

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
October 17, 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
Chris Surovich
Carrie Cubillos

School Board: Frank Schneckner

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

Pledge of Allegiance

At this time, Board President Jay asked the Board about the agenda for the evening and wanted their opinion on switching the topic order around. The reason for this was the high priority Executive session items that needed to be discussed while the evening was still early. The Board’s consensus was to approve the changes to the agenda which put Executive session toward the start rather than at the end of the meeting.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the September 19, 2011 Regular Meeting

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

Board President Jay noted a revision to changing School Board representative name from “Michael Schneckner” to “Frank Schneckner”. Trustee Capek observed that the minutes to the attendance section format in the past contained strikethrough lines denoting who was absent as opposed to leaving out the name altogether.

Motion to Accept the Minutes of the September 26, 2011 Special Meeting

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

No Public Comment

Resolutions

Resolutions Tabled from Reorganization Meeting:

The initial vote on resolution 13 setting the vote at the library did not have enough Board votes to pass. Therefore, an amended resolution was put forth setting the location at Ossining High School with the vote being held on the same day as the school budget vote.

Resolution 13 (Amended): 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, May 15, 2012 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School, So. Highland Avenue, Ossining, NY.

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

Director Farrell expressed his opinion that he is against having the vote on the same day as the school district.

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:

Monday, January 23, 2012	<i>Presentation of 2012-2013 Preliminary Budget to Board of Trustees</i>
1/23/12 (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>

Resolution 14 is tabled so that the dates can be recomputed by the next meeting.

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.

Resolution 15 considered moot since the Chairperson has already been approved by the school district.

Resolution 16: Appointment of Registrar for Personal Voter Registration

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

Resolution 16 considered moot. Trustee Capek states that there is no need to have two registrar’s for the vote if we’re having the OPL budget vote on the same day as the school district.

Personnel

Resolution #23

Be it resolved that the following Personnel changes be approved:

NEW HIRE

Name	Title	Dept.	Projected Hrs.	Salary	Effective Date
Robert C. Majernik	Sr. Bookkpr.	B/O	17 hrs.	\$29.67/hr.	10/17/11

RESIGNATION

Name	Title	Dept.	Projected Hrs.	Salary	Effective Date
Wenli Zhang	Sr. Bookkpr.	B/O	10 hrs.	\$29.67/hr.	9/30/11

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

Director Farrell stated that he received high recommendations for the new bookkeeper. Trustee Capek questioned the work load for the new bookkeeper if the payroll is going to be handled by ADP why the new bookkeeper needs to work more hours than the previous bookkeeper. The Director previously reported that most of the previous bookkeeper’s time was spent doing payroll. Director Farrell responded that OPL needs a full-time bookkeeper and there is number crunching that he used to do in the past that will be given to the new bookkeeper. Trustee Morrison asked the Director to monitor the number of hours worked.

The Board voted to enter Executive Session at 7:50 pm
 The Board voted to leave Executive Session at 9:00 pm

Director’s Report and Personnel Report

There were no questions from the Board.

Treasurer’s Report

Report of Receipts and Disbursements – no report provided due to the lack of a bookkeeper at the OPL.

Warrants

There were no questions from the Board.

President Jay brought up a resolution to offer retirement incentive to OPL staff.

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

Committee Reports

President’s Report

Board President sent out his report in a written format to the Board. There were no questions for Board President Jay.

Policy and Bylaws Committee

- Second Reading: Art Exhibit Policy

Trustee Morrison requested the Board read the modified policy which incorporated last meeting’s discussion changes. Board Secretary Aguirre reiterated his concern that while no one may want to publicly state that the library will censor artists’ artwork, if and when a piece of offensive artwork is put on public display, our patrons are going to be offended and the Board has a responsibility not to let that happen. Trustee Morrison explained that a modification was put into the policy that gave staff a chance to review what the artist was going to put on display and if offensive items were presented, they would not be allowed to do so. Director Farrell also added that he would not allow such displays to be put up. Board Secretary Aguirre noted that this was the desirable policy however, then the policy should not make mention that the OPL will not censor artwork because this is a contradictory statement. Trustee Capek suggested adding a statement in the policy that says the artist will be asked to exercise judgment when posting artwork at the OPL.

