

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
September 23, 2013, 7:00 p.m.

REVISED MEETING MINUTES

In Attendance:

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Alice Joselow, *Secretary*; Peter Capek, John Crawford, Debbie Goddard, Madeline Zachacz

OPL Staff: James L. Farrell, Jr., Director; Kathy Beirne, Secretary to Director, Bob Majernik, Sr. Bookkeeper; Chris Surovich, Head of Circulation and Technical Services

BOE Liaison: Dana Levenberg

Call to Order

President Art Jay called the September 23, 2013 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion was made to accept the revised minutes of the August 26, 2013 Regular Meeting of the Board of Trustees. Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the revised meeting minutes. Motion approved unanimously.

Public Comment

None

Director's Report and Personnel Report

Jim's comments included:

- September 17 - Chamber of Commerce "Meet and Greet" at Haymont House. Also, a meeting with the OPL Foundation. Based on recommendations from staff Jim asked the Foundation to shift funding request from the sculpture to upgrades in the audiovisual for the Theater and the Conference Room including the purchase of a Smart Board (Presentation Products - \$20,000 estimate). Jim expects to hear from them by the end of the week.
- September 19 - PLDA Meeting held at Historic Hudson Valley, Pocantico Hills.
- September 30 - Deadline for additions or deletions of WLS computers. OPL has 88 WLS supported computers - Total Cost \$90,310 or \$1,026.25 each. Do we want to consider deleting some of the public access computers? E-Books: the average wait time is down from 28 days to 21 days. E-Rate: expect a 3% decrease in funding or discounts because of "no filtering". "Printer On" (a web-based printing option) is available. A patron would be able to print from anywhere and come to the library to release it to the printer. More information is on its way to us. Circulation has some changes about "missing" items. They will be deleted after 1 year.

- On September 17, well pump #4 broke down again. We have a 1-year warranty on it. It will be replaced on October 2.
- On September 18, 19, and 20, two of the wells were videotaped by Subsurface Technologies. The videotape and a report of findings will be given to us shortly. Russ Seacor from Clean Air would like to schedule a meeting with us to discuss the findings.
- Phelps Hospital - article in their magazine about blood donations at the Ossining Public Library.
- By October 1 we have to inform staff about the Affordable Care Act (ObamaCare). WLS has created a two page document "Six Things to Know" about the Health Insurance Marketplace. I have a general staff meeting scheduled for Tuesday and will be distributing the document to staff. OPL is going to be one of the host sites to get more information about the Act. Navigators will be at the library on Fridays between 10 a.m. and 1 p.m. No start date yet.
- On October 2, there will an evening workshop at the library on Strategies for Sustainable Funding. Rebecca Aldridge Smith will conduct the workshop sponsored by WLS. There will be a light dinner at 6 p.m. and the workshop starts at 7.
- Department heads reviewed the Sexual Harassment Policy. They would like to keep the old policy in place instead of the revised one presented at the last board meeting. They also reviewed the Emergency Plan and have suggestions that need to be incorporated in the plan.
- Veteran's Day Exchange - Last year the union agreed to make Veteran's Day a fixed holiday for this year. It was an exchange for the Thanksgiving-Christmas time off. There was no Memo of Agreement signed and the minutes of the Board Meeting in which it was discussed are vague. We need to advise staff.
Questions from the Board included: How many libraries are actually closed on Veterans' Day? What would the actual savings be to the library?
- Although we have not met in the last two weeks, Jaime and I are working on some of the policies and auditor concerns from last year. One of the things Jaime suggested is a cost analysis on how to best protect our DVD collection from theft. We discussed three different options but Chris Surovich suggested a fourth option: vending machines for self check-out of DVDs. I am gathering some information about the option and will discuss it with Jaime. *Note regarding self checkout – there is no company that will support the tagging system that we have. We would have to re-tag everything.*

Operating Budget and Revenue Report

The report for August (with additional items) will be attached to these minutes.

Report from Chris Surovich

Chris began working at the library in October of 1990 as a part time Library Clerk. She subsequently went back to school to become a librarian.

In 2008 Chris took the WLS training for Library Management: Buildings and Grounds, Disaster Management, development of budgets - to name of few of the subjects covered. In 2010 Chris was given the added responsibility of supervising Technical Services. She has served on several committees – Head of Fiction Committee, Non-fiction call number section to evaluate (crafts, holidays, calligraphy, international design, and music). She is presently taking a Webinar on Weeding.

Chris said that she has had the privilege of working on every service desk in OPL. She tries to work the Mezzanine Desk on Friday mornings.

- She is a liaison to OPL Friends; handles *Requests for Funding*, facilitates their book sales, attends Friends' Board meetings
- Liaison to the organization "Careers for People with Disabilities"
- Liaison to Clearview School
- Liaison to Unique Management – patrons are blocked at \$30 and after 60 days referred to Unique
- Chris is the presenter for "Time for Twos" on Thursday mornings.
- She noted that the Tweens group (4-6 graders) is sort of being left out. She is starting a "Fantastical Fiction Book Club" that will take place one Friday per month for the Tweens. We will see how that goes.

Jim commended Chris on her excellent supervision of so many of the staff.

