

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting - January 27, 2014

DRAFT Meeting Minutes

In Attendance:

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Alice Joselow, *Secretary*; John Crawford, Debbie Goddard, Madeline Zachacz
Jaime Aguirre, *Treasurer* (arrived at 7:30 p.m.)

OPL Staff: James L. Farrell, Jr., Director; Kathy Beirne, Secretary to Director;
Cary Cubillos, Cultural Programming

BOE Liaison: Dana Levenberg

Absent: Peter Capek

Call to Order

President Art Jay called the meeting to order at 7:00 p.m.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Meeting Minutes of the November 25, 2013 Regular Meeting, the Special Meeting of December 9, 2013 and the Special Meeting of January 13, 2014.

Madeline Zachacz moved and Debbie Goddard seconded the motion to accept the meeting minutes of November 25, December 9, 2013 and January 13, 2014. Motion passed. Lucinda Manning abstained.

Public Comment

None

Director's Report and Personnel Report

The Director's Report is attached to these meeting minutes.

Jim congratulated the staff for their perseverance dealing with some low building temperatures which enabled us to keep the building open (A.C. #5–fan motor burned out; #4 and #1–sensor problems). Sergio is scheduled to be in at the end of the week to pull up the sensors.

Kudos to Linda Levine for her efforts in helping sight-impaired patrons.

Jim provided a printout of HVAC/Well expenses since 2007.

Operating Budget and Revenue Report

The Budget Report is attached to these meeting minutes.

Warrant and Schedule of Claims and Payroll Warrants Approval

Warrants were submitted to the Board for approval.

Report from Carry Cubillos

Carry commented that she has been working for 16 years in the Ossining community. We have 13 Spanish-speakers working in the library. Carry is working with many ethnic groups. Some of the projects she is involved in include:

- Hosting a gallery art exhibit by multi-cultural artists
- Member of the *Ossining Micro-Fund* (of which OPL is a partner) which provides no interest loans to community members who are experiencing one-time obstacles
- *Community Voices* organization which strives to promote poverty awareness in Westchester

Carry's goals for 2014:

- Development of a campaign for OPL Budget education (not advocacy)
- Spanish-Speakers Book Fair
- Parent Education Program: 10 workshops every Thursday, 6:30 p.m. in Children's Room
- "Latino You" financial aid

Treasurer's Report

Alice Joselow commended Jaime on the amount of time he has given to reviewing the Audit Report. We are very fortunate to have him as Treasurer.

- Excellent Audit results from Al Coster
- Process of credit card usage being addressed this month – form has been completed.
- The Library is in a much better internal position.
- Investing – Jaime is looking at all banks/institutions very carefully
- Alice will obtain the seven categories of external audits.
- Initiative for Training of Library Trustees

Finance Committee Report

- Reviewed Audit Report–the Auditor advised we had the cleanest audit possible.
- Shortfall in 2014-2015 Budget: Jim is reviewing proposals from department heads.
- Plan to have budget discussion at next meeting.

Committee Reports

President' Report

No report this month.

Policy and Bylaws Committee

- Code of Conduct Policy (no changes recommended-no reading needed)
The Board of Trustees reaffirmed this policy unanimously.
- Second Readings: Circulation Policy and Revised Materials Lending Schedule
Alice Joselow moved and Madeline Zachacz seconded the motion to approve the second reading of this policy and schedule. Motion passed unanimously.
- First Reading: Tutoring Policy
This policy is presented as a first reading. The bold format will be removed and staff input obtained.

- Law Enforcement Requests Compliance and Concert (Performing Arts) Policies will be reviewed and presented next month.

Buildings and Grounds Committee

- Lack of heat issues last week
- Letter to Mr. DiRosa

Resolutions

RESOLUTION #25

RESOLVED, that the Board of Trustees accepts, with thanks, a \$100 donation from W. Jean Horkans to be applied to the library collection.

The Adult Books budget line, 7410410, will be increased by \$100. The offsetting revenue, \$100, will be in 2705000 – Gifts and Donations.

RESOLUTION #27

RESOLVED, that the Board of Trustees approves an hourly rate increase of \$.75 for a seasonal Page effective 12/31/13 who was inadvertently omitted from Resolution #23 of 01/13/14.

