

DRAFT – Unapproved
Ossining Public Library
Regular Meeting of the Board of Trustees
Monday, July 19, 2010

In Attendance: Trustees: Jaime Aguirre
Samantha Brail
Reginald Bush
~~Peter Capek~~ *out of town*
Arthur Jay
Mirla Morrison
Tom Staudter
OPL Staff: James Farrell, Director
Kathleen Beirne, secretary to director

- I. Call to Order by Jim Farrell at 7:30
- II. Pledge of Allegiance

Introduction of Geoff Colquitt, our new PR person, and Kathleen Beirne our new assistant to director

III. Reorganization Meeting:

A. Election of Board Officers

Samantha Brail on behalf of the nominating committee nominated the slate of officers for 2010-2011

- For president: Tom Staudter
 - Nominated: Samantha Brail
 - Seconded: Mirla Morrison
 - Unanimous vote to elect
- For secretary: Art Jay
 - Nominated: Samantha Brail
 - Seconded: Jaime Aguirre
 - Unanimous vote to elect
- For vice president: Reginald Bush
 - Nominated: Samantha Brail
 - Seconded: Mirla Morrison
 - Unanimous vote to elect

B. Swearing in of Trustees

Trustees Tom Staudter, Jaime Aguirre and Reginald Bush by Kathleen Beirne
President Staudter and the board expressed thanks to Peter Capek and Mirla Morrison for their service this past year as president and secretary respectively. Unanimous agreement.

C. Committee Appointments

The four standing committees for the coming year were appointed:

- Budget Committee: Samantha Brail (*Chair*), Peter Capek and Jaime Aguirre
- Policy/Bylaws Committee: Mirla Morrison (*Chair*), Art Jay and Samantha Brail
- Personnel Committee: Art Jay (*Chair*), Reginald Bush and Mirla Morrison
- Building and Grounds: Peter Capek (*Chair*), Reginald Bush and Jaime Aguirre

Committee chairs were reminded that Tom Staudter, as board president, may meet with committees and that each chair is responsible to provide a written monthly report to be included in the monthly board packet.

D. Adoption of Annual Resolutions

Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees

Resolved that the regular monthly meeting of the Board of Trustees for the 2010-1011 fiscal year be held starting at 7:30 p.m. at the Ossining Public Library, 53 Croton Avenue, Ossining NY in accordance with the following schedule:

Monday, July 19, 2010
Monday, August 16, 2010
Monday, September 20, 2010
Monday, October 18, 2010
Monday, November 15, 2010
Monday, December 20, 2010
Monday, January 17, 2011
Monday, February 14 2011 *Note: Feb. 21 Library closed*
Monday, March 21, 2011
Monday, April 11, 2011 *Note: Apr. 18 Passover begins*
Monday, May 16, 2011
Monday, June 21, 2011

Resolution 1 Moved: Art Jay Seconded: Mirla Morrison
 Discussion and unanimously accepted

Resolution 2: Appointing Treasurer of the Ossining Public Library

Resolved that Mr. Andrew Lennon, Treasurer of the Ossining Union Free School District be appointed Treasurer of the Ossining Public Library for the fiscal year 2010-2011.

Resolution 2 Moved: Mirla Morrison Seconded: Reginald Bush
 Discussion and unanimously accepted

Resolution 3: Designating Depositories

Resolved that the banks currently used by the Ossining School District for the Ossining Public Library be and hereby are designated as the legal depositories for all monies belonging to the Ossining Public Library, Towns of Ossining, Yorktown and New Castle, County of Westchester, State of New York; and that amounts not to exceed \$45,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library, subject to withdrawal

by draft approved by the Library Board of Trustees and signed by the Treasurer or Deputy Treasurer, for the fiscal year 2010-2011.

Resolution 3 Moved: Art Jay Seconded: Samantha Brail
Discussion and unanimously accepted

Resolution 4: Appointing Insurance Companies for 2010-2011

Resolved that NII Brokerage (Travelers – Liability Insurance, Umbrella Policy, and Workers Compensation Insurance, Chubb - Directors and Officers Policy) and Guardian Life (Disability Insurance) be appointed as the official insurance companies of the Ossining Public Library for the 2010-2011 fiscal year.

Resolution 4 Moved: Reginald Bush Seconded: Jaime Aguirre
Discussion and unanimously accepted

Resolution 5: Appointing Security Company for 2010-2011

Resolved that Alarm Specialists, Inc., White Plains, NY be appointed as the official Security Company for the Ossining Public Library for the 2010-2011 fiscal year.

