

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Regular Monthly Meeting*  
*November 21, 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  
                  Carrie Cubillos

School Board: Frank Schneckner

Public:        Carrie Cubillos  
                  Cheryl Cohen  
                  Linda Levine

Call to Order

The meeting was called to order at 7:33pm

Pledge of Allegiance

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the October 17, 2011 Regular Meeting

	<b>Aguirre</b>	<b>Bush</b>	<b>Capek</b>	<b>Jay</b>	<b>Morrison</b>	<b>Staudter</b>
<b>In Favor</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Against</b>						
<b>Abstain</b>						

Public Comment

None

Director's Report and Personnel Report

Director Farrell discussed the lighting and discussed figures with John Tortoso, The cost of replacing the bulbs in the second floor reading room will be approximately \$4600. The ballasts need to be replaced as well. There are 2 cartons of bulbs remaining. The ballasts cost \$80 each while the bulbs cost \$50 each. These are not energy saving bulbs just long life. The Director explained that the lights will last for 3 years. The Director will look into cheaper bulbs and ballasts but he explained that they will need to be changed more frequently. Secretary Aguirre and Trustee Staudter asked the Director to look into energy savings bulbs as well as provide a breakdown on labor and materials.

Director Farrell confirmed that the Board decided to change frequency of Window cleaning to save money from twice a year to once a year. The board agreed that this was the Board consensus last year. Secretary Aguirre asked if timing can be made so that the windows can

be cleaned at their dirtiest. Director Farrell explained that there could be a problem with the etching on the windows during the cleaning.

Director discussed the NYS fire safety report. He explained that the report advises that the sprinkler system be inspected quarterly instead of semi-annually.

Director Farrell discussed the WordPress program that was brought up by Trustee Capek in a previous Board meeting. He explained that OPL employee Mallory Harlen looked into it and found that many libraries use it. The larger question became can OPL web site be converted or will they need to start from scratch? He said they still need to find out. The Director also looked into what Croton Library does and he discovered that Croton Library's Board of Trustees handles their PR and website.

Regarding the ADP payroll conversion, Director Farrell explained that 3 ghost payrolls have been run but some kinks remain. He said that in the last one, there was only one error. He said it would be advisable to wait until first paycheck in January to avoid 2 W-2's being sent out for 2011. Memos are being sent to staff with "how to" instructions on the new payroll system. OPL employees will make use of their WLS email addresses to log in. In any event, ADP provides email addresses for those that don't have any email.

Trustee Morrison stated that ADP is used by Historic Hudson Valley office and next to the payroll computer, there are step by step instructions for the staff on logging in and entering their hours. Director Farrell replied that they don't have a dedicated machine to do this.

#### Budget Report

The Director asked if there were any questions from the Board on the budget numbers.

Trustee Morrison stated that there is missing data for September and October. The Director responded that he has no explanation but will look into it.

Trustee Morrison asked about the stair lights for the theater which she heard have arrived. The Director was hoping to pay for school electrician to do the work but they declined. The Director was asked by Secretary Aguirre when they would be installed and he replied that as soon as an electrician is found the lights will go up.

[At this time Trustee Bush arrived at the meeting]

The Director reviewed a few items from the budget spreadsheet: Clean Air quality service contract to do some of our maintenance, Connecticut wells who handled the change of the heating pump.

Trustee Capek asked about John Tortoso billing amounts. Director says John knows the building well and has trained the staff on man lift safety. Trustee Staudter asked about the number of hours John works in the building. Director believes it is approximately 21 hours per month.

#### Treasurer's Report

#### Warrants sheet

President Jay asked if there anything interesting to note. Trustee Staudter responded that there is nothing interesting.

Back to Director's Report, Director Farrell handed out double taxed area maps showing two doubly taxed areas. One is the portion of the Ossining School District that lies within the Town of Yorktown. The other is the portion of the Village of Briarcliff that lies within the District. There are approximately 1970 people paying 2 library taxes one to the Ossining Library, and one to support either the (Yorktown) John C Hart Library, or the Briarcliff Library. The Director is looking to be proactive to address this issue. He will be in Albany to testify at a hearing set up by Assemblyman Reilly on Tuesday morning. Trustee Morrison asked if he knew the number of affected households. The Director replied that he does not know the number of households.

President Jay asked when can the public event be set up. Last month Director asked Trustees Morrison and Capek to help set up public meetings. Trustee Morrison said that scheduling the public meetings after the holidays would be a good time, during the holidays would not ensure good attendance.

President Jay asked Trustee Capek when can he set up the meeting for Yorktown. The Director described that the Briarcliff local government caused the problem in the 1950's and acknowledged it. Trustee Capek asked if town government officials should be invited. The Director replied that the people who should be addressed are not the Village Board but the double-taxed residents of these areas.

