

DRAFT – Unapproved
Ossining Public Library
Regular Meeting of the Board of Trustees
October 18, 2010

In Attendance: Trustees: Jaime Aguirre Arthur Jay
 Samantha Brail Mirla Morrison
 Reginald Bush Tom Staudter
 Peter Capek (late arrival)

OPL Staff: James Farrell, Director Kathleen Beirne, Secretary to the Director
 Chris Surovich, Head of Circulation
 Molly Robbins, Head of Reference and Adult Services

School District Liaison: Cindy Winter, Ossining School Board President

The meeting was called to order by Board President, Tom Staudter at 7:31 p.m.

Approval of Minutes: For Regular Meeting of September 22, 2010
The minutes received unanimous approval.

Public Comment: None

Director’s Report

In addition to his written report, Jim Farrell reported:

- The Library has been named in the will of Flora Naar. A letter of condolence will be sent to her son David.
- Marcia Clark from Shameless Promotion, a public relations firm, spoke about her services. She has extensive experience in the non-profit field in the region. The Library Board is beginning to focus on public relations, updating the website, and improving the newsletter.
- The issue of Guest Passes was discussed. We are trying to find a way to encourage ‘guests’ to get a library card rather than always ask for a guest pass to use the computers. The idea of limiting the number of guest passes a patron may have in one month will be explored by the staff.
- It was noted that we are now getting monthly statistics generated so that the board is always aware of which services are being used and to what extent. According to Molly Robbins and Chris Surovich, now that the staff has had some training in keeping accurate counts, there is no problem with doing this data collection.
- The Operating Budget Report and the Revenue Report
The only item to note is that the electric bill was never sent to us in July or August, making the September figure quite high.

Personnel Changes

The four personnel changes noted in the attachment were unanimously approved.

Committee Reports

- **President's Report:** (Tom Staudter)
 - Reminder was given of the Special Event at WLS Wednesday, October 20th, at 6 pm; and the other following the Regular PLDA Meeting on Thursday, October 21st, at 1 pm. Board members attending either of these sessions will report back to the board and bring any printed information that was distributed.
 - Tom Staudter met with Cindy Winter, Ossining School Board President to discuss the audits and PILOT payments. The school board is being cooperative in addressing these issues. Right now School District Treasurer, Andrew Lennon is working closely with the library's auditor, Al Coster of Baldessari & Coster LLP to complete both the school district's and the library's respective audits.
 - Tom noted from the *Wall Street Journal* that libraries in the northeastern part of the county are having trouble getting trustees and passing budgets. All this at a time when libraries are providing more free services than ever. Jim noted that we are in the minority in that we vote for the library budget and are not under the control of the town or village. He pointed out that this works in our favor.
 - The Cultural Inclusion Committee will meet on October 28th at 8 p.m.
 - Tom also suggested that we might get banners that hang from light poles (similar to Christmas decorations and promotions in other communities) for promotion of library services. Such banners would be developed in several languages. Jaime Aguirre agreed to approach Mayor Bill Hanauer to see how the village can assist us.

- **Policy/Bylaws Committee:** (Mirla Morrison)

The Policy/Bylaws Committee has been working on a volunteer policy. Once the review and update of policies is completed, the committee will address the bylaws that need updating. The next meeting is on November 2nd at 4 p.m.

- **Finance Committee:** (Samantha Brail)

The Finance Committee is waiting for audit information from Al Coster before beginning its work on next year's budget. The Committee is pleased with the cooperation received from the school district.

- **Personnel Committee:** (Art Jay)

The Committee has been reviewing the current contract in order to add greater clarity to the document and to eliminate some of the contradictions. This will be a great help when it comes time to negotiate the next contract.

Resolutions for Review and Approval

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

Resolution 28

Be it resolved that the Board of Trustees accepts, with thanks, a donation from the Village Bookstore, LLC from the James Patterson author event.

The Gifts and Donation line (OPLI-2705.000) of the Revenue Report will reflect the donation.

Resolution 29

Be it resolved that the Board of Trustees accepts, with thanks, a donation from James Siena.

The Gifts and Donation line (OPLI-2705.000) of the Revenue Report will reflect the donation.

Resolution 30:

Be it resolved that the Board of Trustees accepts, with thanks, a mini-grant of issued by Westchester Library System from an LSTA Federal Grant for the 2010 Summer Reading Games.

The LSTA Federal Grant line (OPLI-2760.002) will reflect the grant.

Resolution 31:

Resolved that the board extend its congratulations to William Broadnax on his being named Employee of the Year by the Rotary Club of Ossining. Bill was nominated by Jim Farrell for this honor. Bill will be honored on November 1st at Shattamuc Yacht Club at the annual scholarship party.

Old Business

Mirla Morrison began a discussion of the state of the sound system in the auditorium. Part of the problem is that presenters are not adept at using the microphone. Additionally, too many people have access to the system and change settings. There is some question as to whether the sound system was ever properly balanced to begin with. Art Jay noted that having the sound system in the wings makes it almost impossible to adjust during a presentation. A sound booth in the back of the auditorium would be much more effective. Samantha Brail will approach the library foundation to see if they would fund additional microphones and transmitters and other upgrades.

The board discussed a new website for the library. The current site is cluttered, not user friendly, and updates are not being attended to in a timely manner. We are seeking a new website designer who can also train some staff to serve as on-site editors. Board members will look at various sites and note the name of the web designer. Cindy Winter suggested looking at college websites that seem to work very well.

The holiday party for the staff in early December will be planned by Chris Surovich, Mirla Morrison, Samantha Brail and Art Jay.

New Business

There was no new business raised

Public Comment: None

Executive Session

Motion made and seconded to go into executive session for purpose of discussing a personnel concern at 9:05 p.m.

XVII. Adjournment

The meeting was adjourned at 9:25

Respectfully submitted,

Art Jay, secretary