<i>Name</i>	<i>HrlyRate</i>	<i>12/31/13 HrlyRate</i>
Ibanez, Gloria	8.00	8.75

RESOLUTION #28

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

1. A donation to the Children’s Room of \$50 from Risa Schifter in honor of her grandsons, Alex James McBreen and Zane Isaiah Forrest. The money will be used to purchase children’s books.
2. A donation of \$1,000 from The Rebecca and Arthur Samberg Foundation. As requested, half of this donation (\$500) will be spent on children’s programming/books and the remainder will be spent on adult books.

The Children’s Performance Fees budget line, 7520050, will be increased by \$550. The Adult Books budget line, 7410410, will be increased by \$500. The offsetting revenue, \$1,050, will be in 2705000 – Gifts and Donations.

RESOLUTION #29

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

<i>Name</i>	<i>Title</i>	<i>Dept.</i>	<i>Proj. Hrs.</i>	<i>Salary</i>	<i>Effect. Date</i>
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PROMOTIONS

Carmenza Cubillos	Cul. Pgm. Spec. <i>(from SrLibClk)</i>	Cul. Pgm.	35 hrs/wk.	\$53,447.58/yr. <i>(from \$52,805.40/yr.)</i>	01/13/14
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RESOLUTION #30 (this is the resolution that was tabled during the 01/13/14 meeting)

RESOLVED, that the Board of Trustees accepts the audited financial statements for the Ossining Public Library, for the year ended June 30, 2013 as prepared by Baldessari & Coster LLP.

Alice Joselow moved and Debbie Goddard seconded the motion to approve Resolutions 25, 27, 28, 29, and 30. Motion passed unanimously.

Old Business

- DiRosa Property

Jim read a letter that was prepared for Mr. DiRosa. The Board approved the letter.

RESOLUTION #26

RESOLVED, that the Board approves sharing the cost of one-half of Mr. DiRosa's pool liner as a goodwill gesture, taking no responsibility for the reason the pool liner needed to be replaced.

Madeline Zachacz moved and John Crawford seconded the motion to approve Resolution 26. Motion passed. Madeline Zachacz, Art Jay, John Crawford and Debbie Goddard voted yes. Alice Joselow and Lucinda Manning abstained.

(A check for \$1,200 will be included with the letter and mailed to Mr. DiRosa.)

- Budget Development

There is a \$93,000 shortfall for the 2014-2015 Budget. (Jim is working with the department heads on this.)

Public Comment

Dana Levenberg shared that Sandy Galef was thankful for the use of the Library for her community meeting. Dana also mentioned that there is Capital Project money available. The library needs to apply. (The Board will discuss this at their next meeting – what to apply for – possibly auxiliary heating.)

New Business

- Harbor Square PILOT

There has been no public forum yet for the public to voice their opinions. The Board will contact Ginsburg Development Corp. and the Village of Ossining regarding the Board's dissatisfaction with the library's status in this PILOT.

- Proposal from Xerox

Jim presented proposals from Xerox that would save us \$12,000/year for 5 years=\$60,000 on printers and copiers. The Board approved so Jim will go ahead with them.

- Board Development Concept

Alice Joselow commented on the Board Development Concept. She and Maddi met with Terry Kirchner who is looking for visioning consultants for us. Alice is hoping to get the Foundation to fund this project.

An e-mail was received from Molly Robbins regarding cuts to the Teen Room hours. It should be noted that developmentally disabled groups, homes, etc. use the Teen Room various mornings. Other cuts have been proposed.

- Promoting the Library

Talking points for OPL for the Board – bookmarks. Library Appreciation Week is in the Spring. The Board is considering doing something for the staff.

Alice will speak to the PTA about including the Library in the Trustee Candidates' Debate.

Friends Meeting: \$16,800 in balance. Possible 5000 Room dedicated space for selling books.

Ossining Loves to Read – the library is partnering with the schools for literacy promotion.

- Library Advocacy Day
Lucinda reminded the Board that Library Advocacy Day is Wednesday, February 26, 2014 and urged everyone to attend if possible.
- Work Session, February 10
Art suggested having a Work Session in two weeks, February 10, using the time to discuss Visioning, Department Heads talking points, and overall talking points/successes.

Executive Session

At 9:05 p.m. Alice Joselow moved and Madeline Zachacz seconded the motion to enter into Executive Session for the purpose of discussing contract and personnel matters. Motion passed unanimously.

At 9:50 p.m. John Crawford moved and Lucinda Manning seconded the motion to adjourn the Executive Session. Motion passed unanimously.

Adjournment

At 9:51 p.m. Debbie Goddard moved and Madeline Zachacz seconded the motion to adjourn the January 27, 2014 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director