

Ossining Public Library  
Regular Meeting of the Board of Trustees  
18 May 2009

Attending: Ossining Public Library Board of Trustees members Peter Capek, Reginald Bush, Tom Staudter, Bob Minzesheimer, Lucinda Manning, and Mirla Morrison. Staff: Elizabeth Bermel, Bob Minzesheimer. Bill Kress representing the Ossining School District.

President Capek called the meeting to order at 7:11 p.m. The Agenda was accepted as amended.

Approval of the April Minutes: Bob Minzesheimer moved, and Reginald Bush seconded, approval of the Minutes. Unanimously approved.

Director's Report: The Library Children's Room staff and Ossining School District Library Staff won an award given by the Westchester Library System and the Putnam/Northern Westchester and Southern Westchester BOCES for collaboration. The librarians were honored at several events. Beth Bermel also pointed out that two of our staff received thank you notes from the Public Library Administration Program and the U.S. Census Bureau who used our facility for training. Finally, Beth Bermel added that our staff was trained on Constant Contact and our newsletter will be able to go out on e-mail monthly and we will probably add "This Week at the Library" to our website on an on-going basis.

Operating Budget Report – Beth Bermel reported that budget expenditures are on track.

Revenue Report - Beth Bermel explained there was \$3600 entry under Revenue for the insurance company portion of the cost for replacing the broken window.

Trustee Reports

- Building Project Committee – Peter Capek reported that the sidewalk paving problems have been repaired.

Resolutions:

- Reginald Bush moved and Tom Staudter seconded a resolution to accept, with thanks, a matching grant from IBM initiated by W. Jean Horkans. The donation will be used to enhance the library collection. Passed unanimously.

New Business:

- Beth Bermel explained that the Materials Selection Process is being improved and the process made more formal. All departments use the approved journals to select materials.

Baker and Taylor keeps us appraised of popular new materials. We analyze holds v. buys to meet the demand of our patrons. Media is the most difficult area; copies are checked out and not returned, and demand spikes.

The Children's librarians are very formal about selection: they use journals, pre-publication copies and reviews; school assignments; publishers at Conferences etc. They weed for currency in non-fiction.

The Teen room has primarily fiction; it is smaller in shelf space so the librarians have to be constantly weeding. A priority is to keep up with series titles.

The Adult circulation librarians have been given specific tasks according to their expertise; each is going through the collection now for out-of-date materials following the CREW method. They are presently cleaning out our database. The department also takes recommendations. We have subscribed to Baker and Taylor's Automatically Yours for fiction.

Bob Minzesheimer suggested that we have a local authors section in both fiction and non-fiction; a break with the Dewey Decimal system.

- The Deadline for applications for the two openings for new Trustees is June 1<sup>st</sup>.

#### Old Business

- Update Adult Programming Committee: Beth Bermel reported that interviews are beginning and will be completed by the end of June,
- Bob Minzesheimer proposed a "Library Wall of Fame" to honor individuals who have made a significant contribution to the Library and/or literary life of Ossining. Mirla Morrison seconded. Passed unanimously. The project will be launched next April for National Library Week.
- A future strategic planning session was again discussed. Beth Bermel will provided preparatory materials for the department heads and Board to read, abd will fix a date for a joint meeting in September.

Reginald Bush moved, and Tom Staudter seconded, a motion to adjourn the meeting at 8:43 p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison