

Ossining Public Library
Special Meeting of the Board of Trustees
17 August 2009

Attending: Ossining Public Library Board of Trustees members Peter Capek, Tom Staudter, Art Jay, Samantha Brail, and Mirla Morrison.

The Board met at 6pm on 17 August 2009. It immediately went into executive session, upon the motion of Art Jay, seconded by Samantha Brail and passed unanimously, in order to discuss an urgent personnel matter.

Lucinda Manning arrived at around 6:40 p.m.

Reginald Bush arrived at about 7:00 p.m.

Peter Capek moved, and Mirla Morrison seconded, a motion to leave executive session at 7:40 p.m. Passed unanimously.

The Regular Meeting that had been scheduled for 7:00 p.m. began at 7:45 p.m. Its minutes appear separately, as usual.

Respectfully submitted,
Mirla Morrison

Ossining Public Library
Regular Meeting of the Board of Trustees
17 August 2009

Attending: Ossining Public Library Board of Trustees members Peter Capek, Tom Staudter, Art Jay, Samantha Brail, Lucinda Manning, Reginald Bush, and Mirla Morrison. Beth Bermel, Library Director.

President Capek called the Regular Meeting of the Board of Trustees to order at 7:45 p.m. The Agenda was accepted as amended.

Approval of the Minutes: Tom Staudter moved, and Art Jay seconded, approval of the Minutes of July 20, 2009. Unanimously approved.

Director's Report: Beth Bermel reviewed her written Director's Report. In response to a question about signage she reported that the wall outside the Theater has now been painted and

the signage for the Budarz Theater and the Cheever Reading Room will be ordered tomorrow. Our signage is created by our part-time in-house graphics designer, and continues to be developed. There will be a Directory and floor plan at the foot of each staircase.

Other highlights of the Report:

- The Library has entered into a contract for an Employee Assistance Plan with Longview Associates for \$3,000 per year that covers up to 100 people. The agreement also includes two training sessions for the staff.
- Outlet boxes will be surface mounted on the tables in the Reference area and the Reading Room.

The Board had a discussion about Defibrillators and the associated training, CPR certification, and First Aid. Beth Bermel will find out who on the staff is trained, and what the legal and insurance issues are.

Operating Budget Report – Beth Bermel reported the operating budget for 2008-2009 had \$50,902.85 remaining as of June 30, 2009.

Revenue Report - Beth Bermel explained the Revenue for 2008-2009 was almost exactly as budgeted.

Personnel Changes – Marjorie Donahue, Librarian I, has joined the staff as a part-time employee in the Children's Room.

Trustee Reports

- By-Laws/Policy Committee: Lucinda Manning reported that Selection Policy, Gallery Policy, Disaster Plan, and Records Retention Policy are all being worked on by the staff.

Resolutions:

- Samantha Brail moved, and Tom Staudter seconded, 2009-2010 Budget resolution No. 3, to accept, with thanks, a donation from the Village Bookstore LLC. The donation will be used to enhance the Programs budget line. Passed unanimously.

New Business:

- Beth Bermel reported, for informational purposes, that Gareth Hougham proposed to the Public Arts Committee in Ossining an installation of an outdoor sculpture and an indoor temporary video display at the Library. She will keep us apprised of the Public Arts Committee's decision.

Old Business

- Strategic Planning: The Library Management Team has read *Planning to Plan*, and think it is a great blueprint for strategic planning. Peter Capek and Beth Bermel will meet to discuss the next steps.
- The Board continued its discussion about the web site. Our vision includes the site as an engine for usage; a virtual library; a way to draw people in; and a way to distribute information. We need to work on how well are we communicating with our patrons about our services. We noted that the on line catalog is “clunky” and that has been communicated to the Westchester Library System. The development of an improved calendar is being worked on as part of the web site redesign, and the web committee continues to refine the site. There will be an adult reference page in the near future.
- Beth Bermel announced that the Adult Programming Committee is nearly complete, and will meet in the fall. Maxine Lawrence, David Kornreich, and Yvonne Beldotti are members and two others have been invited. Tom Staudter suggested the Programming Committee consider a monthly Jazz Piano series.

Reginald Bush moved, and Art Jay seconded, a motion to adjourn the meeting at 8:55 p.m.
Unanimously approved.

Respectfully submitted,
Mirla Morrison