

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
*Reorganization & Regular Monthly Meeting*  
*July 16, 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  
                      Kathy Beirne

School Board: Frank Schnecker

President Art Jay called the meeting to order at 7:35 p.m.

Pledge of Allegiance

Reorganization Meeting

- 1) President Jay took the oath of office as President in addition to Alice Joselow as a new Trustee and Jaime Aguirre as Vice-President for the 2012-2013 fiscal year.

Regular Meeting

- 1) Committee Appointments

Following is a list of committees to which Board of Trustees members will be appointed for the 2012-2013 fiscal year. The President will be an ad hoc member of all committees.

<b>Committee</b>	<b>Chair</b>		
Finance Committee	Jaime Aguirre	Alice Joselow	
Policy & Bylaws /Personnel Committee	Reggie Bush	Lucinda Manning	
Building and Grounds Committee	Peter Capek	Tom Staudter	

- 2) 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 2012-2013 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 2012-2013 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, August 20, 2012*  
*Monday, September 17, 2012*

*Monday, October 15, 2012*  
*Monday, November 19, 2012*  
*Monday, December 17, 2012*  
*Monday, January 21, 2013*  
*Monday, February 18, 2013*  
*Monday, March 18, 2013*  
*Monday, April 15, 2013*  
*Monday, May 20, 2013*  
*Monday, June 17, 2013*  
*Monday, July 15, 2013*

- b) Resolution 2: Appointing Treasurer of the Ossining Public Library**  
*Resolved that Samantha Brail be appointed Treasurer of the Ossining Public Library for the fiscal year 2012-2013.*
- c) Resolution 3: Designating Depositories**  
*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.*
- d) Resolution 4: 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 2012-2013 fiscal year.*
- e) Resolution 5: 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 2012-2013 fiscal year.*
- f) Resolution 6: Appointing Library Auditor for 2012-2013**  
*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, 2013.*
- g) Resolution 7: Appointing Library Attorney for 2012-2013**  
*Resolved that Donoghue, Thomas, Auslander & Drohan LLP be appointed Library General Counsel for the 2012-2013 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services.*
- h) Resolution 8: Appointing Section 75 Hearing Officer**  
*Resolved that, upon recommendation of the Director, for the 2012-2013 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.*

**i) Resolution 9: Appointing Consultants for the 2012-2013 Fiscal Year**

*Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2012-2013 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
John Tortoso	Building Management	Supervision and Training of Custodial Staff	\$21.60 per hr.

**j) Resolution 10: 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>

**k) Resolution 11: 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 21, 2013 between the hours of 7:00 a.m. and 9:00 p.m. at the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.*

**l) Resolution 12: to establish the dates of various 2012-2013 Budget Vote and Trustee Election Activities**

*Resolved that the following dates be established for the 2012-2013 Fiscal Year Budget and Trustee Election activities:*

_____ (First mo. meeting in January)	<i>Presentation of 2013-2014 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 District Clerk's Office</i>
_____ (60 days before vote)	<i>2013-2014 Final Budget adopted by Board of Trustees</i>
_____ (7-14 days before vote)	<i>Budget Hearing: 2013-2014 Budget presented to public</i>
_____ (30 days before vote)	<i>Trustee candidates presented to public</i>

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

**Resolution #13**

**RESOLVED**, that the Board of Trustees approves the Personnel changes so noted.

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Projected Hours</b>	<b>Salary</b>	<b>Effective Date</b>
-------------	--------------	-------------------	------------------------	---------------	-----------------------

