

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
August 15, 2011, 7:30 p.m.

In Attendance:

Trustees: Jaime Aguirre Arthur Jay
Samantha Brail Mirla Morrison
Reginald Bush Tom Staudter
Peter Capek

OPL Staff: James Farrell, Director
Molly Robbins
Chris Surovich

School Board: Frank Schneckner

AGENDA

Meeting was called to Order by Board President Art Jay at 7:30pm

Pledge of Allegiance

Approval of Prior Meeting Minutes

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor				X		X	X
Against							
Abstain	X				X		

Note: Trustees Morrison and Brail were absent for the Board meeting in July and therefore abstained from the vote.

Public Comment

None

Director's Report and Personnel Report

Operating Budget Report

Director Farrell commented about inquiry meeting with Sandy Galef where the tax cap was discussed. The end result appears to be that the tax cap could be overridden if 60% of the board votes to override it and go beyond the 2% cap. The next step would be to bring the budget to the voters then a simple majority is needed to pass the vote.

[At this point in the meeting, Board Trustee Capek arrived.]

Trustee Capek asked about why the wiring in the pump system had to be replaced. Director Farrell responded that several feet of wiring had to be replaced for a cost of \$7200 as a result of “broken motor parts.”

Trustee Aguirre asked about ADP conversion and how the timeline looks for completing by October. Director Farrell stated that they are on track.

The question of feedback on the Spanish OPL site was raised by Trustee Morrison. Trustee Aguirre commented that he looked at the Spanish section and what is there for the Spanish site cannot be characterized as “up and running”. The “Spanish site” is composed of 2 small sections which were translated to Spanish; many more sections still require translation. Director Farrell will investigate the Spanish site. Board President Jay stated that he will meet to discuss the site later this week.

Trustee Morrison asked about Ossining Census numbers and Director Farrell stated that the report is included in the flash drives handed to the Board at tonight’s meeting.

Trustee Aguirre asked about the cash register bolted in at the front desk and Director Farrell stated that it happened two months ago.

Revenue Report

Director Farrell stated that the library’s books will be closed reflecting a negative \$31,000. However, the numbers don’t reflect a positive \$35k expected from the Oppenheimer grant.

Personnel Report –

Resolution #19

Be it resolved, that the Board of Trustees approves the employee resignation so noted.

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effective Date</u>
Regine Revilloza	Page	Circulation	Part time	\$7.85/hr.	1/16/2010

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X		X	X	X	X	X
Against							
Abstain							

[At this point in the meeting, Board Trustee Reggie Bush arrived]

Treasurer’s Report

Report of Receipts and Disbursements

Trustees Capek and Brail reviewed the warrants and have nothing to report

The Board entered Executive Session at 7:45pm
The Board voted to leave Executive Session at 8:03pm

Committee Reports

President's Report

The Board read Board President Jay's report and had no questions

Policy and Bylaws Committee

Trustee Morrison stated that there is nothing to add

Finance Committee

Board Vice-President Brail stated that she met with Director Farrell to close out the year to actual. She stated that some line items fluctuate wildly and others did not. Overall, it is \$4k difference.

Director Farrell asked if we are going to have an audit this year and stated that the money has already been earmarked. Board President Jay stated that it makes no sense to do it again this year given the high cost. The Board agreed to revisit later on in the year.

Trustee Capek raised a question on warrants he signed off on. He inquired about \$20k to do remote monitoring of system from the same company that installed the heating and cooling system. Director Farrell will investigate.

Personnel Committee

Trustee Bush stated that there are no personnel changes.

Buildings and Grounds Committee

Trustee Bush reported that a fan connected to the heating and cooling system will soon need to be replaced.

Regarding noise abatement, he mentioned that money was already earmarked for this purpose before the budget vote. John Tortoso made comment about adverse effect the blocking off of open space outside the teen room would have. It would block air circulation. There were 5 quotes obtained by Jim before told it was not the best option.

Director Farrell mentioned a leak discovered in roof. He is checking to determine if it is covered by warranty. He also mentioned that the people counter device is broken and needs repair.

