

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
July 14, 2014, 7:00 p.m.

MEETING MINUTES

In Attendance

Board of Trustees: Alice Joselow, *President*; Art Jay, *Secretary*; John Crawford, Debbie Goddard, Matthew Weiss, Madeline Zachacz

Staff: Molly Robbins, Assistant Director; Chris Surovich, Head of Circulation and Tech; Kathy Beirne, Secretary to Director; John Tortoso, OPL Consultant

Absent: Lucinda Manning (excused)

Call to Order

At 7:05 p.m. 2013-2014 President Art Jay called the meeting to order.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Reorganization Meeting

- 1) *Call for Nominations and Election of President of the Board of Trustees for the 2014-2015 Fiscal Year*

President Art Jay called for nominations for the Office of President. Madeline Zachacz nominated Alice Joselow and Debbie Goddard seconded the nomination. Motion passed. Alice Joselow abstained.

Newly elected President Alice Joselow thanked Art Jay for his service as President.

- 2) *Newly elected President takes Oath of Office.*

Alice Joselow was sworn in as 2014-2015 President of the Board of Trustees.

- 3) *Meeting turned over to newly elected President.*

- 4) *Call for Nominations and Election of Vice President of the Board of Trustees*

President Alice Joselow called for nominations for the Office of Vice President. Art Jay nominated Lucinda Manning and Debbie Goddard seconded the nomination. Motion passed unanimously.

- 5) *Call for Nominations and Election of Secretary to the Board of Trustees*

President Alice Joselow called for nominations for the Office of Secretary. Debbie Goddard nominated Art Jay and John Crawford seconded the nomination. Motion passed. Art Jay abstained.

- 6) *Board President administers Oath of Office to the newly elected 2014-2015 Officers and to the newly elected Trustees.*

New Board Member Matthew Weiss and Secretary Art Jay took the Oaths of Office. (For the record: Lucinda Manning took the Oath of Office as newly elected Trustee on June 25, 2014 before she left on vacation. Upon her return she will take the Oath of Office as Vice President.)

- 7) *Committee Appointments*

The following is a list of committees to which Board of Trustee members have been appointed for the 2014-2015 fiscal year. The President will be an ad hoc member of all committees.

Committee	Chair			
Finance Committee/Personnel	M. Zachacz	M. Zachacz	M. Weiss	A. Joselow
Policy & Bylaws	D. Goddard	A. Jay	L. Manning	D. Goddard
Building & Grounds Committee	J. Crawford/M. Weiss	L. Manning	J. Crawford	M. Weiss
Safety Planning Committee	J. Crawford/M. Weiss	J. Crawford	M. Weiss	A. Joselow

Safety Planning Committee will be responsible for getting the Disaster and Emergency Preparedness procedures together and finalized. This is a standing, short term, committee.

- 8) *Adoption of Annual Resolutions*

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2014-2015 fiscal year.

a) Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees

Resolved that the regular monthly meetings and work sessions of the Board of Trustees for the 2014-2015 fiscal year be held starting at 7:00 p.m. at the Ossining Public Library, 53 Croton Avenue, Ossining NY in accordance with the following schedule:

2014

July	14	Reorganization and Regular Meeting
August	4	Regular Meeting
September	8	Work Session
	22	Regular Meeting
October	6	Work Session
	27	Regular Meeting
November	10	Work Session
	17	Regular Meeting
December	15	Regular Meeting

2015

January	12	Work Session
	26	Regular Meeting
February	9	Work Session
	23	Regular Meeting
March	9	Work Session

	23	Regular Meeting
April	13	Work Session
	27	Regular Meeting
May	11	Work Session
	18	Regular Meeting
June	8	Work Session
	22	Regular Meeting
July	6	Reorganization and Regular Meeting
	13	Work Session

b) Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library

Be it further resolved that the position of Secretary, Board of Trustees be added as an authorized signer of checks on the accounts set up at the Mahopac National Bank.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Alice Joselow, President; Arthur Jay, Secretary; Jaime Aguirre, Treasurer; Molly W. Robbins, Assistant Director.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2014-2015 fiscal year.

e) Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD and WFAS be designated as the official radio stations of the Ossining Public Library for the 2014-2015 fiscal year.

