

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*June 23, 2014, 7:00 p.m.*

**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; Jaime Aguirre, Treasurer; Matthew Weiss, Newly-Elected Trustee

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

Public: Sally Dow, Susan Kelly, Barbara Henninger, Chris Surovich, James Trapasso, Amy Ferrara, Bob Minzesheimer, Gloria Tannenbaum, Mirla Morrison, Joyce Koyner.

Call to Order

President Art Jay called the meeting to order at 7:11 p.m.

Annual Meeting

President Art Jay introduced the Board of Trustees, Friends, and Foundation members who were present. Bob Minzesheimer commented on the need for a Friends permanent book sale space and the need for outreach and communication.

President Jay presented “The State of the Library”—

***State of the Library***

*This evening at our regular meeting, the board will review the 2013 Annual Report that will be filed with the State Education Department. This report presents data on all facets of the institution’s operation. The data in this year’s report are remarkable and support my belief that this library has met its responsibility to the community.*

*Consider a shopper who spends \$100 on food one week and then the following week spends \$110. He expects to find 10% more food in his basket. Think how he would feel if for his \$110 he found 30% more food in his basket. He would be thrilled and would say that that store is really providing good value for his grocery dollars. Well that is I feel tonight as I share some figures with you.*

*For the fiscal year 2012-2013 the taxpayers approved a library budget that was 2.26% higher than the 2011-2012 fiscal year. The board and the staff used those dollars to expand the collection and enhance services to the community, and as you will note, those dollars were spent prudently and effectively.*

***The Collection***

- *Electronic Materials holdings grew by over 30,000 items, a growth of 243%*
- *We added 29,000 more new items than we added last year, a growth of 136%*
- *Total holdings grew by 18.2%*

***Circulation***

- Circulation increased by 17,757 transactions, an increase of 5.76%
- Within that, adult circulation was up 11%, or 6,950 transactions.

### **Programs**

- Program sessions and attendance overall had sluggish growth, only 1.78%, but still growth.
- However the Summer Reading Program participant number grew by 28%; the number of sessions by 31.5%; and overall attendance grew by 1000, or 37.8%

### **Promotion of Universal Literacy**

- Early Literacy sessions increased by 34%; Adult Literacy sessions by 58%
- The increase in overall Literacy Sessions was 104 sessions or 38%; and
- The increase in attendance was 349, or 5.26%

### **Library Accessibility**

- The library was open 156 more hours in 2013 than in 2012, or 5.25% more
- And we provided the full-time equivalent of 2.6 staff members to serve patrons.

*Returning to the metaphor of the grocery shopper, our 2013 shopping cart contained far more than an additional 2.26% in services provided to the community. This is remarkable.*

*Especially considering the many costs over which the board has no control, your library staff has achieved an enviable track record of getting full value out of every tax dollar spent. Any board would be proud to have a staff such as ours that has served more patrons and expanded the collection far beyond what the dollar amount may suggest. I know that this board is.*

*This does not mean, however, that the library doesn't face serious challenges, even beyond the inadequate parking.*

*As lovely and functional as this building is, it still faces challenges in the Heating / Ventilation / Air Conditioning system (HVAC). For a number of years we have struggled with difficult water pumps, wells, and control systems. With grants, as well as consultants from the state, the board hopes to finally get the HVAC system to be as reliable, environmentally friendly and cost effective as it was intended to be.*

*The other big challenge is that while the community, the library trustees and the professional staff have put a great deal of time and energy into developing an entirely new physical plant, we have not been equally diligent in providing a visionary plan for the future. Without such a plan, having a beautiful building and a knowledgeable, caring professional staff will not be enough to achieve the excellence we know we are capable of and which our community deserves.*

*Developing and achieving such excellence will be the board's top priority as we transition to new leadership of the library.*

*I am happy to report that by all measurable standards, the Ossining Public Library is strong, effective and ready for the journey ahead. Come and enjoy the journey with us.*

*Thank you*

Molly W. Robbins, Asst. Director, recognized the exceptional work of Susan Kelly and the Friends volunteers. Sally Dow presented an “In Memoriam” of Betsy Rush.

Employee Service Recognitions were also acknowledged.

Reconvene Regular Meeting

The Regular Meeting of the Board was reconvened at 8:03 p.m.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Art Jay moved to approve the Minutes of the March 10, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning was not in the room at this time.

Art Jay moved to approve the Minutes of the March 27, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning was not in the room at this time.

Art Jay moved to approve the Minutes of the April 7, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning was not in the room at this time.

Art Jay moved to approve the Minutes of the April 11, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning was not in the room at this time.

Art Jay moved to approve the Minutes of the May 12, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning was not in the room at this time.

Art Jay moved to approve the Minutes of the June 9, 2014 Special Meeting Minutes. Motion passed. Lucinda Manning abstained.