**NEW HIRES**

<b>Anthony Apollonio</b>	<b>Cleaner</b>	<b>Bldg &amp; Grounds</b>	<b>15 hours</b>	<b>\$18.68/hr.</b>	<b>7/2/12</b>
<b>Brian Gomes</b>	<b>Library Clerk</b>	<b>Circulation</b>	<b>17 hours</b>	<b>\$17.77/hr.</b>	<b>6/14/12</b>
<b>Adam Krupinski</b>	<b>Page</b>	<b>Children's Room</b>	<b>6 hours</b>	<b>\$7.25/hr.</b>	<b>7/2/12</b>
<b>Kevin Robinson</b>	<b>Librarian I (PT)</b>	<b>Children's Room</b>	<b>17 hours</b>	<b>\$28.96/hr.</b>	<b>7/2/12</b>
<b>Felipe Rodriguez</b>	<b>Library Clerk</b>	<b>Circulation</b>	<b>35 hours</b>	<b>\$32,337.00</b>	<b>7/2/12</b>
<b>Sarah Rodriguez</b>	<b>Librarian I (PT)</b>	<b>Children's Room</b>	<b>17 hours</b>	<b>\$28.96/hr.</b>	<b>6/25/12</b>
<b>Gabriella Whelan</b>	<b>Page</b>	<b>Children's Room</b>	<b>12 hours</b>	<b>\$7.25/hr.</b>	<b>6/25/12</b>

**PROMOTIONS**

<b>Michelle Thomas</b>	<b>Library Clerk</b>	<b>Circulation</b>	<b>17 hours</b>	<b>\$17.77/hr.</b>	<b>7/16/12</b>
<b>Nicole Zavarella</b>	<b>Library Clerk</b>	<b>Circulation</b>	<b>17 hours</b>	<b>\$17.77/hr.</b>	<b>7/7/12</b>

**RESIGNATIONS**

<b>Felipe Rodriguez</b>	<b>Library Clerk</b>	<b>Circulation</b>	<b>35 hours</b>	<b>\$32,337.00</b>	<b>7/3/12</b>
-------------------------	----------------------	--------------------	-----------------	--------------------	---------------

*At this time Trustee Bush arrived at the meeting.*

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

**Resolution #14**

**BE IT RESOLVED**, that the Ossining Public Library shall provide continuing medical insurance for retirees with at least ten years of service to the library who were receiving medical coverage at the time of their retirement.

Beginning October 1, 2012, retirees, whether eligible or not for Medicare, shall pay a contribution towards the premium equal to that of the active staff.

Should there not be a contract in place by October 1, 2012 retirees shall pay this contribution in the amount of 5% of premium for single coverage and 6% of premium for family coverage.

The Board voted to table the resolution

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

Prior meeting minutes: June 18, 2012 Revised

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

Public Comment: None

Director’s Report and Personnel Report

Director Farrell stated that there are no financial statements in the Trustee packets this month. He will email them to the Board when Bob Majernek returns to the office this week.

Operating Budget Report  
Revenue Report

Treasurer’s Report

Report of receipts and disbursements  
Warrants

Committee Reports

President’s Report

President Jay stated that the Trustee retreat is scheduled for Saturday June 28 at Bailey Farms. The scheduled start time will be 9:30 a.m. and should run through approximately 4 pm.

Policy and Bylaws Committee - none  
Finance Committee – none  
Personnel Committee – none  
Buildings and Grounds Committee – none

Old Business

- Resolution regarding Retired Employee Health Benefits Contribution Rate  
A motion was made to accept the \$15,166 offered by the school district in settlement of a claim of overpayment by the OPL for health care insurance.

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

New Business

Trustee Joselow mentioned that she is working with Suzie Zavarella to work on a student calendar targeted at middle school children that will include such activities as movie nights and kickball games for the kids.

She also mentioned a possible partnership between the library and the Elks Club.

Trustee Bush mentioned that a company called FrugalMedia is holding a summer camp for social media. The purpose is to get young people and parents in step with each other when it comes to this new form of communication. Trustee Bush mentioned that the owner David Weathers is willing to come to various places such as the OPL for free to hold the sessions.

Public Comment - None

School Board Member Frank Schneck commented that he has heard positive feedback from families taking part in the program which allows children to read their fines away.

The Board entered Executive Session at 8:42pm and left it at 9:28 p.m.  
At 9:34 p.m. the Board voted to adjourn for the evening.