

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

In Attendance:

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

OPL Staff: James Farrell, Director
 Kathy Beirne
 Molly Robbins
 Chris Surovich
 Carrie Cubillos
 Suzy Zavarella

School Board: Frank Schneckner

Call to Order

The meeting was called to order at 7:31pm

Pledge of Allegiance

Approval of Prior Meeting Minutes

Trustee Capek inquired about tax cap wording and a change was agreed to the August minutes wording stipulating that a simple majority of the public vote is needed to pass the budget after the board votes (60% of the board) to override the 2% cap.

Director Farrell Change inquired about wording “pump wax buildup” and asked to change it to “broken motor part”.

On page 6 for Resolution #20 regarding Molly Robbins promotion, a correction will be made to Trustee Bush’s vote to reflect as abstention.

Trustee Capek corrected the spelling from “Peg Tire” to “Peg Tyre”.

Resolution to pass minutes with changes is approved.

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

Public Comment

No public comment.

Director’s Report and Personnel Report

Director Farrell asked Trustee Capek about \$20k remote monitoring system for heating and cooling that Trustee Capek brought up last month. The Director checked the monthly warrants and could not find any \$20k invoice. Trustee Capek clarified that this was a Year to date amount not an individual amount. The Director will check the warrants again.

The Director responded to a previous inquiry on the OPL roof warranty stating that a warranty is in effect and repair work has been performed since the last board meeting. Trustee Capek asked about the length of the warranty. The Director will look into it.

The Director reported that new pages of the Spanish website have been retranslated and reposted.

The Director passed around a brochure containing a travelling library display, including cost. This was in response to his suggestion at the August Cultural Inclusion committee meeting. The purpose is to bring the library to local events and the school system.

Trustee Capek asked why there is a Spanish library card application in the Spanish site that does not exist on the English site. Assistant Director Molly Robbins indicated that this form exists on the English site as well.

The Director communicated that Yoga class has been postponed until the library can secure a rider on its insurance policy. It is needed because no physical activity is covered in the current policy. Board Secretary Aguirre asked if OPL can do what most establishments do, which is have guests sign a waiver for physical damage. Director Farrell replied that signing this waiver does not eliminate OPL liability.

The Director reported that Cultural Programming Head Carrie Cubillos was in attendance at the REFORMA national conference in Denver, Colorado last week. She was one of the speakers and spoke about the "Together Unidos" program. Trustee Morrison suggested posting the summary of her presentation on the OPL website.

The Director reported that conversion to ADP payroll is on time and training is underway. He circulated a list detailing the training sessions already completed by OPL employees. Board Secretary Aguirre asked about the date of the conversion and the Director stated that it is October 7th. However, the first paycheck will be generated 2 weeks after that date.

Trustee Capek asked if employees were satisfied receiving pay every 2 weeks or would prefer twice a month. The OPL employees in attendance did not object to the 2 week frequency. He was referring to the operating report reflecting higher amounts for months containing 3 pay periods.

Operating Budget Report

The Director brought up the OPL's publicity company Shameless productions contract which ends at the end of the month and asked the board if it should be renewed. The board agreed to discuss it before the next board meeting. The Director will ask Tom to handle this since Tom heads the Communications committee.

Trustee Bush questioned summer and winter groundskeeping amounts that were budgeted equally. He was highlighting the fact that winter snow removal costs are unpredictable. The Director responded that this was only done for budgeting purposes.

Revenue Report

Treasurer's Report

Report of Receipts and Disbursements
Warrants

Committee Reports

President's Report

President Jay asked for questions on his report. Trustee Morrison asked about the branding meeting and the board reaction was mixed.

Policy and Bylaws Committee

Trustee Morrison explained that James Trapasso drafted thoughts on what should go in to the policy and this became the basis for the document. She commented that there should be a procedure that goes along with the policy in order for people to know how to mount exhibits and what the process is.

Trustee Capek asked that the wine policy for exhibit receptions be posted in the cafeteria.

The Director asked to limit the committee's efforts toward the policy not the procedure.

The Board agreed that it was good to attach the procedure but that the procedure was not part of what the board approves.

Board Secretary Aguirre asked to not specify Black history month and May school district months in order to allow room in the policy for the addition of other cultural months in the calendar. He explained that if this mention was set in stone in the policy, it would not allow for easy modification. He recommended using language that would not limit the restricted months to whatever is in the policy. This was supported by Trustee Bush since the Cultural Inclusion committee is looking into expanding the calendar.

Director Farrell suggested setting aside a wall dedicated to Cultural Inclusion near the cafeteria in the lower level. This was met with approval from Trustees Morrison, Bush and Aguirre.

Trustee Capek suggested cutting down on the length of time exhibits are up on display. The current standard timeframe is one month. He suggested limiting exhibits to 2-3 weeks asking if there is a two year wait for exhibitors. The wait list was confirmed by the Director.

Board Secretary Aguirre questioned the line in the policy that says the artwork will not be censored. He commented that if no one reviews the artwork that will be posted publicly, this leaves open the possibility that at some point potentially objectionable material could be put on display in full public view possibly for children to see. The Director replied that library policy is for books not to be censored. However, Trustee Morrison added that books could be avoided but this was meant for exhibits that you might not be able to avoid altogether as they would be on full display. The Director said he would investigate and come back to the committee with suggestions.

