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Ossining Public Library
 Minutes of the Regular Meeting of the Board of Trustees
 21 July 2008

Attending: Ossining Public Library Board of Trustees members Peter Capek, Thomas Staudter, Lucinda Manning, Samantha Brail, Reginald Bush, Bob Minzesheimer, and Mirla Morrison. Staff: Elizabeth Bermel and Marci Dressler. Liaisons from Ossining Union Free School District: Bill Kress and Alice Joselow, WDFH: Marc Sophos and Vinny Cohan. Member of the Public: Ted Buerger, CEO of American Towns.

President Capek called the meeting to order in the board room of the library at 7:05 p.m. and welcomed our newest Trustee, Samantha Brail. The Agenda was approved unanimously.

Approval of Minutes: A motion was made by Reginald Bush, seconded by Mirla Morrison, to approve the Minutes of June 17, 2008. Passed unanimously.

Public Comment: None

WDFH: Marc Sophos and Vinny Cohan of WDFH 90.3 FM, an affiliate of the Pacifica Radio Network, led the Board through a PowerPoint presentation. They would like the Ossining Public Library to let WDFH rent some of our unfinished space for a studio to be used for community radio and also to have a collaborative partnership. They made the following points:

- WDFH is the only community radio station in the lower Hudson Valley. It is run almost entirely by volunteers.
- The present antenna is on a tower at Maryknoll, but much of Ossining cannot get the signal because it is too near the ground.
- The FCC has given approval to enhance the signal (operative in the next several months) so it will reach an estimated 400,000 people in the area surrounding the Town of Ossining; particularly to the North and West
- The new antenna will be located in Mt. Pleasant
- Presently much of the programming comes from recorded music tapes controlled from Marc Sophos' apartment in Manhattan; the rest from phone contacts, but they desire a studio.
- WDFH wants to be a "platform for proactive community engagement that is sustained beyond the 'noise' of each individual issue." It is a "left leaning" organization, but says that would not impact on programming. (I don't think they said WDFH was left-leaning, but that Pacifica is.)
- They shared that the Free Library of Philadelphia partners with WXPB -FM and there are other examples of collaboration between libraries and community radio stations.
- It is a charitable organization 501 (c)(3)
- They do not see OPL as a funding source

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- Their goal is to be live 24 hr. a day; so they would need 24 hour a day access to the studio.
- WDFH is engaged in a fund raising effort and they displayed a three year plan. They need \$218,000 (yr 1), and that goes up to \$ 417,000 (yr 3) for their operating budget. In addition \$50,000 is needed for studio construction; and \$70,000 for capital replenishment. They have about \$50,000 in the bank that will go to pay for the new antenna. They are looking for donations from individuals and foundations, and expect to get some grants. They hope their appeal will be broader based when they improve the signal and location; once fund-raising increases, they are eligible for other funding.
- They would produce in Spanish
- They would like to build the studio in 2009.

President Capek thanked them for the presentation on behalf of the Board.

Director's Report: Elizabeth Bermel highlighted the fact that Tamara Stewart, Teen/Young Adult Services Librarian, and Chris Surovich, Circulation Manager, have been selected for the Westchester Library System's Leadership Training Program. She shared that she is still waiting for the quote to install lighting in the Performance Space; EduTek finally admits responsibility for the projection problem and is working on it. She announced that we have a new web designer, Michael Enright, a Professor at WCC, and he is already at work on the redesign of the web site.

Peter Capek asked about the rate of theft of library materials, particularly DVDs. Ms. Bermel thought it was not presently a problem, although had been early in the life of the new building. She will consult with the staff and report back.

Ms. Bermel then shared the FY 2007-2008 Statistics for Circulation, Interlibrary Loans and Renewals. Next year she wants to track more variables: computer usage, number of sessions, length, door count, etc. The closing Operating Budget for 2007-2008 shows we are well under budget. Since the staff contract was not settled until after mid-year, we did not spend as much money in salaries and benefits as anticipated. At end of year Ms. Bermel did have to move some money from one line to another to cover unanticipated expenses, using the authority recently granted her by the Board. Ms. Bermel will check on the seemingly large amount (over \$100K) spent for building repairs and report to the Board. Funds unspent at the end of the fiscal year go into the fund balance. Nothing is new on the Village issues related to Mr. DiRosa's complaint of water flowing onto his property.

