

Ossining Public Library
Regular Meeting of the Board of Trustees
December 20, 2010

In Attendance: Trustees: Jaime Aguirre Arthur Jay
~~Samantha Brail~~ ~~Mirla Morrison~~
Reginald Bush Tom Staudter
Peter Capek
OPL Staff: James Farrell, Director
Kathleen Beirne, Secretary to the Director
Molly Robbins, Acting Assistant Director
Chris Surovich, Head of Circulation

The regular meeting of the Board of Trustees of the Ossining Public Library was called to order by Board President, Tom Staudter at 7:33.

Approval of Minutes:

The minutes for the November 15, 2010 regular board meeting will be posted as unapproved. Final approval of the minutes will take place at the Board meeting on January 24, 2011.

Public Comment:

No public comment

Director's Report

In addition to written report, Jim Farrell reported:

- WLS will be reviewing and updating their Plan of Service. In light of personnel cuts at WLS the changes could affect member libraries substantially.
- The application to revise the Ossining Public Library Charter will be addressed by the Board of Regents in January.
- Jim Farrell has been named Secretary of the Ossining Rotary Club.
- Libraries in the region announcing service cuts include Somers, which will now be closed on Sundays, and Bronxville, which will be closed on Wednesday mornings. OPL will host a meeting of WLS who will be discussing these and other issues.
- Jim Farrell shared the idea of designating a number of computers as Guest Express Computers. He will explore the possibility of setting several computers with timers so that guests are provided only a limited amount of time. Patrons with cards will continue to have full use of the computers under the regulations currently in place. The board approved implementing the idea for a short while and reviewing the results. The goal is to encourage patrons to get a library card.
- The Operating Budget Report and the Revenue Report were reviewed with no major concerns raised by the Board
- Personnel Changes:
The following personnel changes were approved unanimously:
 - Mollie DeMaine was hired as a Children's Room page for 6 hrs/wk at a rate of \$7.25 per/hr

- Molly Robbins was named as Acting Assistant Library Director III, representing a promotion from Librarian III. She will work in that position for 35 hrs/wk, with an increase of \$250 wk bring her salary to \$87,695/yr. This is a temporary appointment.

Approval of Warrants

The Board signed off on the warrants that were reviewed and approved by trustees Peter Capek and Art Jay.

Committee Reports

- **President's Report:** (Tom Staudter)
 - Board President Staudter met with WLS concerning Cultural Inclusion. A follow-up meeting will be arranged with the Cultural Inclusion Committee. It is expected that the meeting will include Nancy Coradin & Robin Osborne, experts in the field of cultural inclusion in library programs.
 - The project of developing and hanging library banners in the village is moving along. The Village Board would have to approve placing the banners. The design may be done in-house or may be contracted out.
 - The Board President met with Linda Carpenter and Andrew Lennon concerning past audits. Andrew Lennon will be providing final figures from past audits in order to provide a clear and current picture of the financial interaction between the school district and the public library.
- **Policy/Bylaws Committee:** (Mirla Morrison)
While there was no report, copies of the proposed changes in the by-laws were provided and a full discussion will take place at the January 24th meeting.
- **Finance Committee:** (Samantha Brail)
No report – Chairperson absent
- **Budget Committee:** (Reggie Bush)
No report
- **Personnel Committee:** (Art Jay)
The only issue raised required executive session.
- **Building and Grounds Committee:** (Peter Capek)
A number of estimates are being developed for the following projects:
 - repair stair in auditorium
 - correction of window in teen room to abate noise problem
 - controller for exterior doors to create a more secure barrier from cold air during the winter.
 - an adjustment of the grills in the HVAC system to reduce the noise in the auditorium.

Board members were asked to attend one or two events in the auditorium prior to the January meeting so that they have each experienced the quality of the sound system and the sound from the HVAC system.

Resolutions for Review and Approval

The Board reviewed, discussed and passed unanimously the following resolutions:

- **2010-2011 Budget Resolution No. 32 TD Charitable Foundation Grant**

Be it resolved that the Board of Trustees accepts, with thanks, a grant of \$2,000.00 from TD Charitable Foundation for the College Essay Boot Camp.

The revenue will be in OPLI-2760.001 – Miscellaneous Library Grants, and the Programs line of the budget, OPLI-7410-429, will be increased by \$2,000.00.

- **2010-2011 Budget Resolution No. 33 Suzi Oppenheimer Grant**

Be it resolved that the Board of Trustees accepts, with thanks, a grant of \$12,362.00 from the State of New York Department of Taxation and Finance, sponsored by State Senator Suzi Oppenheimer.

The revenue will be in OPLI-2760.001 – Miscellaneous Library Grants, and the Equipment - Miscellaneous Grants line of the budget will be increased by \$12,362.00.

Correspondence

None to review

Old Business

Board members were encourage to visit the East Meadow Library website, as an example of an outstanding site.

New Business

It is anticipated that the January meeting will include an in-depth discussion of the results of the financial report prepared by Baldessari & Coster LLP.

Public Comment:

No public in attendance

Executive Session

Motion made and seconded to go into executive session for purpose of discussion of item with potentially legal implications at 8:55 p.m.

Unanimously accepted

Motion made and seconded to leave executive session at 9:35

Unanimously accepted

After executive session, it was moved and seconded to approve a motion approving a settlement of a comp time issue with OPL Employee 2023.

For: Staudter, Jay, Bush, Capek

Against: Aguirre

XVII. Adjournment

Motion made and seconded to adjourn meeting at 9:40 p.m.

Unanimously accepted
Meeting adjourned

Respectfully submitted,

Art Jay, secretary