asked about the recommended well water temperatures and whether there was available data or recommendations on this that we could utilize.

Russell also mentioned that additional heating was needed for the library in colder months (to supplement the current system) and that the current OPL HVAC system is not as problematic in warmer months. Jim mentioned again this month that the Clean Air Quality upgrades are using a programming schedule that is improving the HVAC system control.

Alice asked Jim and Russell if there is a plan/date yet for an overall engineer’s review of the entire library’s HVAC system as requested previously. Lucinda also reiterated this concern too. Jim will get back to us on this later once the two geothermal wells have been fully repaired.

**Director’s Report and Personnel Report**

Jim (Kathy Beirne) provided the Board with the **Director’s Report, May, 2013** (which also included most of the library departmental Staff Reports) for the Board’s review on Friday, May 17, as per usual before the scheduled meeting on Monday, May 20 at 7:30pm.

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 statistics please see Monthly Reports.]

Jim’s comments: Recently contacted Valeria Manestra, Village Planner, for more information re: the new pilot (tax) payments (as they relate to the library) and will update us on this later.

Jim mentioned applying for a possible grant from Sandy Galef for disaster planning/emergency preparedness for the library (2 year process). Jim also told us that he will be attending a New York State Archives workshop on Disaster Planning this Thursday at the Ramapo Town Hall in Rockland. As part of the workshop, participants will learn how to judge their organization’s risk of experiencing a disaster, how to reduce the chance that a disaster will destroy organizational records; how to prepare for and respond to a disaster safely and effectively; and will complete, as part of the workshop, a draft disaster plan that will become part of a final response plan.

[Reggie Bush arrived at the Board of Trustees meeting at 8:50.]

**Personnel Report:**

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

Name	Title	Department	Proj. Hrs.	Salary	Effect. Date
<b><u>NEW HIRES</u></b>					
Jorge Diaz	Cleaner	B&G	4.25 hrs/wk (+\$227.29/wk)	\$15.95/hr.	5/10/13
<b><u>PROMOTIONS</u></b>					
Marci Dressler	Librarian III <i>from Librarian II</i>	Children’s	35 hrs/wk \$75,252 (+\$57.00/yr.)	\$75,309	5/4/13

TERMINATIONS

Nicola Kenny	Cleaner	B&G	12 hrs/wk	\$15.64/hr.	5/6/13
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(-\$187.68/wk.)

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. Jim said that library is paying off bills quickly and will also have a small surplus from MTA/WLS refunds and from some efficiencies that have saved money. Mentioned again that auditor's recommendation was for the OPL bi-weekly payroll to be signed off on by BOT, although the Director provides oversight for this.

Question again related to the next OPL Treasurer in view of Samantha Brail's resignation. Jim said that he put together a job description for the OPL Treasurer – responsibilities include internal control, monthly or bi-monthly report on library's financial status and other related duties. Lucinda and other trustees asked that this job description be shared with the BOT soon.

Committee Reports

President's Report: None provided

Policy and Bylaws Committee: None provided.

Finance Committee: None provided.

Personnel Committee: None provided.

Buildings and Grounds Committee: None provided.

Resolutions

**RESOLUTION #32**

**RESOLVED**, that the Board of Trustees approves the Ossining Public Library Annual Report for Public and Association Libraries – 2012. Report was distributed and reviewed by the BOT. Discussion. Art moved, Lucinda approved. Resolution was approved unanimously.

Old Business

- **Budget Vote and Trustee Election:** Scheduled for Tuesday, May 21, 2013 (Tomorrow)  
Question: Discuss budget and contract in executive session later.

New Business

- **Q&A with Russ Seacor of Clean Air Quality Service Inc. re: HVAC Project--**[This was moved up to the beginning of the meeting under Public Comment. See notes there.]
- **Forming a Communications Committee:** Alice is planning to form a library advisory Communications Committee and would like some BOT input on this. Discussion.

- **Annual Library Meeting:** Scheduled for Monday, June 17 at 7pm. Board meeting to follow at 8pm.
- **Friends of OPL Scholarship:** June – Announced at the Annual Meeting.
- **Board Retreat and New Trustee Orientation:** June 10, 2013, 7-9:00 p.m. Alice pointed out the conflict with the WLS workshop being held on this date. Art suggested that we postpone the New Trustee Orientation at the OPL to allow for attendance at the WLS Workshop that day on Trustee FUNdamentals held at the Eastchester Public Library.
- **Nominating Committee for 2013-2014 Officers:** General discussion related to serving on the BOT. Various comments expressed on need for vision, enthusiasm, team work, long-range planning focus, and trustees' ability to work cooperatively on committees.

Public Comment: None.

Executive Session: Tom made a motion to go into Executive Session following the regular Board meeting at 9:42 and Alice seconded the motion. Approved unanimously. Brief discussion related to Personnel and contract negotiations.

Adjournment: Art moved to go out of Executive Session at 9:53. Peter seconded. Board voted to adjourn for the evening. Approved by trustees unanimously.

Respectfully submitted,  
Lucinda Manning, Secretary  
OPL Board of Trustees