Ms. Bermel presented the "Human Resources Report." Our Attorney is looking into the issue of Board approval for new hires. Peter Capek is also looking into the issue, but said notification of the Board at this point is fine.

Trustee Reports

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- President: Peter Capek will discuss putting in a feedback suppressor in the performance space audio system.
- Building Project Committee: We are still waiting for closing documents from the site contractor; we are still enduring a delay from the electrical contractor; etc.
- By-Laws/Policy Committee: Mirla Morrison reported that the Ethics policy has been passed by the Staff, and is now at the lawyers for review. The Staff is still working on the Internet Policy.
- Director's Evaluation Committee: Peter Capek reported that it is still not finished; it will be by the August 18th Board of Trustees meeting.
- Ossining Public Library Foundation: Mirla Morrison noted that the four benches purchased and donated by the Foundation are in place. Ms. Morrison displayed the book of the official Foundation documents (Mission, Charter, Tax-exempt Status, and By-Laws) and these are available in Elizabeth Bermel's office. The next meeting of the Foundation is July 29th at 5 p.m. at the Library. Richard Wishnie, President of the Foundation Board has been invited to the next Board Meeting on August 18th.
- Ms. Bermel will send the list of Committees and their members to all; and Committees will be discussed on August 18th.

Staff Report: Marci Dressler, here since 2001, submitted a most comprehensive report on the ALA Annual Conference in Anaheim, California. She brought back ideas about marketing, Reader's Theater, Innovations in Children's Book Publishing, Programming for English Language Learners, "creating cool" at the Library, and the importance of staying unflinchingly upbeat and cheerful. Her enthusiasm was catching.

Intermunicipal Leadership Team: Peter Capek and Bob Minzesheimer explained that the Intermunicipal Leadership Team (ILT) is trying to coordinate meetings among entities in the town so as to avoid conflicting meeting times, and to make the public aware of when things are. The members met and agreed to use the web site provided by American Towns, which has a calendar and weekly e-mail ability among other features, to facilitate communication. In exchange for this service the members of ILT will make the community aware of the web site. The site can be accessed at www.AmericanTowns.com/ny/ossining. Only registered users can input information, although anyone can register as a user. The company is largely funded by the company which publishes the Verizon Yellow Pages, and has many towns involved across the country. Bob Minzesheimer will stay on the calendar sub-committee, but Peter Capek now represents the Library Board on the ILT. The ILT is meeting again on August 4th at 9:10 a.m. at OPL. We need to sign a contract for American Towns, and the site will be announced to the public in September.

Approval of Construction Invoices – A motion to pay the following invoices:

- Beatty Harvey # 4771 (\$72.52) and # 4852 (\$100.87)
- Savin Engineers: # 9517 (\$300.00), # 9422 (\$112.45), and # 9518 (\$11.79)

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was made by Thomas Staudter; seconded by Bob Minzesheimer, and unanimously passed. Lucinda Manning asked about the .15 times surcharge on reimbursable charges, and Elizabeth Bermel will look into it.

Old Business

- Scholarships – Thomas Staudter had proposed that OPL grant scholarships to foster interest in reading and writing for Ossining High School graduates; perhaps for pages who worked here, etc. Ms. Bermel reported that our attorneys are looking into the legality of diverting tax funds for this purpose. She is also checking on what are we allowed to charge for services such as copiers, and how those revenues can be used? In other words, what are our options?
- Sale of Books: Bob Minzesheimer presented the Library with a check for \$200 from the Village Bookstore for the sale of authors’ books at the “Readers and Writers” lecture series.

New Business:

- Elizabeth Bermel proposed the formation of a Community and Library Adult Program Committee consisting of community members, staff, and Board Trustees. Mirla Morrison moved and Reginald Bush seconded, the formation of this Community and Library Adult Program committee, and directed Ms. Bermel to publicize it and select members. Passed unanimously.
- Proposed items for the August agenda included looking into the formation of a formal Friends Group, and naming the board room in memory of Jen Goble.

A motion to adjourn the meeting at 9:28 p.m. was made by Bob Minzesheimer, seconded by Reginald Bush, and unanimously approved.

Respectfully submitted,
Mirla Morrison