

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
December 17, 2012, 7:30 p.m.

DRAFT Meeting Minutes

In Attendance:

Trustees:	Jaime Aguirre	Lucinda Manning
	Reginald Bush	Alice Joselow
	Peter Capek	Tom Staudter
	Arthur Jay	

OPL Staff: Jim Farrell, Library Director;

School Board: ~~Graig Galef, Frank Schnecker, Cindy Winter~~ (No school board member present.)

Public: None

Call to Order: President Art Jay called the meeting to order at 7:37 pm.

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the November 19, 2012 Board of Trustees meeting was made by Art. Alice seconded. Discussion?

Comments: Peter's comments and suggestions sent earlier will be included in the final version. Alice asked for discussion (and trustees' opinions) related to the length and detail now provided in the monthly BOT minutes. Alice said that the monthly minutes are now too long and detailed and she suggested that the BOT minutes should include only very brief summaries and any final decisions of issues or concerns and not include details or comments or any relevant explanations or background on Board meeting decisions. Both Art and Reggie agreed that the current minutes were much too detailed and should be limited and simplified without any additional comments or background details included.

Tom suggested that the Board pass a motion to this effect and he proposed a motion to limit the length of the meeting minutes and include only brief and general summaries of information on the Agenda items. Reggie seconded. Further discussion continued related to this new motion.

Lucinda responded (as she had mentioned previously) that she felt strongly that BOT minutes should provide historical background on the BOT discussions and decisions. More expansive and detailed minutes help Trustees remember not only that decisions were made but how and why those decisions were reached. She pointed out that, in her first BOT term, she saw how necessary it was to document how and why decisions were reached since when they were re-visited later there was often confusion from the brief minutes as to why certain actions were delayed or had been approved. She also reminded the BOT that Art had said at the beginning of his first term as President that he wanted to increase Board transparency through open advocacy and improved communications so expanded BOT minutes help provide that desired transparency on the BOT.

In addition, Lucinda mentioned that many towns and municipal offices have increased their accountability through video-taping and live streaming their meetings for more public access to their decisions and discussions. Although she is not advocating taping the BOT meetings for the present, she would like to continue providing more detailed background on the Agenda items for background reference later and for public accountability reasons.

Upon reflection, Tom said that he felt that each BOT Secretary had a particular style and format for the BOT minutes and so he was willing to let the BOT Secretary continue with expanded minutes. He said that he didn't think that too much information was always a bad thing and, in fact, it was useful sometimes to be able to track decisions over time. Other trustees seemed to agree and Tom withdrew his new motion for the more abbreviated minutes format.

Art then asked if the original motion to approve the November Board Minutes could now be accepted and the Board approved.

[Lucinda asked for confirmation of the new meeting dates for rescheduled BOT meetings on the two upcoming holiday weekends – MLK Holiday and President's Day – and Alice reminded us from her calendar that we had agreed previously on Mon., January 28 and Mon., February 25.]

Public Comment: None

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, November 2012** (which also included most of the library departmental Staff Reports) for the Board's review on Friday, November 14 as per usual before the scheduled Board Meeting on Monday December 17.

This month's **Director's Report** and **Staff Reports** included the **Teen Services-November 2012 Report**; the **PR & Adult Programming Report for November 2012**; the **Children's Services Report**; and the **Circulation Report** and **Technical Services Report** for November. [For more information on OPL events, programs, and user statistics please see attached reports.]

Highlights from the Director's/Staff Reports:

Director's Report:

Jim reported that there were two major Board meetings held since our last BOT meeting— a Finance Committee meeting on [Wed.] November 28th to discuss the library budget and a BOT Special Meeting on [Thurs.] Dec. 6th. Both of these meetings will be reported upon later.

Jim focused first on several Building concerns and reported that good progress was made:

- 1) OPL Labor Management team emergency [preparedness] plan is underway. (Alice asked if this included Security and Disaster plans and Jim confirmed that it did.)
- 2) Security camera/alarm specialist review was carried out with recommendations for \$10,000 upgrade in additional installations around the buildings, etc.
- 3) OPL panic buttons were tested throughout the building and go directly to 911 response. Staff were reminded on their placement and essential use in case of real emergencies.
- 4) Elevator mishap with a trapped patron. Report was sent, no response by company. Patron got out on their own. There was a \$450 charge for the call but since no initial response, the charge was dismissed. Follow-up reviews are taking place on building elevator safety.

- 5) Children's Room heavily used activities linoleum floor was refinished and looks great.

