

*Note: Please remember that agenda items require some kind of research by the parties involved so please make every effort to avoid agenda changes once the agenda is set.*

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Reorganization & Regular Monthly Meeting*  
*July 18, 2011, 7:30 p.m.*

In Attendance:

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

OPL Staff: James Farrell, Director  
 Kathy Beirne

School Board: Graig Galef

The meeting was called to order by Board President Art Jay at 7:30

Pledge of Allegiance

Reorganization Meeting

- 1) The Oath of Office was administered by Board President Art Jay to the newly elected member of the Board of Trustees Peter Capek and to the newly elected Board Secretary Jaime Aguirre.
- 2) Committee Appointments  
 Following is a list of committees to which Board of Trustees members will be appointed for the 2011-2012 fiscal year. The President will be an ad hoc member of all committees.

No Board comments on assignments therefore committee assignments are accepted.

<b>Committee</b>	<b>Chair</b>		
Finance Committee	Samantha Brail	Jaime Aguirre	Peter Capek
Personnel Committee	Reggie Bush	Art Jay	Tom Staudter
Policy and Bylaws Committee	Mirla Morrison	Samantha Brail	Art Jay
Building and Grounds Committee	Reggie Bush	Jaime Aguirre	Peter Capek

<b>Ad Hoc Committees</b>	<b>Chair</b>		
Long Term Plan	Mirla Morrison	Jaime Aguirre	Tom Staudter
Negotiations	Peter Capek	Art Jay	Mirla Morrison
Cultural Inclusion Committee	Jaime Aguirre	Reggie Bush	Tom Staudter
Public Relations/Communications	Tom Staudter		

- 3) Adoption of Annual Resolutions

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2011-2012 fiscal year.

**a) 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 2011-2012 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 18, 2011  
Monday, August 15, 2011  
Monday, September 19, 2011  
Monday, October 17, 2011  
Monday, November 21, 2011  
Monday, December 19, 2011  
Monday, January 23, 2012  
Monday, February 13, 2012  
Monday, March 19, 2012  
Monday, April 16, 2012  
Monday, May 21, 2012  
Monday, June 18, 2012  
Monday, July 16, 2012*

Moved: Jaime  
Seconded: Peter

Board Vote

In Favor: Art, Tom, Peter, Jaime

Against: None

Abstain: None

**b) 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 2011-2012, or until such time as the Library completes its fiscal separation from the School District and appoints a new Treasurer.*

Moved: Tom  
Seconded: Peter

Board Vote

In Favor: Art, Tom, Peter, Jaime

Against: None

Abstain: None

**c) 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 \$60,000,000 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 period of July 1 – October 1, 2011, or until such time as the Library completes its fiscal separation from the School District and appoints a new Treasurer.*

*Be it further resolved that the Mahopac National Bank and the TD Bank be 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 \$60,000,000 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 in accordance with the provision of Resolution #40 approved by the Library Board of Trustees on April 11, 2011.*

Moved: Tom  
Seconded: Jaime

Board Vote  
In Favor: Art, Tom, Peter, Jaime  
Against: None  
Abstain: None

**d) Resolution 4: Appointing Insurance Companies for 2011-2012**

*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 2011-2012 fiscal year.*

Moved: Tom  
Seconded: Peter

Board Vote  
In Favor: Art, Tom, Peter, Jaime  
Against: None  
Abstain: None

**e) Resolution 5: Appointing Security Company for 2011-2012**

*Resolved that Alarm Specialists, Inc., White Plains, NY be appointed as the official Security Company for the Ossining Public Library for the 2011-2012 fiscal year.*

Moved: Tom  
Seconded: Jaime

Board Vote

In Favor: Art, Tom, Jaime  
Against: None  
Abstain: Peter

**f) 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 2011-2012 fiscal year.*

Moved: Jaime  
Seconded: Peter

Board Vote

In Favor: Art, Jaime, Peter  
Against: None  
Abstain: Tom

**g) 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 2011-2012 fiscal year.*

Moved: Tom  
Seconded: Jaime

Board Vote

In Favor: Art, Tom, Peter, Jaime  
Against: None  
Abstain: None

**h) Resolution 8: Appointing Library Auditor for 2011-2012**

*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, 2012.*

Moved: Tom  
Seconded: Peter

Board Vote

In Favor: Art, Tom, Peter, Jaime

Against: None

Abstain: None

**i) Resolution 9: Appointing Library Attorney for 2011-2012**

*Resolved that Donoghue, Thomas, Auslander & Drohan LLP be appointed Library General Counsel for the 2011-2012 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services.*

Moved: Tom

Seconded: Jaime

Board Vote

In Favor: Art, Jaime, Tom

Against: None

Abstain: Peter

*Secretary's Note:* At this time Mr. Reggie Bush joined the proceedings.

**j) Resolution 10: Appointing Section 75 Hearing Officer**

*Resolved that, upon recommendation of the Director, for the 2011-2012 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.*

Moved: Tom

Seconded: Peter

Board Vote

In Favor: Art, Jaime, Peter, Tom, Reggie

Against: None

Abstain: None

**k) Resolution 11: Appointing Consultants for the 2011-2012 Fiscal Year**

*Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2011-2012 fiscal year at fees not to exceed the amounts 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
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,000 per year
Charles Muse	Security Person	Security for Teen Room and general computer use area/15 hrs. wk.	\$20 per hr.
John Tortoso	Building Management	Supervision and Training of Custodial Staff	\$21.60 per hr.

Motion will be tabled and replaced with 4 separate resolutions.

