

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
April 28, 2014

DRAFT MEETING MINUTES

In Attendance:

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President* (7:10 p.m.); Peter Capek, John Crawford, Debbie Goddard, Madeline Zachacz

OPL Staff: Molly W. Robbins, Acting Director; Kathy Beirne, Secretary to Director

Public: Bob Minzesheimer, OPL Friends, Sudha Narsipur, OPL Foundation

Absent: Alice Joselow

Call to Order

President Art Jay called the meeting to order at 7:02 p.m.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the March 24, 2014 Regular Meeting of the Board of Trustees.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the March 24, 2014 Meeting Minutes. Motion passed unanimously.

Approval of the March 10, March 27, and April 7, 2014 Special Meeting Minutes was tabled until the next meeting since they were not yet available.

Public Comment - None

Acting Director's Report and Personnel Report

Molly commented that she attended the WLS Directors' Association Meeting. Topic discussed was cataloguing. The next meeting is at the White Plains Library newly remodeled Teen Room next month.

The Annual Report is completed. Elise Burke of WLS had a few questions. Molly will review with the Board when it is approved by WLS and submitted to NYS.

Molly reported that the committee that was looking at consultants chose Maureen Sullivan as the library's consultant for the Long Range Plan. Maureen will submit a revised proposal package with timelines that she recommends. Molly will forward proposal to Board (including initial proposal).

Molly shared that she would like to apply to the Foundation for a grant to change the downstairs copy room into an additional quiet study room. Sudha Narsipur offered to help with the application process.

Madeline Zachacz asked about the microphones in the Theatre. Molly advised that James Trapasso would be able to give more information on them but some new microphones had been purchased.

The topic of a new light for the piano was raised. Art Jay suggested that the tuning and/or maintenance of the piano might be funded by the Foundation or the Friends.

Operating Budget and Revenue Report

Discussion on electricity cost for the month.

There was some discussion on Ossining's *Earth Day* which was well attended.

Warrant and Schedule of Claims Approval & Payroll Warrants

The Warrants were presented to the Board for approval.

Treasurer's Report

There was no report as the Treasurer was absent from meeting.

Committee Reports

President's Report – e-mail sent to Board members.

Policy and Bylaws Committee

- Rescind: School Hours Policy (tabled from March 24, 2014 Meeting)
Debbie Goddard moved and Madeline Zachacz seconded the motion to rescind the School Hours Policy. Motion passed unanimously. (Remove policy from Website)
- The committee suggested that approval of the ALA Statements and WLS Service Agreement should be added to the July Reorganization Meeting.

Finance Committee

The Finance Committee had not met during the month.

Lucinda asked about the Reserve Fund. Peter responded that the current fiscal year Reserve Fund amount is being used for security cameras only until the \$25,000 grant is received from NYS. *Please see Budget presentation recap for clarification of \$33,000 Reserve Fund 2014-2015 item.*

Buildings and Grounds Committee

There has been no meeting in the last two months. The Board asked that John Tortoso attend the next meeting on May 12, 2014 to discuss what items are outstanding.

Molly reported that she met with Alarm Specialists, Steve Garrett, and Supervisors to focus the security cameras. Alarm Specialists will come back again if the cameras need tweaking. The cameras have been sequenced and blind spots corrected. The parking lot cameras have been aimed with a broader angle and clearer view – no blind spots – and have good resolution.

John Crawford asked that the Building and Grounds Committee members be notified of security camera changes and when vendors are coming into the building.

Budget Hearing: 2014-2015 Budget Presentation to Public

The Budget presentation slides are attached to these meeting minutes.

The \$33,000 Transfer from Reserve is earmarked for a one time expense in settlement of our CSEA Union Contract.

The PTA and OPL Friends sponsored Candidates' Forum is Wednesday, May 7, 2014, 7-9 PM, Brookside Cafetorium.

Bob Minzesheimer spoke on the Friends support of the Budget.

Library Development line item this year contains additional items – cannot be synced with last year's.

Resolutions

RESOLUTION #41

RESOLVED, that the Board of Trustees accepts, with thanks, the following donations:

1. \$50 donation from Mrs. Phyllis DaParma in memory of Sheila Kerper.
2. \$250 donation from All Aboard on the Hudson LLC and \$250 donation from All Aboard Inc. in support of the library.

The revenue, \$550, will be in 2705000 – Gifts and Donations.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution #41. Motion passed unanimously.

Old Business

Status of Grant from Senator Carlucci's office and the CPP Grant from Assemblywoman Galef's office will be discussed at the May 12 Work Session.

