

Ossining Public Library  
Regular Meeting of the Board of Trustees  
Monday, November 16, 2009

Attending: Ossining Public Library Board of Trustees members Reginald Bush, Tom Staudter, Lucinda Manning, Samantha Brail, Peter Capek, and Mirla Morrison. Interim Director: James Farrell. Teen Services Coordinator: Tamara Stewart. Ossining Board of Education Member: Bill Kress.

President Capek called the meeting to order at 7:09 p.m.

October 19, 2009 Minutes: Reginald Bush moved, and Samantha Brail seconded a motion to approve the October 19, 2009 Regular Meeting Minutes. Four trustees voted yes, and Lucinda Manning did not vote. She objected to the omission from the minutes of a letter she read at the last meeting.

Public Comment: none

Interim Director's Report: In addition to the written report Jim Farrell announced we now have hand sanitizers throughout the Library, and there will be signs in English and Spanish posted as to their use. He commented that one priority the Board needs to complete is to update or revise Library policies. There are several areas such as Volunteers and Gifts to the Library for which policies are lacking. The Library has informal policies in many areas, but there is a need to formalize them. For example, in regard to incidents in the Library the Incident Report form itself needs updating; the procedure once the form is filled out needs to be clarified; there needs to be staff training on reaction to incidents; and, for juveniles, there needs to be contact information from parents on file.

Tamara Stewart, Teen Services Coordinator, described two incidents that have recently occurred. The Board had a long discussion about the issues raised, which center around children who are inadequately supervised. The Board considered many suggestions and is certainly aware of the seriousness of the problems raised. Jim Farrell and Tamara Stewart will work on this, and report back at the next meeting.

In addition to policy updates the Disaster Plan also needs to be completed in conjunction with the fire, police, and emergency services. First line kits should be in the desk at every station in Library.

Jim Farrell has received two bids to paint various areas of the interior of the Library. It will be done in egg shell paint, which can be cleaned. Some areas need the installation of a chair rail.

Problems with technology in the theater were raised again. It is very difficult to hear the speakers in an interview situation when they rely on hand held microphones. Attempts to use visual media during events are fraught with difficulties. We have lapel microphones but they have not been used recently. Attempts to gain Edu-tek's attention have not been successful. Three issues were identified: malfunctioning equipment; staff training; someone with the training to be the IT back-up and maintenance person.

Operating Budget Report – All is on target for the year, for expenses and for revenue.

Following through on an earlier decision, the Board voted to spend \$12,000 of funds from the endowment, which after this expense stood at about \$143,000. (See Resolution No. 9)

### Trustee Reports

President's Report: Peter Capek, reported he placed advertisements for a new Library Director, in 6 journals; thus far there have only been 6 or 7 applications. Peter Capek will report back to the Board on the composition of the Search Committee. He will call the Committee together within the next week for a preliminary meeting.

By-Laws/ Policy Committee: Lucinda Manning reported that she had a discussion with Jim Farrell. The Selection of Materials Policy had been sent to our legal firm for review prior to Jim Farrell's arrival. He feels it does not need the approval of attorneys so the policy will be brought to the Board for a vote next month. Action needs to be taken on a Disaster Preparedness Plan; an Exhibits policy; and a Gifts and Donations Policy. Jim Farrell suggested we review a policy each month.

Ossining Library Foundation Liaison: Mirla Morrison reported the Foundation is drafting a fund raising letter that will be mailed to targeted areas of our community.

### Resolutions:

2009-2010 Budget Resolution No. 7: Be it resolved that the Board of Trustees accepts, with thanks, a donation from James Siena to be used to purchase children's books.

Tom Staudter moved, and Samantha Brail seconded, a motion to accept Budget Resolution No. 7. Unanimously approved.

2009-2010 Budget Resolution No. 8: Be it resolved that the Board of Trustees approves the transfer of \$25,200.00 from Noninst. Salaries-Professional, budget line OPLI-7410-165 to Professional Fees, budget line OPLI-7410-437 to cover the salary of Interim Director, James L. Farrell, Jr. for 12 weeks.

Mirla Morrison moved, and Tom Staudter seconded, a motion to accept Budget Resolution No. 8. Unanimously approved.

2009-2010 Budget Resolution No. 9: Be it resolved that the Board of Trustees authorizes the expenditure of funds from the endowment as follows:

Adult Materials	\$5,000.00
Teen Spanish Collection	\$2,000.00
Children's Collection	\$5,000.00

Mirla Morrison moved, and Samantha Brail seconded, a motion to accept Budget Resolution No. 9. Unanimously approved.

2009-2010 Budget Resolution No. 10: Be it resolved that the Board of Trustees approves the addition of \$3,400.00 to new budget line OPLI-1980-499, MTA Payroll Tax, to comply with the Metropolitan Commuter Transportation Mobility Tax Law. These funds will cover payroll tax expenses from July 1 to December 31, 2009. The expense will be funded from the Fund Balance.

Reginald Bush moved, and Mirla Morrison seconded, a motion to accept Budget Resolution No. 10. Unanimously approved.

2009-2010 Budget Resolution No. 11: Be it resolved that the Board of Trustees approves the transfer of \$6,800.00 from the Unreserved Fund Balance into the general fund for MTA Payroll Taxes. The tax rate is 0.34% of payroll expenses. The total amount of MTA payroll tax for fiscal year 2009-2010 is approximately \$6,800.00.

Reginald Bush moved, and Lucinda Manning seconded, a motion to accept Budget Resolution No. 11. Unanimously approved.

#### New Business:

Jim Farrell has e-mailed each Trustee a Trustee Self-Assessment instrument (with the materials for the November meeting). They are to be completed and returned to him.

The following staff training needs have been identified: Workplace Sexual Harassment; OSHA Training; Workplace Violence Prevention. In addition the Joint Labor Management Team has been reactivated and has created a list of staff desires for training in areas such as First Aid and Defibrillator use.

Mirla Morrison moved, and Lucinda Manning seconded, a motion to make the June Board meeting a community event with details to be decided upon by a Committee. Unanimously approved. If Board members would like to be on that Committee, they are to send the President an e-mail.



Executive Session:

Reginald Bush moved, and Mirla Morrison seconded, a motion to go into Executive Session at 9:20 p.m. to discuss a Personnel matter. Unanimously approved.

Reginald Bush moved, and Tom Staudter seconded, a motion to leave Executive Session at 9:59 p.m. Unanimously approved.

Tom Staudter moved, and Reginald Bush seconded, a motion to adjourn at 10:05 p.m. Unanimously approved.

Respectfully submitted,  
Mirla Morrison