Trustee Morrison commented that the committee will re-examine the issues raised and will discuss at their next meeting.

New Business

Trustee Bush brings up staff recognition at holiday time.

Non-Union employees' Fringe Benefits policy

Trustee Bush described new policy for non-union PT employees as excessive and feels uncomfortable with it – 15 days sick time, 20 sick days. Board Secretary Aguirre commented that he agrees. Trustee Morrison commented that there was an option to accumulate 120 total sick days and turn that into compensation upon retirement.

Board Secretary Aguirre asked what the numbers are based on and the Director responded that this followed the practice for union employees. Trustees Bush reiterated that the amount is excessive.

Finance Committee

No updates.

Personnel Committee

No updates.

Buildings and Grounds Committee

President Jay discussed covering up area outside children's room with shields and putting up exhaust fan to draw air out. This is in response to sound issue in that area.

Trustee Bush passed around pictures of retaining wall cracks reported by OPL neighbor. Board President clarified that this does not mean they were caused by the OPL.

Board President Jay communicated that bids on plexiglass came in and he would like the Building and Grounds committee to look at it.

Trustee Bush discussed OPL facilities tour he went on and said the rest of the Building and Grounds committee will be invited to go on a similar tour. He brought up the fact that the well pumps may need to be replaced again.

Trustee Morrison asked question about security doors when patrons exit via doors. The Director described the sensitivity of the security doors and how they sound off frequently but doubts the staff should be pursuing anyone passing through the doors that set off the alarms.

Board Secretary Aguirre questioned the Director about security incidents and how secure the library materials, equipment and furniture truly is. The Director said they haven't had many incident of outright theft and invited Board Secretary Aguirre to review the incidents log to see the frequency of this type of incident. Trustee Aguirre asked about banning individuals who have tried to steal OPL property. The Director said they are banned and reported to the police.

Trustee Capek questioned the Director on estimating the amount of book theft that takes place. OPL Assistant Director Robbins responded that it's difficult to estimate. Part of the reason is due to the fact that some volumes cannot be removed from the catalog system so they could be missing or might have already been removed. Trustee Capek and Bush commented that this was unacceptable.

Cultural Inclusions committee

Board Secretary Aguirre reported on August cultural inclusion committee meeting and re-iterated the committee's desire to integrate the effort with OPL Cultural Programming lead Carrie Cubillos.

Resolutions

Resolutions Tabled from Reorganization Meeting:

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, 17, 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.

Resolution tabled.

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	Presentation of 2012-2013 Preliminary Budget to Board of Trustees
1/23/12 (60-90 days before vote)	Trustees vacancies announced to public
3/16/12 (32 days before vote)	Trustee candidates' petitions due in Director's Office
02/13/12 (60 days before vote)	2012-2013 Final Budget adopted by Board of Trustees
3/19/12 (7-14 days before vote)	Budget Hearing: 2012-2013 Budget presented to public
3/19/12 (30 days before vote)	Trustee candidates presented to public

Resolution tabled.

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 tabled.

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 tabled.

Resolution No. 21: Retirement Incentive for Employees

Be it resolved that any employee who retires by January 1, 2012 shall be provided with fully paid secondary health coverage in perpetuity. However, the board will not reimburse the retiree for Medicare premiums. To take advantage of this incentive, the employee must declare in writing by December 1, 2011 his or her intention to retire. This incentive offer is to be sent to all staff on September 30 to allow the employee 60 days to decide.

Resolution DEFERRED until more information is gathered.

Resolution No. 22: Contributions to Health Insurance Premiums for Current Retirees

Be it resolved that beginning January 1, 2012, current retirees wishing to continue secondary health care coverage through the library will be required to make a contribution at a rate half of that charged active employees. Nor will current retirees be reimbursed for Medicare premiums. For the six-month period between January 1 and June 30, 2012, current retirees will be required to make a contribution equal to 50% of the current annual contribution made by active employees.

Coverage Type	Annual Contribution	Semiannual Contribution	Retiree Contribution Jan.1 – June 30, 2012
Single	\$ 445.00	\$ 222.50	\$ 111.25
Family	\$ 1200.00	\$ 600.00	\$ 300.00

If the retiree opts out of this coverage, it will be irrevocable and reinstatement will not be an option.

Resolution deferred for next meeting. Need to change the wording.

Personnel

No changes

Old Business

None.

New Business

Director Farrell commented that he would like to convert existing security PT role to have official job title and one has been located under CSEA. The job title is library monitor.

Trustee Morrison and Aguirre asked about the change in costs to go from one title to the other, to which the Director replied none. He described it as a part time position with no benefits included.

Trustee Bush asked to take on OPL staff holiday party chair and accepted.

Board Vice-President Brail is no longer able to act as liaison with the Foundation. Board President Jay volunteered to take over the role if there are no objections. He cited the fact that most board members are automatically ruled out due to the 4 pm meeting time.

Public Comment

No public comment.

Executive Session

The Board voted to enter Executive Session at 9:25 pm and exits at 9:55 pm

Adjournment

The Board voted to adjourn at 9:55pm