Resolution 5 Moved: Mirla Morrison Seconded: Reginald Bush
Discussion and unanimously accepted

Resolution 6: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2010-2011 fiscal year.

Resolution 6 Moved: Art Jay Seconded: Samantha Brail
Discussion and accepted
In Favor: Morrison, Brail, Bush, Jay, Aguirre
Recuse: Staudter

Resolution 7: Naming the Official Radio Stations of the Library

Resolved that WHUD and WFAS be designated as the official radio stations of the Ossining Public Library for the 2010-2011 fiscal year.

Resolution 7 Moved: Samantha Brail Seconded: Mirla Morrison
Discussion and unanimously accepted

Resolution 8: Appointing Library Auditor for 2010-2011

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ending June 30, 2011.

Resolution 8 Moved: Reginald Bush Seconded: Mirla Morrison

Discussion and unanimously accepted

Resolution 9: Appointing Library Attorney for 2010-2011

Resolved that Donoghue, Thomas, Auslander & Drohan LLP be appointed Library General Counsel for the 2010-2011 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services.

Resolution 9 Moved: Mirla Morrison Seconded: Jaime Aguirre
Discussion and unanimously accepted

Resolution 10: Appointing Section 75 Hearing Officer

Resolved that, upon recommendation of the Director, for the 2010-2011 fiscal year, the following is appointed a Section 75 Hearing Officer pursuant to Section 200 of the Commissioner's Regulations:

Mr. Joseph Wooley, Esq. \$175/hr.

Be it further resolved that, the Director is authorized to designate the above hearing officer for any Section 75 Hearing as required by the Library.

Resolution 10 Moved: Reginald Bush Seconded: Art Jay
Discussion and unanimously accepted

Resolution 11: Appointing Consultants for the 2010-2011 Fiscal Year

A resolution that the Board of Trustees authorizes the Director to engage the services of consultants for the 2010-2011 fiscal year.

Resolution 11: Tabled and referred to Budget Committee

Resolution 12: Regarding the Establishment of Petty Cash Funds

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$ 500</i>	<i>Barbara Hall</i>
<i>Circulation</i>	<i>\$ 20</i>	<i>Chris Surovich</i>

Resolution 12 Moved: Reginald Bush Seconded: Samantha Brail
Discussion and unanimously accepted

Resolution 13: Establish the Annual Library Budget Vote

Resolved that the Annual Library Budget Vote of the taxpayers of the Ossining Union Free School District be established for Tuesday, April 5, 2011 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining Public Library lower level, 53 Croton Avenue, Ossining, NY.

Resolution 13 Moved: Mirla Morrison Seconded: Samantha Brail

Discussion and accepted

In Favor: Morrison, Brail, Bush, Jay, Staudter

Opposed: Aguirre

Resolution 14: Appointing the Chairperson for the Annual Library Budget Vote and to Set the Hourly Rate of Pay for the Chairperson and Vote Workers

Resolved that Mrs. Diana Leo be appointed to serve as the Chairperson of the Annual Library Budget Vote.

Be it further resolved that the hourly rate of pay for the Chairperson of the Vote be set at \$12.00 per hour, and Vote Workers be set at \$9.00 per hour.

Resolution 14 Moved: Mirla Morrison Seconded: Reginald Bush

Discussion and unanimously accepted

Resolution 15: Appointing Members of the Board of Registration

Resolved that the Board of Trustees of the Ossining Public Library shall appoint as members of the Board of Registration:

Ms. Kathleen M. Beirne

Resolution 15 Moved: Mirla Morrison Seconded: Reginald Bush

Discussion and unanimously accepted

Resolution 16: Regarding Attendance at Conferences and Conventions for Board Members and the Director

Resolution 16: Tabled and referred to Policy/Bylaws Committee

Resolution 17: Regarding Director's Authority to Approve Staff Attendance at Conferences and Conventions

Resolution 17: Tabled and referred to Policy/Bylaws Committee

Resolution 18: Regarding Mileage Reimbursement Rate

Resolved that the Board of Trustees shall reimburse mileage at the appropriate IRS rate to any employees using their private vehicles on official business at the direction of the Director.

Be it further resolved that the appropriate vouchers shall be submitted to the Business Office for said reimbursement.