Treasurer's Report

In Jaime's absence Jim reported that they have looked at the Purchasing and Investment Policies and are getting ready to finalize them. Jim will be meeting with Jaime on Wednesday at 6:00 p.m.

Committee Reports

• **President's Report**

General discussion about two changes to the Bylaws prior to sending the issues to the Policy Committee.

➤ 5: OFFICERS

Move the election of officers to the July reorganization meeting. There are two sides to this issue, the first being that newly elected trustees should have a say in who should be in leadership positions. The other point of view says that newly elected trustees don't know the sitting trustees well enough to make an informed decision. Let's at least discuss this issue.

"The officers of the Board shall be the President, Vice President, and Secretary. They shall be elected by secret ballot by the Trustees at the ~~last~~ first regular meeting of the fiscal year. (to take office for the following fiscal year.)"

➤ 7: DIRECTOR

Establish a specific schedule for reviewing the performance of the director. The date should be part of the fiscal year calendar. A mid-year review completed by December 1 and a full-year review completed by June 1. OR the dates could be tied to the hire date of the director.

“A review of the director’s job performance shall be carried out two times per fiscal year.”

➤ 10c: MEETINGS

Add to the list of actions to be taken at the reorganization meeting: establishing a date for the Annual Report to the Community. This date should be about two weeks prior to the date of the budget vote and election of trustees.

➤ 9: COMMITTEES

~~There shall be four (4) standing committees: Finance Committee, Personnel Committee, Policy and Bylaws Committee, Building and Grounds Committee.~~

9. COMMITTEES

There shall be three (3) standing committees: Finance Committee, Policy & Personnel Committee, and Building and Grounds Committee.

- c. All committees shall ~~make~~ file a report to the Board no later than one week prior to each of its regular meetings.

1. BUILDING COMMITTEE

- Recommendations on addressing the situation with Mr. DiRosa’s property.
- Peter: Update us on how the heating/cooling system works and assess the recommendations from the engineers at our September meeting.
- Referring back to the February 2013 committee report how much has been accomplished so far.
 - Upgrade security cameras
 - Upgrade wiring in Theatre
 - Demolition of section of concrete behind library
 - Install new trash bins

2. FINANCE COMMITTEE

- Jaime: Thanks to our treasurer for the improvements in our internal controls.
- We now have the Property Inventory and Accounting Cost Record from Industrial Appraisal Company. Our net sound insurable value is \$9.5 million. Please assess our insurance and make sure we are sufficiently protected.

• **Policy and Bylaws Committee** – *Sexual Harassment Policy*

Questions arose regarding the revised policy. The committee will review and revise.

• **Finance Committee**

Jim commented on recommendations made by the auditors regarding ADP/Time and Attendance, Purchasing and Investment Policies have been addressed, fiscal reporting to BOT – expansion of categories, loss analysis – how to stop. The Finance Committee’s next meeting is scheduled for October 9.

Alice commented on the excellent job that Jaime is doing.

• **Buildings and Grounds Committee**

On the subject of the Wells: Cameras show that the wells are deeper than thought. Engineering reports are not helpful. Clean Air proposes that we should go ahead with venting

the system. As soon as we get the reports on the wells, the Board asked that we bring Russ Seacor in to explain and answer their questions. The Board discussed hiring an independent geothermal engineer to come in, evaluate our continually problematic system, and give us a price and options.

(As of October 3rd, Russ Seacor is scheduled to meet with the Board on Monday, October 7, 2013.)

No recommendations yet for the DiRosa property. Peter and John met with Mr. DiRosa – rocks are being thrown from the library parking lot onto his property. According to Mr. DiRosa he has spent approximately \$90,000 to fix his property problems – not clear that the library is responsible for all of the problems. There was discussion on placement of library security camera to focus on the fence. Possibility of placement of golf net was suggested. No recommendations were made at this time.

Resolutions

RESOLUTION #17

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

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
Diana Pani	Lib. Clerk	Circ.	9 hours/wk.	\$21.65/hr.	09/04/13

(\$194.85/wk.)

RESOLUTION #18

RESOLVED, that the Board of Trustees accepts, with thanks, the second half of the Learning Ambassador Program Grant in the amount of \$850, through the Westchester Library System's New York State Family Literacy Library Service Grant.

The Miscellaneous Library Grant line (2760003) of the Revenue Report will be increased by \$850.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolutions 17 and 18. Motion passed unanimously.

Old Business

- Retreat
Board retreat is scheduled for 11/02/13. Location of the Atria remains to be confirmed. Terry Kirchner has volunteered to be the moderator.

New Business

- 2013 November/December Holiday Library Hours
It was agreed by the Board that the library will be open on Veterans' Day, and will close at 1:00 p.m. the day before Thanksgiving and on Christmas Eve.

Public Comment

None

Executive Session

At 8:56 p.m. Alice Joselow moved and Madeline Zachacz seconded the motion to enter into Executive Session for the purpose of discussing contract negotiations and personnel matters. Motion passed unanimously.

At 9:49 p.m. Alice Joselow moved and Peter Capek seconded the motion to reconvene the Regular Meeting of September 23, 2013. Motion passed unanimously.

Adjournment

At 9:51 p.m. Madeline Zachacz moved and Art Jay seconded the motion to adjourn the September 23, 2013 Regular Meeting of the Ossining Public Library Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne
Secretary to Director