LRP Committee:

Trustee Morrison stated that she has set a date of 9/26 at 7:30 pm for the committee to meet. The goal is to set a timeline as well as procedures. She would like to have this plan done well before the budget vote. The committee will meet in Director Farrell's office.

Cultural inclusion:

Board Secretary Aguirre stated that the committee met in August and will meet again in September. He mentioned that in the first meeting, the members set out to establish an overall strategy for improving cultural inclusion at the library. Two primary goals are completing and implementing the recommendations the previous Cultural Inclusion committee made last year as well as executing a reach out initiative to various cultural groups of the community. Director Farrell proposed to have the OPL's Cultural programming representative Carey Cubillos in attendance at the committee meetings. This was going to be proposed to Jim after the meeting.

Board Vice-President Brail stated that the OPL Friends and OPL Foundation are also other sources to pursue for added programs.

Resolutions

Resolutions Tabled from Reorganization Meeting until full Board of Trustees present (Resolutions pertaining to 2011-2012 Budget Vote and Election will be placed on the September agenda):

Resolution 11a: Appointing Webmaster Consultant for the 2011-2012 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultant for the 2011-2012 fiscal year at fees not to exceed the amount noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
Michael Enright	Webmaster	Maintenance and presentation of Web Site	\$25 per hr. for maintenance of Web page and \$50 per hr. for coding and CSS work

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X	X	X	X	X	
Against							X
Abstain							

Resolution 11b: Appointing Employee Assistance Group Consultant for the 2011-2012 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultant for the 2011-2012 fiscal year at fees not to exceed the amount noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,000 per year

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X	X	X	X	X	X
Against							
Abstain							

Resolution 11c: Appointing Security Consultant for the 2011-2012 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultant for the 2011-2012 fiscal year at fees not to exceed the amount noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
Charles Muse	Security Person	Security for Teen Room and general computer use area-15 hrs. wk.	\$20 per hr.

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X		X	X	X	X
Against			X				
Abstain							

Resolution 11d: Appointing Building Maintenance Consultant for the 2011-2012 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultant for the 2011-2012 fiscal year at fees not to exceed the amount noted below.

<i>Name of Consultant</i>	<i>Brief Description of Expertise</i>	<i>Descriptive Need for Consultant</i>	<i>Consultation Fee</i>
John Tortoso	Building Management	Supervision and Training of Custodial Staff	\$21.60 per hr.

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X	X	X	X	X	X
Against							
Abstain							

Resolution 18 - Donations

Be it resolved that the Board of Trustees accepts, with thanks, the following donations:

<u>Donor</u>	<u>Amount</u>
The Estate of Flora Gee Naar	\$1,000.00
Ms. Amy Ferrara	<u>200.00</u>
TOTAL	\$1,200.00

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X	X	X	X	X	X
Against							
Abstain							

Personnel

Resolution #20

Be it resolved, that the Board of Trustees approves the promotion so noted.

Name	Title	Department	Projected Hrs.	Salary	Effective Date
Molly W. Robbins	Asst Library Director III		Full-time	\$95,295	8/15/2011

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X		X	X	X	X	X
Against							
Abstain		X					

Old Business

Trustees Capek and Bush would like to have the board meeting documents pre-printed instead of everyone printing elsewhere and bringing them in. Director Farrell agrees to have the printed documents for the next meeting.

Board Secretary Aguirre questioned Director Farrell on completion of job descriptions and performance evaluations. Jim stated that 1 ½ sections of staff evaluations are done while the job descriptions are completely done.

Director Farrell mentioned a request he received for an afterhours program from Peg Tyre author of “The Good School”. It will take place on Tuesday September 27th. Although the library closes at 6, it will be done at 7pm.

	Brail	Bush	Capek	Jay	Morrison	Staudter	Aguirre
In Favor	X	X	X	X	X	X	X
Against							
Abstain							

New Business

[Nothing to report]

Public Comment

[No Public Comment]

The Board unanimously voted to enter Executive Session at 8:48 pm

The Board unanimously voted to leave Executive Session at 9:14 pm

The Board unanimously voted to adjourn at 9:22 pm