Resolution 18: Moved: Reginald Bush Seconded: Mirla Morrison

Discussion and unanimously accepted

Resolution 19: Adopting the Policy Manual of the Board of Trustees for the 2010-2011 Fiscal Year

Resolution 19: Tabled and referred to Policy/Bylaws Committee

IV. Approval of Minutes: For Regular Meeting of May 17, 2010
Moved: Art Jay Seconded: Samantha Brail
One amendment offered and minutes unanimously accepted

V. Public Comment: No public in attendance

VI. Director's Report

In addition to written report, Jim Farrell reported concerns about the building being lit after 1 a.m. As a point of information, the cleaners work until after midnight and are doing so as a crew, floor by floor and putting out lights as they work.

The Operating Budget Report and the Revenue Report are delayed this month due to changes of reporting dates on the part of the school district. Reports will be made available to the Trustees as soon as they are available.

VII. Personnel Report

New Hire: Geoff Colquitt as Library Assistant at \$23.45/hr. commencing 7/19/10
(functioning as PR Coordinator)

Reclassification: Steven Washburn to Page at \$ 7.40/hr. commencing 6/18/10
from Cleaner at \$15.06/hr.

(Requested by Steven's father, so Steven would retain benefits.)

To Accept Personnel Report: Moved: Art Jay Seconded: Reginald Bush
Discussion and unanimously accepted

VIII. Approval of Warrants

Warrant review schedule distributed

To Accept Warrant Report: Moved: Samantha Brail Seconded: Jaime Aguirre
Discussion and unanimously accepted

IX. Trustee Reports

- Library Foundation: Mirla Morrison reports that the foundation has \$20K to be given to the program committee to use as it deems appropriate. The newly-constituted program committee will meet in the next week and begin planning programs for the year.
- Board Retreat: Art Jay reports that the Board retreat will be held on Saturday, August 21 from 8:30 a.m. to 4:00 p.m. at Bailey Farms on Barnes Road, Millwood. The retreat facilitator will be Jerry Nichols. The topics to be discussed have already been e-mailed to the Board members and a detailed reminder will be sent one week prior to the retreat. Lunch will be provided.

X. Resolutions

- **Resolution 20:**

Be it resolved that the Board of Trustees accepts, with thanks, a donation in memory of Arthur Smith from Joyce and Hector Kicelian in the amount of \$100.00.

The Gifts and Donations line (OPLI-2705.000) of the Revenue Report will be increased by \$100.00. Since Arthur Smith was an avid gardener, these funds will be used for garden and lawn maintenance.

- **Resolution 21**

Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$92.44 from the Village Bookstore, LLC from the Mary Murphy author event.

The revenue will be in OPLI-2705.000 - Gifts and Donations.

- **Resolution 22:**

Be it resolved that the Board of Trustees accepts, with thanks, a donation of \$300.00 from Yong Le Zhang.

The revenue will be in OPLI-2705.000 - Gifts and Donations.

- **Resolution 23:**

Be it resolved that the Board of Trustees accepts, with thanks, a grant of \$500.00 from the New York Council for the Humanities for the “We the People” initiative.

The revenue will be in OPLI-2760.001 - Miscellaneous Library Grants line

Resolutions 20, 21, 22 & 23 Moved to accept: Mirla Morrison Seconded: Samantha Brail
Discussion and unanimously accepted

XI. Correspondence

Jim Farrell shared a letter from Unique Management System that said that of \$241,000 in fines owed the library, \$153,000 has been recovered and that \$88,000 is still outstanding. Jim pointed out that this is a four to one recovery rate, a very cost-effective system.

XI. Old Business

- Resolutions to amend Charter and By-Laws

a) *Resolution to amend the Charter to have the public elect Trustees beginning in 2011 and to permit a variable number of trustees without further changes to the charter.*

b) *Resolution to amend the By-Laws to 7:30 p.m. start for the regular monthly meetings and determination of the number of trustees at any time. Amend “committees”... (See Attachment B for revised by-laws)*

Both resolutions were tabled to the August Board meeting

XIII. New Business

Request from Jeff Saper for Library to consider recognizing his son Riley, who passed away from leukemia. Board discussion and referral to the Policy/Bylaws Committee that will recommend an appropriate memorial to be established.

XIV. Public Comment: No public in attendance

XV. Other Business: none

XVI. Executive Session

Motion made to go into executive session at 10:25 p.m.

Moved: Samantha Brail Seconded: Mirla Morrison

Unanimously accepted

Motion made to leave executive session at 10:40

Moved: Samantha Brail Seconded: Mirla Morrison

Unanimously accepted

XVII. Adjournment

Motion to adjourn meeting at 10:42 p.m.

Moved: Reginald Bush Seconded: Mirla Morrison

Unanimously accepted

Meeting adjourned

Respectfully submitted,

Art Jay, secretary