

Ossining Public Library
Regular Meeting of the Board of Trustees
Monday, January 11, 2010

Attending: Trustees: Samantha Brail
Reggie Bush
Peter Capek
Art Jay
Lucinda Manning
Mirla Morrison
Tom Staudter
OPL Staff: Jim Farrell, Interim Director
Molly Robbins, Adult and Reference Services Manager
Chris Surovich, Circulation Manager
Member of the Public: Joe Clarke

President Capek called the meeting to order at 7: 05 p.m.

Approval of the December 21, 2009 Minutes: Art Jay moved, and Tom Staudter seconded, to approve the December 21, 2010 Regular Meeting Minutes. Unanimously approved.

Public Comment: Joe Clarke commented that one cannot get the schedule of meetings on the Community Calendar when one clicks on the link on our website. He suggests that we do post them there.

Interim Director's Report:

Jim Farrell introduced Molly Robbins who is Head of Adult and Reference Services. Among the highlights of her presentation are the following. She explained she has a staff of 12: 4 full time; two fluent Spanish speakers part time; and 6 part time. The staff covers the Information desks on the first and second floors. The department answers many questions per month including informational, technical, and reader's advisory questions. Among other areas the staff manages are the Reference collection; adult fiction; media collection; new books purchasing; speed reads; periodicals; and the Spanish book collection. The way people undertake reference is changing but the staff still gets traditional inquiries. Although many people use the internet they still look at books on medical and religious references works, NYS Statutes, automobile guides; Consumer Reports, etc. The staff reviews and weeds the collection; purchases new works; leads Career Services and book discussion groups; and tries to promote the collection. They do buy more non-fiction than fiction.

Molly Robbins does staff scheduling, evaluations, is in the process of writing job descriptions, has become the editor of our newsletter, and has received two grants this year. She also serves on signage committee and the selection development committee. The department reviewed the entire reference collection this year, and relocated the new books so they are right in front of you as you enter the Cheever Reading Room. To better manage our fiction holding they interfiled the

adult collection. Molly is very interested in long range planning and professional development for the staff. Her next project is to assign Dewey Decimal numbers to non-fiction media. She is very pleased that this year the staff has been able to get out into the collection, and thus they feel more ownership and have more interaction with the public.

Update on Interim's Director's Report: The state required survey on Employee Security is now in the hands of the staff. The Fire Inspector will be here on Friday for the annual review. One clerk is taking the Spanish test to become Library Clerk: Spanish Speaking. Jim Farrell will supply the Board with copies of the (quite old) Employee's Handbook for review.

- Operating Budget Report: If Con Edison raises its rates we would be looking at a \$36,000 increase. We actually buy our power from NYS Power Authority. December was a bad month for snow removal; the bill came to \$3190. The Board suggested that we have the Ossining Union Free School District Treasurer come to a meeting. We have received no bills yet for the problems with heating we experienced in December. For the current fiscal year, we are within our budget.
- Personnel Changes: Steven Washburn was promoted to Cleaner, and the Board extends its congratulations to him. Cailin Barrett-Bressack and Bryce Kierman resigned as pages. Samantha Brail moved, and Lucinda Manning seconded approval of these personnel changes. Unanimously approved.

Trustees Reports:

President's Report: Peter Capek reported on the problems with the heating system toward the end of December. He is working on the chronology to document what happened to ensure it won't happen again. He had to supersede J and M and get other help to resolve the problem, and is interviewing another firm with more experience in the field. We are still dealing with the problem of cold air when the front sliding doors open. We are awaiting a price on an air curtain and are considering changes in timing so one door opens and closes completely before the other. Jim Farrell will consult a LEED Architect for recommendations.

We are still experiencing thefts of DVDs and Jim Farrell and Chris Surovich will look into the use of security tabs.

The search committee for a new Director is currently interviewing. The Board was reminded to send the President two qualities each person is looking for in a new Director.

Jim Farrell distributed an explanation of PILOT payments; and distributed the three pages in the school district audit concerning the Library audit. He recommends that we have an independent audit for the Library. Samantha Brail will investigate what should be done and communicate to the Board before the next meeting

By-Laws/ Policy Committee:

- Chairperson Lucinda Manning brought the Collection Development and Materials Selection Policy to the floor. Tom Staudter moved, and Mirla Morrison seconded, approval with the changes noted during discussion. Unanimously approved. The policy will be posted on our website, and available to the public in our Policy Book in the Director's Office.
- Budget: Reggie Bush reported to date \$5,098.03 of the money approved for repairs and upkeep has been spent. When the bills arrive for staff shirts and Scanners the total will be \$7,498.03.

Resolutions:

- 2009-2010 Budget Resolution No.16: Be it resolved that the Board of Trustees accepts, with thanks, a donation to the Children's Room from Risa Schifter in honor of her grandsons, Alex James McBreen and Zane Isaiah Forrest. The money will be used to purchase children's books.
- 2009-2010 Budget Resolution No.17: Be it resolved that the Board of Trustees accepts, with thanks, a donation from Randy M. Hans. The Equipment budget line will be increased through this donation.
- 2009-2010 Budget Resolution No.18: Be it resolved that the Board of Trustees accepts, with thanks, a donation from The Rebecca and Arthur Samberg Foundation. As requested, half of this donation will be spent on children's programming.
- 2009-2010 Budget Resolution No.19: Be it resolved that the Board of Trustees accepts, with thanks, a donation of from Bonnie Zitofsky. The Programs budget line will be increased through this donation.
- 2009-2010 Budget Resolution No. 20: Be it resolved that the Board of Trustees accepts, with thanks, a grant in the amount of \$300.00 from the Westchester Library System for a 2009 Children's program, "Summer Reading Games," held in the Summer of 2009. The Programs budget line will be increased through this grant.

Tom Staudter moved, and Reggie Bush seconded, acceptance of the donations listed above. Unanimously approved.

New Business:

Tom Staudter reported on his goal of cultural inclusion. Reginald Bush and Mirla Morrison will join him in the effort and will be having a meeting before the end of this month to review the literature on cultural inclusion.

Executive Session:

Tom Staudter moved, and Reggie Bush seconded a motion to go into Executive Session at 9:14 p.m. to discuss possible litigation. Unanimously approved.

Reggie Bush moved, and Samantha Brail seconded, a motion to leave Executive Session at 9:20 p.m. Unanimously approved.

Reggie Bush moved, and Tom Staudter seconded, a motion to adjourn at 9:25 p.m. Unanimously approved.

Respectfully submitted,
Mirla Morrison