**d) 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>

Moved: Tom  
Seconded: Peter

Board Vote  
In Favor: Art, Jaime, Peter, Tom  
Against: None  
Abstain: Reggie

**m) Resolution 13: to Establish the Annual Library Budget Vote and Trustee Election**

*Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, April \_\_, 2012 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.*

Vote to table resolution until the full board members are present.  
In Favor: Art, Peter, Tom, Reggie, Jaime  
Against: None

**n) Resolution 14: to establish the dates of various 2011-2012 Budget Vote and Trustee Election Activities**

*Resolved that the following dates be established for the 2011-2012 Fiscal Year Budget and Trustee Election activities:*

_____ (First mo. meeting in January)	<i>Presentation of 2012-2013 Preliminary Budget to Board of Trustees</i>
_____ (60-90 days before vote)	<i>Trustees vacancies announced to public</i>
_____ (32 days before vote)	<i>Trustee candidates' petitions due in Director's Office</i>
_____ (60 days before vote)	<i>2012-2013 Final Budget adopted by Board of Trustees</i>
_____ (7-14 days before vote)	<i>Budget Hearing: 2012-2013 Budget presented to public</i>
_____ (30 days before vote)	<i>Trustee candidates presented to public</i>

Vote to table resolution until the full board members are present.

In Favor: Art, Peter, Tom, Reggie, Jaime

Against: None

**o) Resolution 15: 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.*

Vote to table resolution until the full board members are present.

In Favor: Art, Peter, Tom, Reggie, Jaime

Against: None

**p) Resolution 16: Appointment of Registrar for Personal Voter Registration**

*Resolved that the Board of Trustees of the Ossining Public Library shall appoint Mrs. Kathleen M. Beirne as Registrar for Personal Voter Registration.*

Vote to table resolution until the full board members are present.

In Favor: Art, Peter, Tom, Reggie, Jaime

Against: None

**II. Approval of Prior Meeting Minutes**

Motion to Accept the Minutes of the June 20, 2011 Regular Meeting and the July 6, 2011 Special Meeting.

Moved: Tom  
Seconded: Peter

Board Vote

In Favor: Art, Jaime, Peter, Tom, Reggie  
Against: None  
Abstain: Reggie

III. Public Comment

School Board representative Graig Galef commented to the Board that he noticed we were paying for Employee Assistance Program coverage and he noted that some insurance companies like Guardian provide free EAP and suggested the Director to look into this arrangement.

IV. Director's Report and Personnel Report

Operating Budget Report  
Revenue Report

V. Treasurer's Report

Report of receipts and disbursements  
Warrants

VI. Committee Reports

President's Report  
Policy and Bylaws Committee

In Mirla's absence, Art commented that there are no updates at this time.

Finance Committee – Samantha is absent today, no update at this time.

Personnel Committee - Art – no updates.

Buildings and Grounds Committee – Jim provided a new quote on outside cement work. Reggie asked the question about teen room noise abatement. Peter will provide the bids he has received from Forno to Jim.

VII. Resolutions – Approval of Resolutions

Personnel

**Resolution #17**

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

**RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effective Date</u>
Danual Martin	Custodial Wrkr	B&G	Full time	\$20.99/hr.	1/20/11

Moved: Tom  
Seconded: Peter

Board Vote



In Favor: Art, Jaime, Peter, Tom, Reggie  
Against: None  
Abstain: Reggie

VIII. Old Business

- Discussion of PILOT payment updates. A letter from the attorneys will be discussed in Executive session.
- Jaime made a statement about the OPL banners that were approved for posting in town late last year. He raised a question about who knew the location of all the OPL banners since he has only seen two. The Board discussed the banner locations including two that are going to be put up in the parking lot. Members of the Board voiced that this was not the optimal location since the purpose of the banners is to promote the library.

Banner Locations

- Corner: Clinton Avenue & Croton Avenue [across from “Ossining Hardware”]
- Corner: Church Street and South Highland Avenue [next to “Lucy’s Pizza”]
- Corner: Waller Avenue & Spring Street [near Ossining Police Station]
- Corner: Church Street & Main Street [near traffic triangle & Methodist Church]
- North Highland Avenue [across from and slightly south of “Ossining Bakery”]
- North Highland Avenue [across from “Al’s Glass” / Havell Street]
- Two additional banners are in the library.

IX. New Business

- Construction  
OPL Director Jim Farrell mentioned that pump #4 is out of service and therefore water is not cooling off the heat exchanger. This could be due to a blockage in one of the ducts. The Director has intentions of applying for a grant to help cover the costs to replace the pump which could run up to \$50,000 He stated that he would like the Board to approve spending up to half the cost to fix this problem which, if the initial projection holds, could be up to \$25,000.  
The board discussed the issue and agreed to vote on a resolution for this item.

**Resolution 18: Be it resolved that the Board of Trustees approves the spending of up to \$25,000 for the cost of upgrading the geothermal heating and cooling system of the library.**

In Favor: Tom, Art, Reggie, Jaime  
Against: Peter

- E-Readers

The Board agreed to table this item.

- Discussion of OPL staff spending excessive time promoting Foundation events  
After Board discussion, President Art Jay advocated the Policy committee look into this the first week in August.

X. Public Comment

None

XI. Executive Session

The Board entered Executive Session at 9:32pm to discuss legal and personnel issues and left Executive Session at 10:00pm.

Motion: Tom

Seconded: Reggie

XII. Adjournment

A motion to adjourn was approved at 10:00pm