Art Jay moved to approve the Minutes of the May 19, 2014 Regular Meeting Minutes. Motion passed. Lucinda Manning abstained.

Public Comment

None

Assistant Director’s Report and Personnel Report

Report is attached to these meeting minutes.

Molly Robbins also commented on:

- Summer Reading Program,
- Presentation of the Riley Saper Award
- How we are spending money in the new year
- Clearing out closets

Operating Budget and Revenue Report

Report is attached to these meeting minutes.

Warrant and Schedule of Claims Approval and Payroll Warrants were passed around for Board approval.

Treasurer's Report

Jaime commented on the 2013 Audit. Internal operations have been improved. There was only one recommendation – otherwise clean audit. Do we want to conduct an audit this year? The Finance Committee will discuss this.

Jaime recommended that:

1. We continue to review the internal controls – journal entries, bank reconciliations, ADP transactions, etc.

Jaime is investigating the NY Power Authority electrical rates that are higher than had been projected — they have more than doubled.

Committee Reports

President's Report

No report.

Policy and Bylaws Committee

Policies have been reviewed as per 2013-2014 schedule.

Finance Committee

No report.

The Board asked for a copy of the Wobble contract.

The Committee will revisit all 2014-2015 contracts.

Buildings and Grounds Committee

Board asked that building insurance coverage policy be forwarded to them. How much has it actually gone up this year?

The Board asked that John Tortoso attend the July 14 meeting to further discuss building items. The Board will e-mail questions for John.

The July 28, 2014 Reorganization Meeting is rescheduled to be held on July 14 and August 4, 2014 was chosen for the Regular August Meeting of the Board.

Resolutions

**RESOLUTION #45**

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

1. \$310 from Deborah L. Cohen representing 20% of the proceeds from the April 2014 art exhibit.
2. \$50 from IBM Matching Grants for the donation made by Dr. W. Jean Horkans in December 2013.

The revenue, \$360, will be in 2705000, Gifts and Donations.

Art Jay moved to approve Resolution #45. Motion passed unanimously.

Old Business

Update on consultant by Alice Joselow. Molly received final contract from Maureen Sullivan. She will forward it to the Board.

Since the anonymous donor of the cost of the consultant (\$20,000) will not be available until late July Alice asked if the Board would approve the use of \$5,000 from the Reserve Funds in order to sign the consultant contract and being to moving forward.

Peter Capek will put together a Building and Grounds report for either the June 30 meeting or the July 14, 2014 meeting.

Building and Grounds will look at the roofing issue and the phone contract with ITC — question of voicemail software updates.

Question was raised as to whether we are ready to ask NYSERDA for the consultant.

Alice Joselow asked that the 2014-2015 Building and Grounds Committee meet to discuss the next steps for the HVAC in preparation for the July 14 meeting.

**RESOLUTION #48**

**RESOLVED**, that the Board of Trustees approves the allocation of \$5,000 from the Reserve Funds to cover the cost of signing the contract with Consultant Maureen Sullivan.

Lucinda Manning moved and Alice Joselow seconded the motion to approve Resolution #48.

Vote	P. Capek	J. Crawford	D. Goddard	A. Jay	A. Joselow	L. Manning	M. Zachacz
Yes			X	X	X	X	X
No		X					
Abstain	X						

Motion passed.

**New Business**

- Review of the 2013 Annual Report

**RESOLUTION #46**

**RESOLVED**, that the Board of Trustees approves the Ossining Public Library Annual Report for Public and Association Libraries – 2013.

Lucinda Manning moved and Madeline Zachacz seconded the motion to approve Resolution #46.

Motion passed unanimously.

- 2014-2015 Officers  
Nominations: Alice Joselow, President; Lucinda Manning, Vice President; Art Jay, Secretary
- 2014 Board of Trustees Retreat and New Member Orientation  
This item will be held over for discussion during the July 14 meeting.

- Motion for Summer Concerts Alternate Site

**RESOLUTION #47**

**RESOLVED**, that the Board of Trustees approves the request by the Village Recreation Department to use the Budarz Theatre as an alternate concert site for its Friday evening Concert Series in case of rain. The Board approves up to two free concerts to be held in case of rain, while the costs incurred in staff and anything else for the concerts after the two would be fully reimbursed by the Village Recreation Department. The Recreation Department must notify the Library by 1:00 p.m. on the day of need.

Art Jay moved to approve Resolution #47. Motion passed unanimously.

- Summer Library Programs – Children’s and Teens’  
Lists of the programs are attached to these meeting minutes.

Public Comment - None

Executive Session

At 9:49 p.m. Art Jay moved to enter into Executive Session for the purpose of discussing a personnel issue. Motion passed unanimously.

Adjournment

At 10:15 p.m. Art Jay moved to adjourn the June 23, 2014 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne  
Secretary to Director