Trustee Capek asked the Director about Automated Control Logic payments item he questioned a few months ago. This was for \$20,000. The Director explained that he has this information and will pass it along to Trustee Capek.

Trustee Morrison said she will look to schedule the meeting for Wednesday January 18<sup>th</sup>. President Jay asked if both the Briarcliff and Yorktown meetings should be done at the same time. Trustees Capek and Morrison agree to conduct both together. The Director said the solutions to both groups will be similar. Trustee Capek asked if they should invite people from other parts of Westchester where same situation exists.

### President's Report

President Jay asked for comments. No questions or comments.

### Committee Reports

#### *Standing Committees*

- Policy and Bylaws Committee

Trustee Morrison said she rethought the library gallery being a public area and community members walking through it. She proposed making an amendment to the policy adding a line to the artist to be mindful of the fact that it is in a public place and to use their discretion. This should be considered the first reading of the amended policy. The second reading will be conducted next month and the policy change will be voted on at that time.

Pre Jay mentioned that the Policy Committee has gone through all the bylaws. He asked if the committee prefers to choose certain policies to go through once a year or stagger them

every month or throughout the year. President Jay proposes leaving it up to the committee to decide how to handle.

Public Question from OPL employee Linda: do policies first go to staff or right to the Policy Committee for review? Trustee Morrison explained that this policy came from James Trapasso. Trustee Morrison said that if Linda has input, the committee will take it into consideration. She added that all policies adopted have had staff input.

- Finance Committee (Aguirre, Capek)

President Jay mentioned that the budget is expected by 23<sup>rd</sup> January but that it won't be ready. Associate Director Robbins is in the process of setting up meetings with Bob Majernik to get the ball rolling on putting the budget together.

President Jay added that the Finance committee will take 7 sessions to crunch numbers and get the budget together. He said that the Finance Committee is invited to attend the meetings. Trustees Capek and Aguirre agree that they would like to attend meetings but that late day/evening times would be best.

President Jay asked about including a separate budget line item to show rental of downstairs auditorium. He would like to see a more detailed budget spreadsheet. Trustee Capek says there are several ideas for line items. President Jay asks Trustee Capek to send email with his ideas.

President Jay asked if anyone else on the board would like to be on this committee. Trustee Staudter volunteered.

- Buildings and Grounds Committee (Bush)

Trustee Bush stated that there is nothing to report. President Jay asked about conducting long term planning so that items can be budgeted for like carpeting. In this way, the budget for items can be planned 6 or 7 years out, including preventive maintenance.

Trustee Bush will work on it and can have something for January 2012.

The Director reported that there are no extra carpeting segments remaining. There were many segments before and doesn't know what happened to them.

#### *Ad Hoc Committees*

- Cultural Inclusion –Secretary Aguirre presented the Board with a report on the cultural services and collection numbers as gathered by OPL employees Carrie Cubillos and Chris Surovich.

Carrie Cubillos unveiled the “OPL Welcome packet” in Spanish which was received very well by the Board. Trustees Morrison, Capek and Bush recommended including the packet in “Primeros Pasos”, Friends of the Library and IFCA as handouts.

Trustee Bush recommended putting the packet in digital format on the website. President Jay suggested putting the packet into the hands of the local businesses.

Director Farrell proposed asking the Friends of the Library to finance reproduction of the packets.

Director Farrell said he wants to speak about this project at the next WLS meeting.

School Board Member Frank Schnecker asked to look into saving paper by building an electronic copy.

The Director said the census numbers appear to be off based on numbers he has seen previously. Carrie showed the Director the numbers pulled from the official Census website. Carrie says the numbers used for the report may have been preliminary. President Jay asked the committee to update the Census numbers on the report.

- Long Term Plan

President Jay said all actions on this committee have been tabled to focus on double taxation issue.

- Negotiations (Capek, Jay)

Trustee Capek said there is not much to report. Our team met with union counterparties and exchanged proposals for initial negotiation positions. They agreed to some items and will be meeting again on Thurs Dec 1<sup>st</sup> to begin with items they agree on.

- Public Relations/Communications (Staudter)

President Jay stated that this committee was created to address communication problems but they haven't decided what the committee should be doing.

Trustee Staudter said more public notice is needed for things the OPL is doing. The welcome packet is a good idea, maybe do another version in another language Portuguese or French. It would be a good idea to issue a press release for the welcome packets. He added that the board should receive OPL press releases. He believes that major accomplishments have not been communicated to the public regularly. Shameless should have given us more press releases not just about events at the library but about the library itself.