f) Resolution 6: Appointing Library Auditor for 2014-2015

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ending June 30, 2014.

g) Resolution 7: Appointing Library Attorney for 2014-2015

Resolved that Thomas, Drohan, Waxman, Petigrow, & Mayle, LLP be appointed Library General Counsel for the 2014-2015 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services.

h) Resolution 8: Appointing Section 75 Hearing Officer

Resolved that, Mr. Joseph Wooley, Esq., is appointed a Section 75 Hearing Officer for the 2014-2015 fiscal year, pursuant to Section 200 of the Commissioner's Regulations at an hourly rate of \$175.

i) Resolution 9: Appointing Consultants for the 2014-2015 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Assistant Director to engage the services of the following consultants for the 2014-2015 fiscal year at fees not to exceed the amounts noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
Michael Enright	Webmaster	Maintenance and presentation of Web Site	\$35 per hr. for maintenance of Web page and \$60 per hr. for coding and CSS work
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,000 per year
John Tortoso	Building Management	Supervision and Training of Custodial Staff	\$22.25 per hr.

j) Resolution 10: Regarding the Establishment of Petty Cash Funds

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$ 500</i>	<i>Barbara Hall</i>
<i>Circulation</i>	<i>\$ 30</i>	<i>Chris Surovich</i>

k) Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 19, 2015 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

l) Resolution 12: to Establish the dates of various 2015-2016 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2015-2016 Fiscal Year Budget and Trustee Election activities:

<i>February 23, 2015</i>	<ul style="list-style-type: none"> <i>Presentation of 2015-2016 Preliminary Budget to Board of Trustees</i>
<i>March 23, 2015</i>	<ul style="list-style-type: none"> <i>2015-2016 Final Budget adopted by Board of Trustees</i> <i>Trustee vacancies announced to public</i>
<i>April 20, 2015</i>	<ul style="list-style-type: none"> <i>Trustee candidates' petitions due in District Clerk's Office</i>
<i>April 27, 2015</i>	<ul style="list-style-type: none"> <i>Budget Hearing: 2015-2016 Budget presented to public</i>
<i>May 4, 2015</i>	<ul style="list-style-type: none"> <i>Trustee candidates presented to public</i>

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolutions a – l. Motion passed unanimously.

REGULAR MEETING

Approval of Prior Meeting Minutes

Art Jay moved and Madeline Zachacz seconded the motion to accept the Minutes of the June 23, 2014 Regular Meeting and the June 30, 2014 Special Meeting of the Board of Trustees. Motion passed.

Public Comment - None

Director's Report and Personnel Report

The report is attached to these meeting minutes.

Molly Robbins commented on the following:

- NYLA - Saratoga Conference (will send link to BOT). Continuing Ed. credits for staff. Board authorized Molly to send as many staff members as budget allows for staff development
- The BOT asked for a future report from staff attending conference
- July 30 Fund Raising Workshop - *"Your Board Members Can Raise Money!"*
- Send BOT link to upcoming WLS Programs
- Civil Service Benefits - Empire Plan rates & quarterly reports
- July 6 Journal News regarding books for reading named Molly in article
- Westchester Family Magazine - OPL Children's Room ranked in top 5

Operating Budget and Revenue Report (Not yet finalized for year ending June 30, 2014)

Warrants and Payroll Approvals were approved by the Board.

Resolutions

RESOLUTION #13

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

<u>Name</u>	<u>Title</u>	<u>Dept</u>	<u>Proj Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
<u>NEW HIRES</u>					
Wesley Ocheltree	Page	Children's	6 hrs/wk.	\$8.00/hr.	07/14/14 (\$48.00/wk.)
<u>PROMOTIONS</u>					
Gloria Ibanez	Lib Clrk (from Page)	Circulation	15 hrs/wk.	\$17.77/hr.	06/30/14 (\$266.55/wk.)
John Torres	Librarian I (from LibAsst. & other depts.)	Children's	35 hrs/wk.	\$52,710/yr.	07/01/14
<u>TERMINATIONS</u>					
Ernestine Martinelli	Lib Clrk	Circulation	12 hrs/wk.	\$18.07/hr.	07/03/14 (\$216.84/wk.)

