

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*March 24, 2014, 7:00 p.m.*

**DRAFT 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* (arrived at 8:02 p.m.)

OPL Staff: Molly W. Robbins, *Acting Director*; Robert Majernik, *Sr. Bookkeeper*;  
Kathy Beirne, *Secretary to Director*

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 February 19, 2014 Special Meeting and the Revised Minutes of the February 24, 2014 Regular Meeting of the Board of Trustees.

Debbie Goddard moved and Lucinda Manning seconded the motion to approve the meeting minutes. Motion passed unanimously.

Public Comment

None.

Alice Joselow arrived at 7:05 p.m.

Madeline Zachacz arrived at 7:08 p.m.

Director's Report and Personnel Report

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

Molly Robbins, *Acting Director*, commented on the ongoing Building and Grounds issues. She toured the building from top to bottom with John Tortoso and Edgar Costa.

Peter Capek asked about the SIRSI Dynex contract which ends in 2 or 3 months. The current system has a phone application which we have never used. Peter asked Molly to look into this.

**RESOLUTION #36 – Personnel Changes**

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

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
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ADMINISTRATIVE LEAVE

James Farrell	Lib. Dir. III	Director's Office	35 hrs/wk	\$105,000	2/20/2014
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TITLE CHANGE

Molly Robbins	Acting Dir. III <i>(from Asst Lib Dir III)</i>	Director's Office	35 hrs/wk	\$105,000	2/21/2014 <i>(from \$95,295)</i>	4/5/2014
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RESIGNATIONS

Harvey Payne	Cleaner	Bldg. & Grnds	4 hrs/wk	\$20.82/hr.	11/23/2013 <i>(Received letter of resignation 3/13/2014)</i>	<i>(\$83.68/wk.)</i>
Russell Shymansky	Lib. I PT	Reference	4 hrs/wk	\$45.57/hr.	6/30/3013 <i>(Received letter of resignation 3/14/2014)</i>	<i>(\$182.28/wk.)</i>

Peter Capek moved and Lucinda Manning seconded the motion to approve Resolution #36. Motion passed unanimously.

Operating Budget and Revenue Report

The Budget Report is attached to these meeting minutes.

Discussion on topic of security cameras – audit needs to be done on which cameras are bothersome and need to be corrected.

Warrant and Schedule of Claims Approval & Payroll Warrants

The Warrants were presented to the Board for approval.

Committee Reports

President's Report

Art Jay reported that there will be a Public Hearing on the Harbor Square PILOT by the Town of Ossining on April 7 at 11:00 a.m., at the Community Center Art noted that the Board has never received a response to their request and that a Board Trustee should attend the meeting. Art will write a statement from the Board if no Trustee can attend. Once again, the Ossining Public Library is being ignored in regard to a PILOT.

Policy and Bylaws Committee

- First Reading: School Hours Policy – this was tabled until the next meeting (to be rescinded)
- Second Readings:
  - Law Enforcement Requests Compliance Policy* – Debbie Godard moved and Madeline Zachacz seconded the motion to approve the policy as revised. Motion passed unanimously.
  - Unattended Children Policy* – Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the policy. Motion passed unanimously.

Building and Grounds Committee

Alice Joselow asked where we stand in applying to NYS for Engineering/NYSERA Grant. John Crawford and Jim had spent time narrowing down some choices from the list. The Board asked for the following:

- An update of where we are and where we need to go - presented at the April meeting of the Board. Invite John Tortoso to attend.
- Assessment of well readings
- Status of grants submitted to S. Galef and D. Carlucci
- A plan on how to deal with Building and Grounds items

- Report from B&G Committee on the cost of the security cameras; Clean Air monthly maintenance items since the bill is not itemized.

Next Work Session/Special Meeting of the Board scheduled for April 7, 7:00 p.m., in the Business Office.

### Resolutions

#### **RESOLUTION #37 – Donations**

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

1. \$100 donation from Community Based Services, Inc. in support of the library as a token of their appreciation of the library's services.
2. \$1,000 donation from Dede Emerson toward the purchase of a display case for the library.

The Equipment & Furniture budget line 7410200, will be increased by \$1,000. The revenue, \$1,100, will be in 2705000 – Gifts and Donations.

#### **RESOLUTION #38 – Designating Additional Depository**

**RESOLVED**, that Peoples United Bank be designated as a legal depository for monies belonging to the Ossining Public Library; and that an amount not to exceed \$240,000 belonging to said library may be deposited in said bank in the name of said library.

#### **Resolution #39 – Approval of Check Signers**

**RESOLVED**, that effective immediately, the position of Acting Director be added as an authorized signer of checks on the accounts set up at the Mahopac National Bank, Signature Bank, and Peoples United Bank.

**BE IT FURTHER RESOLVED**, that the following people be approved as the official check signers for the Ossining Public Library: Arthur A. Jay, President; Jaime Aguirre, Treasurer; Molly W. Robbins, Acting Director.

Madeline Zachacz moved and Alice Joselow seconded the motion to approve Resolutions #37, #38 (revised) and #39. Motion passed unanimously.

### Old Business

- **Long Range Plan**

Molly contacted Maureen Sullivan, Library Consultant and has Maureen's résumé. Terry Kirchner has some additional recommendations. Maureen is a good starting point. She has done a lot of this type of consulting before. Ossining is evolving and changing as a community. How can we let the community know what the library can do for them?

The Board would like a recommendation of three consultants. Lucinda recommended a consultant from Vermont. Molly will make phone calls to each.

Lucinda, Alice, and Maddi will meet with Molly and make recommendation to Board.

- **Alice Joselow: Audits**

How do other libraries handle their annual audits and what do they spend? Bob Majernik will investigate different audit packages. Molly will contact those libraries that responded to her e-mail.

National Library Week: April 13–19.

National Library Workers' Day: April 15, 2014

Board approved going ahead with specially designed bag for staff.

### New Business

- 2014-2015 Final Budget adopted by Board of Trustees

#### **RESOLUTION #40**

**RESOLVED**, that the proposed 2014-2015 Budget of the Board of Trustees of the Ossining Public Library in the sum of \$3,839,285 be approved, and that the Ossining Union Free School District be authorized to levy and collect the sum of \$3,727,142 as the necessary tax thereof.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolution #40. Motion passed unanimously.

- Budget Promotion (this item was tabled until the April 7, 2014 Special Meeting)
- Trustee Vacancies Announced to Public  
Alice Joselow will follow up with the PTA regarding our participation in the League of Women Voters' Candidate Forum.
- Sculpture for Library  
The Board is not interested in the offer at this time.

### Public Comment

None

### Executive Session

At 8:40 p.m. Art Jay moved and John Crawford seconded the motion to enter into Executive Session for the purpose of discussing personnel matters. Motion passed unanimously.

At 9:00 p.m. Art Jay moved and Madeline Zachacz seconded the motion to adjourn the Executive Session. Motion passed unanimously.

### Adjournment

At 9:21 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to adjourn the March 24, 2014 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,  
Kathy Beirne  
Secretary to Director