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

Retirement Incentive

The Board voted on a resolution to offer retirement incentive to eligible OPL employees.

ELIGIBILITY:

To be eligible for this incentive, the employee must meet the following three criteria:

- The employee must have at least fifteen years service at the Ossining Public Library or have a minimum of twenty years in the NYS Retirement System.
- A written declaration of the intention to take advantage of this incentive must be filed with the director no later than noon, Wednesday, November 30, 2011.
- Retirement must begin no later than December 31, 2011.

TERMS:

- Qualifying full time employees will receive an incentive of \$300 for each year of service at the library.

Example: 35 years X \$300 = \$10,500

- Part time employees, or full time employees who have worked part time during their tenure with the library will have their part time service transferred into a Full Time Equivalent.
- The incentive will be paid in three equal payments over three years.

Using the example above:

35 years X \$300 = \$10,500

July 15, 2012: first payment of \$3,500

July 15, 2013: second payment of \$3,500

July 15, 2014: third payment of \$3,500

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

Finance Committee

Due to Samantha Brail's resignation, there is no report provided.

Personnel Committee

The committee has nothing new to report.

Buildings and Grounds Committee

Trustee Bush stated that the committee has nothing new to report.

Trustee Capek asked about the usage of the man-lift to change light bulbs.

Cultural Inclusion Committee

Board President Jay asked the committee for a presentation next month on all services including collections.

Director Farrell commented that he has put in a request with the Friends of the Library to purchase the portable book display unit.

Board Secretary Aguirre provided a summary recap of the committee's October meeting with OPL staff member Carrie Cubillos.

Trustee Bush reiterated Henry Atterbury's desire to bring after-school program kids to cultural programs at OPL.

Long Range Planning

Trustee Morrison reported that the committee has not met. Trustee Staudter mentioned that he would have free time coming up in the middle of November.

Board President Jay brought up setting up time with the board to discuss Director Farrell's six month evaluation.

For Long Range Planning, Director Farrell said he wants to spend more time researching the double taxation issue. Director Farrell met with Assemblyman Rob Reilly to use Ossining as a model to explore possible remedies for double taxed areas.

Director Farrell asked Trustee Mirla to call a meeting with citizens in the double taxed area of Briarcliff and Trustee Peter for Yorktown to ask what we should do.

Trustee Capek asked the Director about creating a state map of double-taxed areas for Assemblyman Reilly which the Director says he already has.

Old Business

Trustee Bush reminded the Board that Peg Tyre will be at the OPL on Tuesday October 18.

Trustee Bush inquired about planning a staff holiday party. Director Farrell stated that the staff did not want a party this year.

Board Secretary Aguirre brought up the Spanish section of the website which continues to show typos and grammatical mistakes. Director Farrell was convinced this was already addressed and promised to look into it.

Trustee Capek reported that he looked into Content Management System called DruPal but instead recommended WordPress.

Director Farrell wants the Board's direction on the end of the contract with Shameless Productions to whom we're paying \$2000 monthly. Trustee Capek expresses the need to economize and provides the Croton library as an example of someone who has a part-time staff person who does this. Director Farrell agreed to look into this and explore how other nearby libraries are handling this. Trustee Staudter expressed dissatisfaction with their output and work and suggests having someone on staff take over the duties of posting OPL events on community calendars. Director Farrell will assess interest level in one staff member he thinks could do the job.

New Business

- Board Vacancy
Board President Jay reported that Samantha Brail has resigned from the Board effective tomorrow October 18 due to responsibilities arising from a new job together with family duties. The Board discussed leaving the position open or filling it. The Board discussed a few individuals they know who may be interested in the position. Director Farrell explained that the individual would fill the position until the next vote on May 15, 2012
- November 23, December 24, and December 31 Library hours
Trustee Staudter recommended 11/23 9 am -1 pm, 12/24 off, 12/31 9 am -1pm
- Board President Jay asked Trustee Bush to put together an evaluation form since it is time for Director Farrell's next performance evaluation.

Public Comment

None.

The Board voted to adjourn at 10:18pm