Note: The Board asked that both old and new salary rates be included in these reports in future.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution #13. Motion passed unanimously.

RESOLUTION #14

RESOLVED, that the Board of Trustees accepts, with thanks, the following grant and donation:

1. A \$1,000 Y2014 Arts Alive Project Grant from Arts Westchester for Carry Cubillos to present *Cultural Metal Tooling*. The revenue will be in Library Programs: Children's Program Supplies, budget line 7520040.
2. A painting, *Ossining Winter Waves*, donated by June B. Farnham.

Madeline Zachacz moved and John Crawford seconded the motion to approve Resolution #14. Motion passed unanimously.

RESOLUTION #15

BE IT RESOLVED, that the Board of Trustees of the Ossining Public Library ("Board") does hereby approve the Settlement and General Release Agreement ("Agreement") with Employee #004300; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the President of the Board to execute said Agreement.

Date: July 14, 2014

WHEREAS, in order to avoid the expense and delay of further litigation, the Parties now desire to settle and resolve all claims alleged in this Action pending Education Law Section 75 charges and grievance.

Art Jay moved and Madeline Zachacz seconded the motion to approve Resolution #15. Motion passed unanimously.

Committee Reports

President's Report

Newly elected President, Alice Joselow, commented that going forward the Board would be creating shared talking points; finalizing C.S.E.A. contract; and would obtain an engineer's report on the OPL HVAC; the challenges ahead and the anticipated assistance of consultant Maureen Sullivan.

Alice suggested that a joint letter be sent to staff from both BOT presidents outlining the retirement of the Director, Molly's overseeing of the Library, the consulting services of Maureen Sullivan, and the Board's support and appreciation of the OPL staff. (For the record: this letter was forwarded to all staff on July 23, 2014.)

Policy and Bylaws/Personnel Committee

Art Jay noted that all policies have been approved by the BOT as outlined in the schedule he previously proposed except for three proposed policies not yet finalized: Fringe Benefit Policy for Non-Union Employees; a Patron Complaint Policy and a Public Relations Policy.

Finance Committee

Madeline Zachacz commented that she would like to meet with Treasurer, Jaime Aguirre, to discuss thresholds, bids, etc.

Safety Planning Committee

It was suggested that the Disaster Plan, Materials Recovery Plan, Evacuation Plan, and Emergency Procedures Plan be reviewed on August 4.

Buildings and Grounds Committee

OPL Consultant John Tortoso answered BOT questions regarding the HVAC system and the roof problem.

The BOT agreed that the #1 building priority is to control the temperature. John advised that AC #5 is running - talk to the geologist - this is the hottest we've been. He suggested that a cooling tower is needed.

John also suggested that the Board review the consultant reports that he obtained some months ago. We will also forward the NYSERDA information that we obtained and a sample NYSERDA report on Valeria (townhouse community in Cortlandt Manor) to the Building Committee.

- The BOT agreed to bring in an outside, impartial engineer to look into green/non-green supplemental systems.

Old Business

The status of the ITC Phone System and progress with the Defibrillator were reviewed.

New Business

The Board commented on their summer reading and their use of the Library.

Alice Joselow commented on "Reach and Read" program at the Open Door and the engagement of OPL, Open Door, OUFSD, and Senior Citizens. She also suggested a possible "Guinness Book of World Records" literacy-related program.

The status of the Wobble Cafe contract needs to be reviewed by the Finance Committee. New contract is needed – send to BOT.

Public Comment - None

Alice Joselow volunteered to be the OPL Board Liaison to the OUFSD Board of Education.

Executive Session

At 8:52 p.m. Madeline Zachacz moved and John Crawford seconded the motion to move into Executive Session to discuss personnel and litigation. Motion passed.

At 9:28 p.m. Madeline Zachacz moved and John Crawford seconded the motion to move out of Executive Session. Motion passed.

Adjournment

At 9:29 p.m. Matthew Weiss moved and Debbie Goddard seconded the motion to adjourn the July 14, 2014 Reorganization and Regular Meeting of the Board. Motion passed.

Respectfully submitted,

Kathleen Beirne
Secretary to Director