

DRAFT

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
December 19, 2011, 7:30 p.m.**

Meeting Minutes

In Attendance:

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

OPL Staff: James Farrell, Director
 Kathy Beirne
 Molly Robbins
 Linda Levine

Call to Order

President Jay called the meeting to order at 7:30pm.

Pledge of Allegiance

Approval of Prior Meeting Minutes

Trustee Capek and Director Farrell mentioned several corrections to the November 21 minutes.

Motion to Accept the Minutes of the November 21, 2011 regular meeting with changes

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

Motion to Accept the Minutes of the December 14, 2011 Special Meeting

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

Public Comment

Linda Levine asked the Board to consider participating in a 'Food for fines' program that has been put to use in other libraries. For every can or food item brought in, the OPL would forgive a certain dollar amount. The proceeds would go to the Ossining Food Pantry. Trustee Morrison asked how this program would affect the children's 'Reading for fines' program and Linda replied that this program would only apply to adults. Trustee Staudter stated that this would fall outside of the OPL's main mission and that there were other charities already in charge of this type of work. He added that more to our mission would be forums and lectures in conjunction with not-for-profits like the Food Bank to discuss hunger, nutrition, etc. Board Secretary Aguirre stated that he was more concerned about the loss of income and revenue.

[At this time Trustee Bush arrived]

Director's Report and Personnel Report

Treasurer's Report

Report of Receipts and Disbursements

Warrants

Board President Jay stated that he finished performing the review of the warrants and they were ready for the next trustee to review.

Board Secretary Aguirre asked if a new warrants review schedule was distributed to reflect the fact that Samantha was no longer on the Board. President Jay stated that one was distributed and it will be re-forwarded to the trustees.

Director Farrell commented that the Board was operating without a Vice President and the position should be filled. President Jay asked if any of the trustees was interested and there was no response. Therefore, he will think about it after the meeting and reach out to one of the trustees.

President's Report

President Jay commented that his last monthly report was not descriptive and this was mentioned by one of the trustees. He said he would look to resume his effort to provide weekly updates to the trustees.

Committee Reports

Standing Committees

- Policy and Bylaws Committee

Trustee Morrison presented the second reading of the Art Exhibit policy and highlighted the fact that a line was added instructing artists that the gallery was a place where children and other members of the community regularly walk by.

The Board voted on a motion to accept the Art Exhibit policy as amended.

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

- Finance Committee

Board Secretary Aguirre stated that the committee is looking to schedule a meeting with the budgeting team next Tuesday. But in order to do that he is looking to alter his schedule on Tuesday and should have confirmation of his attendance by this Wednesday.

- Personnel Committee

No report.

- Buildings and Grounds Committee

No report.

Ad Hoc Committees

- Cultural Inclusion

Board Secretary Aguirre stated that the monthly Cultural Inclusion meeting was pre-empted by the Board’s emergency meeting held on December 14. The committee has scheduled its next meeting on January 5th.

- Public Relations/Communications

Trustee Staudter reported that there were no updates at this time.

Personnel – No activity to report

Resolutions

RESOLUTION #25

WHEREAS, the adoption of the 2012-2013 budget for the Ossining Public Library may require a tax levy increase that exceeds the cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Ossining Public Library intends to override the tax levy limit for 2012-2013 as outlined in General Municipal Law Section 3-c should the board deem it to be in the best interest of the library.

As required by state law, this resolution must receive at least a sixty percent vote of the Board of Trustees for it to be binding.

President Jay stated that passing this resolution did not indicate that the Board was planning on overriding the tax cap, only that passing this resolution made it easier should the need arise later on.

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

RESOLUTION #29

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

<u>Donor</u>	<u>Amount</u>
Dr. W. Jean Horkans	\$100.00
The Parents of Camilla G. Skalski	40.94
Ms. Emily M. Sinnott	30.00
TOTAL	\$170.94

The Gifts and Donations line (OPLI-2705.000) of the Revenue Report will be increased by \$170.94. Dr. Horkans requests that \$100.00 be spent on the library collection. The remainder of the donations (\$70.94) will be spent at the discretion of the Library Director.

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

Old Business

- Second Reading & Approval: Art Exhibit Policy
This item was previously addressed and voted on.

New Business

- Retiree health benefits

President Jay discussed the payments being made to the retirees' medical insurance plans. These payments are costing the OPL over \$21,000 annually per retiree. Director Farrell stated that there was no contractual obligation to make these payments. Trustee Capek offered to draft a letter to the retirees indicating the intention to stop paying. Board Secretary Aguirre asked the Director to research and make sure there was nothing anywhere stating the OPL was obligated to continue doing this. He replied that this would require combing through many years worth of Board minutes to see if any promises had been made about this. Trustee Capek indicated that nothing like this has been agreed to in all the years he's been on the Board. President Jay said a fixed dollar amount like \$5,000 should be offered to each retiree so that they're not cut off abruptly. Trustee Staudter stated that the OPL should not make any payments. President Jay will draft a resolution terminating the retiree medical insurance payments and will present it in January.

- Underpayment of employee health benefit contributions to OPL
Director Farrell stated that, as a result of clerical error, two employees did not have their medical health benefit payment automatically deducted from their paychecks. The employees stopped contributing in 2005 and 2007 respectively. The Director asked if OPL should seek repayment of the missing contributions.
The Board consensus was that the Director should establish payment plans with the individuals and seek repayment of the amounts in question, lest the library appear unfairly to be favoring the employees affected. The question was also raised as to why our recent audit did not detect this error, and Director Farrell said he would speak with the auditors about it.
- Budget process
- Promotion of January 18 Meeting (Doubly Taxed Areas)

President Jay and Director Farrell shared the agenda for the meeting with the Board.

- Promotion of January 23 Board Meeting as a “Public Meeting”

The Board discussed having a meeting to hear what the public had to say about the various budgeting scenarios. Director Farrell stated that we would provide information about the sacrifices that would be required if the library had to survive with the 2% cap.

Board Secretary Aguirre questioned the timing of the meeting. In order to have sufficient attendance, advance notice of the meeting would need to start to be distributed asap. At the same time, the budgeting team still does not have final budgeting numbers. Therefore, if the budgeting numbers are not completed by the time of the January public meeting, this would reflect terribly on the OPL.

The Board’s consensus was that a separate budget hearing would be better rather than combining it with the regular monthly meeting.

- Cheever Centennial

Assistant Director Molly discussed the events planned for the Cheever centennial next year.

- Plans for January 9 Meeting for Director Performance Review

Trustee Bush asked about the form that was used by the Board last year to conduct the performance review. Trustee Capek stated that he managed to find it and will forward it to the rest of the trustees.

- John Tortoso – February Board Meeting

Director Farrell will ask John to join us at the February meeting and provide information on the state of the building and grounds.

- Review of library contracts for services

President Jay asked that the OPL undertake a contract review process in order to re-negotiate prices for goods and services. Trustee Capek brought this up in past Board meetings several times and agreed that this was a needed action.

- Promoting the 2012-2013 budget

The Board discussed various ways to get the word out to the community to encourage voting on the next OPL’s budget.

- Charities

Director Farrell brought up the issue of collecting for charities during working hours.

Board Secretary Aguirre asked the Director if there was an employee policy in place disallowing personal business during company time. The Director replied that there was not. Trustee Aguirre asked the Director to write a policy explicitly forbidding work for personal charities during the work day. Director Farrell stated that he would write it in the Employee Handbook.

There was no public comment.

The Board voted to enter Executive Session at 9:55 pm for the purpose of discussing legal matters and voted to exit it at 10:10 pm.

The Board vote to adjourn at 10:10 pm.