New Business

PILOT payments: Madeline Zachacz reported that payments are coming from three entities. Her office is working on getting payments directly wired to the library if possible. She will follow-up with Bob Majernik regarding ACH. The PILOT agreements need to be checked.

The Budget Vote and Trustee Election is Tuesday, May 20. The Board discussed whether a survey should be taken at the vote. They asked that the 2012 Survey be forwarded to them for review. Molly pointed out that Department Heads' input was vital. This will be further discussed at the May 12 Special Meeting of the Board.

Special Meeting of the Board is Monday, May 12, 2014, 7:00 p.m. John Tortoso will be asked to attend to discuss Building status.

Madeline Zachacz has the letter to the Village Board and the Village Manager regarding the handling of the Harbor Square PILOT. She also has a letter to Westchester County asking for an extension to Molly's time in her present position.

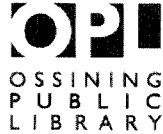
John Crawford asked that the upcoming vote for new 2014-2015 BOT Officers be conducted by secret ballot.

Public Comment - None

Adjournment

At 8:28 p.m. Madeline Zachacz moved and Lucinda Manning seconded the motion to adjourn the April 28, 2014 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director



2014-2015 Proposed Budget

3. Where might we find savings that won't impact our key services?

We reviewed larger supply contracts (copiers, toner) and negotiated savings. Budget lines no longer in use (vote expenses) were eliminated.

This year's numbers look different because they are.

We looked at 3 key pieces:

1. *What does it really cost us to run this library building (built in 2007) and to deliver library services?*

We reviewed actual costs for all our budget lines and insured that each accurately reflected what historically has been spent and what increases could be reasonably anticipated.

The result is a budget that proposes a modest increase in the tax levy that is below the NYS property tax cap and restores funds for the materials and services that the library is here to provide.

2. *What are we here for?*

Let's keep our focus on our mission and the key services that we deliver.

- Materials: books, DVDs, newspapers, etc.
- Programs: from story times to book groups to concerts
- Excellent customer service: a well-trained, enthusiastic staff delivering materials and programs.

The Proposed Budget Increase

The OPL 2014-2015 Proposed Budget calls for a 1.79% increase in the tax levy. This is below the permitted tax hike under the NYS property tax cap.

OPL 2014-2015 Proposed Budget

	2013-2014	2014-2015
Budget/Proposed Budget	\$ 3,723,509	\$3,851,585
Anticipated Revenue	\$50,000	\$79,000
Transfer from Reserve		\$33,144
Tax Levy	\$ 3,673,509	\$3,739,441
Per Capita Support	\$107.32	\$109.24
Tax Levy Increase	2.0%	1.79%

Town of Yorktown Tax Rate

2012-2013 tax rate per \$1,000: \$36.69
 2013-2014 tax rate per \$1,000: \$38.03
 2014-2015 tax rate per \$1,000: \$38.34
Increase in tax rate per \$1,000: \$0.31
Estimated change in tax rate: +0.81%

Town of Ossining Tax Rate

2012-2013 tax rate per \$1,000: \$16.24
 2013-2014 tax rate per \$1,000: \$16.58
 2014-2015 tax rate per \$1,000: \$16.88
Increase in tax rate per \$1,000: \$0.30
Estimated change in tax rate: +1.81%

- **When and where is the Budget Vote?**
 Tuesday, May 20, 2014, 7:00 a.m.-9:00 p.m., OHS Gym
- **Who is eligible to vote?**
 All registered voters who reside in the Ossining Union Free School District
- **Are voters allowed to vote by Absentee Ballot?**
 Yes. Absentee Ballots can be obtained from the School District Clerk.

Town of New Castle Tax Rate

2012-2013 tax rate per \$1,000: \$4.74
 2013-2014 tax rate per \$1,000: \$5.02
 2014-2015 tax rate per \$1,000: \$5.05
Increase in tax rate per \$1,000: \$0.03
Estimated change in tax rate: +0.59%

- **Who is running for the Board of Trustees?**
 Margaret Ruane-Moore, Lucinda Manning, Matthew Weiss, Peter Capek
- **Why do we elect members to the Board of Trustees?**
 So that voters can determine who will have the responsibility of managing public tax dollars raised for library purposes. An elected Board of Trustees is directly accountable to the voters.

➤ ***How can I find out more about the
Candidates before the election?***

The public is welcome to attend the Ossining
School District/Ossining Public Library
Candidates' Forum on Wednesday, May 7,
7:00-9:00 p.m., Brookside School Cafetorium.