President Jay said we have an issue getting the next budget passed and need to construct plan on how to approach communication/promotion. He asked if we should do flyers and posters. He added that there has been no public communication since the last budget defeat.

Trustee Staudter mentioned how the school board mobilized to get the word out for their budget.

Question from the public: Linda Levine: what happened to the focus groups that were going to be created after the last budget vote. Trustee Capek responded that nothing came of it.

Trustee Staudter suggests put in the Welcome Packet a reminder to vote for the library budget. He said we would not be suggesting how to vote just that they vote.

Trustee Morrison clarified that listing events is not the same as writing positive pieces, feature articles about the library.

### Personnel

A resignation of a page was voted on.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X	X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

Trustee Bush handed out a Board assessment form and requested that it be completed for next month.

He added that the Director assessment will be given next month.

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 acknowledges its intention to levy a tax for 2012- 2013 which exceeds the cap imposed by state law 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 of the Board of Trustees for it to be binding.

Director Farrell explained that this resolution would allow the Board to override the tax cap. He stated that this allowed the Board to consider overriding the tax cap.

Secretary Aguirre asked why now and why not later when the budgets are put together after January. Director Farrell explained that the resolution can wait.

Trustee Morrison said that she would not be voting in favor of overriding the tax cap at this time. Secretary Aguirre agreed and added that he felt this was too early to know if we had to do it.

The Board considered the resolution and voted in the following manner to let the Finance Committee look at the resolution and bring it forward when it's necessary.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X	X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

**RESOLUTION #26**

**RESOLVED**, that the Board of Trustees extend its congratulations to Christina Surovich on her being named Employee of the Year by the Rotary Club of Ossining. Chris was nominated by Molly for this honor. Chris was honored on November 7th at the Shattamuc Yacht Club during the Rotary's annual scholarship party.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X	X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

**RESOLUTION #27**

**RESOLVED**, that the Board of Trustees of the Ossining Public Library approves the expenditure of \$15,000 for the purpose of hiring the law firm of *Whiteman Osterman & Hanna LLP* to determine the legality of the claim that the Ossining Union Free School District owes the Ossining Public Library past PILOT monies collected by the school district but not turned over to the library.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X		X	X	X
<b>Against</b>			X			
<b>Abstain</b>						

**RESOLUTION #28**

**RESOLVED**, in regard to the retirement incentive offered to the library staff by the Board of Trustees of the Ossining Public Library, the Board hereby extends the required effective date of retirement to Wednesday, January 4, 2012. All other requirements for receiving the retirement incentive remain as originally announced.

President Jay stated that the amendment was done to avoid possible tax problems.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X	X	X	X	X
<b>Against</b>						
<b>Abstain</b>						

Old Business

- Board Vacancy

President Jay offered an apology for miscommunication at the last meeting. To summarize, he was looking for formal nominations and when none were received, he gave Director Farrell approval to speak to a potential board replacement candidate. Because of the miscommunication, the individual was approached. Unfortunately after the miscommunication was discovered, the individual was approached again and the situation was clarified. The individual understood it was the Board's fault for not having handled this correctly.

President Jay asked the Board to reconsider the options available: leave the position vacant, nominate others to fill position or go back to person who got the highest number of votes in the last election.

**RESOLVED**, in regard to the open Board of Trustee position, the Board hereby approves to leave the seat vacant until 7/1/2012.

	Aguirre	Bush	Capek	Jay	Morrison	Staudter
<b>In Favor</b>	X	X			X	X
<b>Against</b>			X	X		
<b>Abstain</b>						

New Business

Trustee Staudter stated that he was unable to participate in Cultural Inclusion meetings with the short notice provided and day when the meetings were scheduled. He requested a timetable from the Board requiring that committee meetings be scheduled a week or two ahead of time.

President Jay proposed scheduling a break during the meetings to allow members to schedule the meetings.

Trustee Bush and Secretary Aguirre commented that the committee Chairs needed to have flexibility to schedule meetings as they saw fit. As an example of the flexibility, Trustee Bush added that he wanted a tour of the building and approached the Director. In this case, he did not convene a formal committee meeting because it wasn't necessary for everyone to attend.

Trustee Staudter discussed the need for Board decisions conducted between meetings to be communicated better with the Board and to communicate with the board via email to have opinions of Board members considered. President Jay offered to send out the President's Reports weekly on Friday's instead of once per month.

Trustee Morrison asked everyone to try to attend next year's scheduled Annual trip to Albany which falls on Tuesday March 6<sup>th</sup>.

Public Comment

There is no public comment.

The Board voted to enter executive Session at 9:32 pm and exited at 10:13 pm

The Board voted to adjourn at 10:13 pm