Jim reported that the HVAC review/overhaul is well underway and that the technician who is working on the project says that the system changeover will possibly take place in January now.

Treasurer's Report: OPL Report of Receipts and Disbursements, Warrants

Jim reported that there is no **Treasurer's Report** this month but passed out the OPL Budget and Revenue Status Report as of June 30, 2012 to the Board for review. The Board will discuss more fully in Executive Session after the regular meeting with future budget projections/staff contract.

Operating Budget Report /Revenue Report: Jim passed out the OPL Budget/Revenue Reports and trustees reviewed them. Questions were asked about the 2013 Budget projections and Jim said that he will share more information on that next month.

Committee Reports:

President's Report – Art Jay—Will discuss/update re: staff contract negotiations in Executive Session, as well as planning around the upcoming 2013 budget proposal.

Policy and Bylaws Committee – Chair, Reggie Bush (?) Comments: Art --Need to review policy on missing Board meetings during the year. Lucinda –need to finish up previously recommended policies too –for disaster, records policy, social media, etc.

Finance Committee – Chair, Jaime Aguirre—Alice said that Finance Committee is making recommendations for cost savings due to the shortfall; library is looking at any possible efficiencies in the budget, including staffing (utilizing Molly's plan) and facilities cost savings.

Personnel Committee – Chair, (?)—No report this month.

Buildings & Grounds Committee, Chair, Peter Capek (?) --Jim reported that he has talked with Mr. Tortosa, OPL Building Specialist, regarding quotes for library redesign/upgrades/soundproofing of public restrooms. Estimates are being developed and Art commented that bathrooms really need refurbishment due to their heavy use. (Jim reminded us that he had sent the HVAC report to us in December. NYSERDA survey report will be forthcoming in the months ahead. Lucinda asked about the still on-going need for LEED analysis/review/follow-up on our geothermal system. Jim says that will follow the NYSERDA report/recommendations in the spring.)

[Note: BOT Jaime Aguirre arrived at the Board meeting from work at 8:10pm.]

Resolutions:

Tom moved, Alice seconded that the BOT approve the following Resolution #21. Approved.

Resolution # 21

RESOLVED, that the Board of Trustees accepts, with thanks, the following donations:

1. A donation to the Children's Room of \$50.00 from Risa Schifter in honor of her grandsons, Alex James McBreen and Zane Isaiah Forrest. The money will be used to purchase children's books.
2. A \$100.00 donation from W. Jean Horkans to be applied to the library collection. The Children's Books budget line, 7410420, will be increased by \$50.00. The Adult Books

budget line, 7410410, will be increased by \$100.00. The offsetting revenue, \$150.00, will be in 2705000 – Gifts and Donations.

Art moved, Lucinda seconded. Board approved the employee actions in **Resolution #22** below.

Resolution # 22

RESOLVED, that the Board of Trustees approves the employee action so noted.

RECLASSIFICATION

Name	Title	Dept.	Proj. Hrs.	Salary
Molly Robbins	Asst. Lib. Dir. III	Director	35	\$95,295
11/27/12	Probationary/6-month. (from Provisional)			

Old Business:

- **“Sponsorship Sundays”** –Art would like specifics to follow-up with this proposal in the coming year. The November Sponsorship Sunday discussion/suggestions will be updated in the months ahead.
- **Long-Range Planning** –Lucinda asked if we can schedule a follow-up Special Meeting to review and discuss the Board Retreat’s results and its final recommendations and how we might implement some of its goals. She suggested again that we designate members for a long-range planning group/committee to continue work based on the Retreat goals we covered. This is necessary for us to propose a realistic and appropriate budget based on actual goals and objectives in the years ahead. Art and Jim will discuss this later.

New Business:

- Trustees Seat – Reggie had missed the maximum four BOT meetings per year allowed in our bylaws which required him to give up his seat. The BOT agreed to forgive this for now and to re-appoint him to his BOT seat for the remainder of his current term, which ends in June, 2013. Art moved, Lucinda seconded. Approved. The Policy Committee was requested to review the BOT missed meetings policy this spring and to make further recommendations to the BOT on this matter.

Public Comment: none

Executive Session:

Motion to Adjourn to Executive Session at 8:45pm. Tom made a motion to move into Executive Session for the purpose of Personnel issues—including employees’ contract discussion/review and Board discussion of staff negotiations. Reggie seconded, Board approved. Discussion.

Adjournment: Alice made a Motion to adjourn Executive Session at 9:10pm, Lucinda seconded, Board voted to adjourn for the evening, approved.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees