

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
November 19, 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; Kathy Beirne, Library Administrative Assistant

School Board: ~~Greg Galef, Frank Schmecker~~, Cindy Winter

Public: OPL Foundation Rep: Mark Seiden

Call to Order: President Art Jay called the meeting to order at 7:30 pm

Pledge of Allegiance

(Note: The OPL Board Meeting tonight followed the newly *Revised Agenda* distributed to the Board of Trustees before the meeting began.)

Approval of Prior Meeting Minutes:

Art made a Motion to Accept the Minutes of the October 15, 2012 Regular Board of Trustees Meeting . Lucinda seconded. Discussion?

Comments: Jim, Library Director, pointed out that although Samantha Brail is the designated OPL Board of Trustee's Treasurer, should be listed as the OPL Library Treasurer and not as the OPL Board of Trustees Treasurer under the Trustees listing. Lucinda mentioned that she had been uncertain as to how to list Samantha in Attendance and will make the correction. Peter had sent various comments and suggestions to the October 15 minutes by email previously which Lucinda reviewed with the Board.

Art then asked if the July Board Minutes could now be accepted. Peter moved, Alice seconded. Unanimous.

Public Comment: Cindy Winter, Ossining School Board member, commented that she was pleased that the library had responded quickly to the power shortages in the Town of Ossining during the Sandy storm difficulties. She shared that others in the Town had also praised the library and staff for accommodating the community's needs (by staying open extra hours until 10pm on Saturday, Nov. 3rd) This decision was made by the Director, who also praised the staff for their extra efforts in providing much need library services following the storm's disruptive effects and the lengthy loss of power in their homes by many of the town residents.

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, November 2012** (and also the **Assistant Director's Report**) for the Board's review on Sat., November 17 as per usual before the scheduled Board Meeting on Mon. November 19.

This month's **Director's Report/Staff Reports**, included **Children's Services**, Marci Dressler, Head of Children's Services; and the **Circulation Report** and **Technical Services Report**, Chris Surovich, Head of Circulation/Technical Services. There was no **PR/Programming Report**, **Cultural Programming Report**, **Teen Services** or **Personnel/Adult Services Reports** provided as part of the Library Director's Report. For the first time, Molly Robbins, Assistant Library Director, provided an **Assistant Director's Report** for October 2012 this month, that included these reports under the heading of **Programming, Cultural Programming, Teen Services, and a Technical Services** report on further activities, since Molly supervises these library divisions.

As agreed last month (by the Board and Library Director), both of these monthly administrative reports, the **Director's Report** and the **Assistant Director's Report**, will be included online from now on with the listings of Board of Trustees Monthly Meeting Minutes for public review. Below is a brief outline of some of the Director's administrative issues and concerns this month.

Director's Report:

Jim commented that he will meet with the library's attorney on November 28th for further discussions of the staff contract and negotiations progress. Art suggests that we need additional review then and so will need to schedule another Board meeting between Dec.3rd -10th.

Jim mentioned that the library held its annual fire inspection in late October and received some very positive comments from the fire inspector about the helpful staff and clean library. Related to Hurricane Sandy, the library was lucky that it did not lose power during the Sandy outages and so was able to remain open the regular hours, in addition to the extended hours on the Saturday following the Town outages. Jim mentioned that there were some fire alarm call backs for the library custodians, however, due to alarms going off because of power surges during the storm.

Jim attended the **New York Library Association Conference (NYLA)** in Saratoga Springs, NY this year from November 7-9, and reported briefly on some of the conference sessions that he attended. Jim said that NYLA was especially helpful this year in enabling him to discuss the new state-wide tax cap/funding concerns for library budgets with other NY State library directors.

Alice asked Jim if he was able to gain any useful tax cap-related information or suggestions for our library in his discussions with other directors. Jim said that not many of the school district library directors were in attendance at the NYLA conference, but that he did find out that some of the public libraries in the state have been successful in over-riding the tax cap out of necessity. This requires that a library board pass a resolution to ask the community to break the tax cap if it becomes necessary to raise additional funding beyond the cap in order to fund library services.

Related to the NYLA conference, Jim also helped chair a NYLA session when one of the session's chairs was unable to get to the conference from Long Island due to travel difficulties.

Jim mentioned that school district tax revenues have been received by the library this month in the amount of a net of \$948,502.26 and attached a summary sheet, titled Ossining Public Library Taxes Received for the board's review. The library received \$1,556,502.26 from tax payments made from the district towns thru Oct. 31, less (minus) prepayments to the OPL of the amount of \$608,000.00 that the Ossining school district had borrowed on the library's behalf for a final net of \$948,502.26.

Operating Budget Report
Revenue Report

Jim passed out the OPL **Library Budget and Revenue Status Report** showing budget expenditures from July 1, 2012 through October 31, 2012 and asked for any questions. In addition, Jim passed along another update report, **Monthly Statistics for NYS Report, July 1, 2012-June 30, 2012**, that shows library stats related to all users, including cards issued, computer uses, wireless visits, web site visits, Facebook users, program attendance, computer users, reference requests and homework help statistics, as recorded by month throughout the year.

Jim passed out the **Treasurer's Report** for library for the Board's review.
Report of Receipts and Disbursements
Warrants

Committee Reports

President's Report

Art mentioned again that the Board will need to meet in early December as a follow-up to the staff contract/negotiations discussions on November 28 with the OPL attorney.

Policy and Bylaws Committee

--**Presentation of review chart:** Although the Policy Committee did not formally meet in November, Art developed a Policy chart from the OPL Policy Manual, showing all the current OPL policies. Titled **OPL Policy List** (November 2012) the chart lists 34 policies in all as of December 19, 2011. Art listed the policies in order of oldest to most recent and recommended that the oldest policies should be reviewed first starting in December at the next Policy meeting. Art asked that the Board look over the policy list and discuss.

Lucinda pointed out that these policies include both internal and external library policies (in addition to library procedural policies) and also include ALA's recommended professional library standard policies --such as Free Access to Minors, Freedom to Read, and Freedom to View. Because of these differences, Lucinda asked that the policies be sorted out into these separate categories and prioritized before reviewing any of them.

[Note: For example, the ALA policies only need to be quickly re-checked with the ALA web site for updates, while the others need to be reviewed by the Director, Assistant Director or the various department heads, first before going to the Policy Committee for further review, discussion and eventual approval. Many of the procedural policies only need to be updated by department heads and then recommended for adoption.]

Art pointed out that he would like to develop the following additional library policies: policies for staff professional participation, (such as conventions and conferences); for programs (library/space usage?), charity collections at OPL (This concern refers to collecting money or items by library staff for outside good causes, such as the holiday pajama and book collections, etc.); policies related to library programs regarding the types/kinds of library programming; and an E-book readers/users policy.

As mentioned before in Policy committee discussions, Lucinda would also like to include a written procedure for library Emergency Preparedness/Procedures; a library Records Retention Policy; a PR/Public Relations Policy; and a Social Media Policy. Lucinda has previously shared samples of all of these recommended policies with the Board Policy Committee and with library administration. Hopefully, all of these will be discussed in the next Policy meeting in December.

Finance Committee

--**Report form**: Discussion related to the kind of format used for the **OPL Budget and Revue Status Report** as the current format is difficult to review. Agreement that format should be improved but no recommendations on how to do this. [Perhaps we could go back to the format used when Lucinda first came on the OPL Board in 2007 as that form was much more readable.] [More comments?]

--**Earmark funds**: Tom proposed that the budget report should show the built-in costs of employee COLA (cost of living) expenses during the year as shown from the OPL fund balance. Jaime mentioned concerns around setting up a percentage for a reserve fund balance as discussed at length in the Finance Committee (perhaps 20%?). Tom said that it was ideal to have between 7-10% of budget in a fund balance. [Unsure --Were there more comments?]

Personnel Committee

--**Fringe for non-union**: [Did we discuss this?]

Buildings and Grounds Committee

--**Exterior child-height safety railings for outside stairs**: Jim reported that the child-height safety railings for the outside stairs have been installed and are now functional.

-- **Emergencies**: In view of the recent storm, Jaime asked about the library's emergency planning for disasters and whether we have steps or a plan in place at present. Jim said that he has been putting together a plan with the library staff.

--**Building Green/HVAC System**: Alice reminded us that a top priority should be for us to focus on the complete review of the geothermal/heating/cooling system. Jim mentioned that he is working on the NYSERDA energy review of our system's efficiency but Alice reiterated that our priority should be related to the efficacy of the entire system.

Resolutions

Resolution #18: Library donation of \$25.00 from Robert Hougham.

Resolution #19: Employee action/personnel,resignation of Charles Anderson, Library Circulation Page, accepted.

Tom moved, and Peter seconded that we approve Resolution 318 and Resolution #19. Unanimous. Moved to

Resolution #20: Resolution related to General Municipal Law Section 3-c to permit the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members. This resolution would only be used if it is determined by the Board that they should recommend the adoption of a tax levy increase that exceeds the cap imposed by state law as required for the upcoming 2013-2014 budget. Lucinda moved, Peter seconded. Discussion.

Various points were made regarding the pros and cons of this resolution and the Board members split on whether to approve or not. Several Board members asked for more direction, such as a budget meeting to discuss specific plans; Jim asked what the Board wanted in terms of library priorities in the years ahead; and two of the Trustees said that it was important for the Director to tell us his goals/priorities and to outline specific objectives for the staff and Board.

Art asked for the vote. Art and Lucinda voted YES. Alice, Jaime and Tom voted NO. Peter abstained. (Reggie was absent from the meeting tonight.) Resolution #20 was not approved.

Old Business

--“Sponsorship Sundays”: This item, proposed initially in August by Art to the Board, was postponed from October’s meeting due to time constraints. This proposal originally referred to an idea that local businesses, companies or organizations could help provide funding for the library’s open Sunday hours. Art had estimated the costs for each Sunday with Jim and felt that local groups could help out with this library expense and receive a promotional benefit for their companies from it.

With regards to the Sunday sponsorship program, Art suggested that perhaps the Friends of the Library could help with advertising/contacting the businesses/companies and/or local organizations for the sponsorship funding for Sunday hours. Board members raised lots of questions: Is this something that other Friends groups are involved with in other public libraries? What exactly would the sponsoring companies/organizations receive for their Sunday sponsorship (Would banners or signs on sponsorship be displayed around the OPL library? Are there other possible benefits to sponsorship?)

Would a policy be required to outline the rules or procedures around the sponsorships? Should research be done around whether other libraries around the country are utilizing this fund-raising tool with possible tips or suggestions that could be provided to us. What are the pros and cons of the program? Is it possible that the OPL Foundation would also be able to fund-raise for Sponsorship Sundays or support the program in other ways.

Mark Seiden, as a member representative for the OPL Foundation, responded to the Foundation question about sponsorship during the discussion. He explained more about how the Foundation sees its role with the library and how it seeks to provide funding for additional programs, equipment or services that are not regularly provided by the on-going library budget. He mentioned examples of previous funding by the Foundation for concert programs and for special equipment in recent years and said that the Foundation wouldn’t rule anything out as long as it was part of the OPL Foundation’s mission for library support.

Lucinda then asked Mark whether the Foundation could provide a report summary to the Library on its past/current funding of various projects over the years. This would help the Board to have a better idea of the Foundation's funding priorities over the years. Another possibility would be to take a survey of suggestions from Foundation members, the Friends group, and from the community/library users on proposed future programs or library projects that could be funded by the Foundation.

New Business

--Emergency Plan: Related to Jaime's earlier question tonight about emergencies in the library, Jim reports that he is currently working on an emergency plan with John Tortosa, OPL's Building Consultant, with specific information about fire alarms, evacuation procedures/plans, and notification and chain of command, etc. Jaime wondered what would happen if the persons in the chain of command aren't working at the time of the emergency and how that will be addressed. Jim assured the Board that the chain of command issue is being taken care of in the planning process.

--Organization chart: As a follow-up to Jaime's question, Alice requested that Jim put together a library organization chart for the Board so that we can have it to refer to and can clearly see the staff, departments and the chain of command system as a whole

--OPL Anniversary Celebration: Art mentioned that the OPL will be celebrating its 120th anniversary next year (since its founding in 1893 as the Sing Sing Library) and wants to plan for anniversary activities in the coming spring. Art asked for suggestions.

Lucinda mentioned that the Croton Public Library was celebrating its 75th Anniversary this year and had designed a logo and posted it on the homepage. It also was using the slogan, "\$25 for 75" as a fund-raising goal for library donations from the community. Lucinda suggested that perhaps we could use "\$20 for 120" for our advertising of our 120th Anniversary. General agreement among the Board members that we should celebrate the library's anniversary next year and begin to plan for activities around this.

Executive Session: Motion to Adjourn to Executive Session at 10: 05pm: Art made a motion to move into Executive Session for the purpose of library Personnel issues related to staff contract issues and to discuss further information related to the "Pilot" payments issue with the OUFSD. Lucinda seconded. Board approved.

Adjournment: Motion to adjourn **Executive Session** by Tom at 10:25pm, Alice seconded, Board voted to adjourn for the evening. Approved.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees