

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
October 15, 2012, 7:30 p.m.

DRAFT Meeting Minutes
(from Revised AGENDA at Meeting)

In Attendance:

Trustees: Jaime Aguirre Lucinda Manning
 ~~Reginald Bush~~ Alice Joselow
 Peter Capek Tom Staudter
 Arthur Jay Samantha Brail, OPL Board of Trustees Treasurer

OPL Staff: Jim Farrell, Library Director; Attorney Robert Schofield (Attorney for OPL)

School Board: ~~Greg Galef, Frank Schmecker, Cindy Winter~~ (No School Board Rep in attendance)

Public Comment None

Call to Order (7:31pm)

Pledge of Allegiance

OPL Board President Art Jay proposed that we put our Meeting Agenda aside for now and go into immediate Executive Session (since we have an OPL Board of Trustees quorum now) with our OPL Attorney Schofield. Attorney Schofield will report his confidential findings to us on the Pilot Program agreement/issue. Alice moved, Jaime seconded. Unanimous. (7:34pm)

The Board had an extensive discussion/update in Executive Session re: previous OPL/OUFSD (Ossining Union Free School District) Pilot Program funds/payments agreement legal issue.

[Note: Board of Trustee Tom Staudter arrived at the OPL Board Meeting from work at 8:46pm.]

Discussion in Executive session concluded at 9:22pm. Alice moved, Tom seconded to go out of Executive Session and into the regular OPL Board Meeting Agenda. Unanimous. (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:

[Please note: There was no OPL Board Meeting held in September on the previously scheduled date of Monday, September 17th due to that meeting falling on the Jewish holiday of Rosh Hashanah. The September Board Meeting was cancelled and was not able to be rescheduled for later in the month. Therefore, there were no prior September Board Meeting Minutes to be approved in the October Board Meeting—so only the previously unapproved August 20, 2012 Board Minutes were actually approved in the October 15th meeting.]

Comments: Before the Board approved the August 20 Board Minutes, Lucinda shared Peter's October 15 email corrections including the following: Greg Galef is the corrected spelling in the attendance list (even though he was not at this particular meeting); James Trapasso is the corrected spelling; Westchester County was misspelled; and there were changes to the "Candidates interviewed" sentence and also a usage change from CDS to CDs. In the item related to a mention of Jim buying a carpet cleaning machine for buildings staff internally, Peter thought that we already owned an industrial carpet cleaning machine for this purpose. (?)

In further discussion, Jim suggested that the August Minutes were perhaps too lengthy in terms of including specific departmental excerpts from the **Director's Report**. Both he and Kathy Beirne, OPL Administrative Assistant, had mentioned to the Board Secretary before this meeting that the **Director's Report** is kept in the administration office files for anyone to come in and look it over to see what is going on related to the library's monthly activities/departments.

Lucinda shared (re: documenting the library's departmental/activities), that some Library Boards either audio or videotape full Board meetings (or have more descriptive minutes) to allow for more complete library reporting/feedback to their communities. Many town and village officials also do this. These more complete documentation practices also allow Board Trustees to retrieve previous discussions or board decisions (as reported on in Minutes) more easily so that current Trustees can better understand prior actions or votes on issues made by earlier Board Trustees.

As related to this issue of leaving out departmental excerpts or highlights from the Minutes, Lucinda pointed out that although Jim usually reviewed departmental highlights to the Board each month from his **Director's Report**, these departmental highlights, however, were not usually included in the final Minutes. It was suggested, and other trustees agreed, that the full monthly Library Director's Report could be simply linked online with the monthly OPL Board Minutes in future months (starting in November?) so that our library users will have access to these current **Director's Reports** along with the posted monthly Minutes. Discussion concluded.

Motion to Accept the Minutes of the August 20, 2012 Regular Board Meeting with corrections. Art asked if the August Board Minutes could now be accepted by the Board. Peter moved to accept the August 20 Minutes, Alice seconded, Unanimous. (Jaime abstained because he was absent from the August 20, 2012 Board meeting.)

Public Comment None

Director's Report and Personnel Report—Jim Farrell:

Jim (Kathy Beirne) provided the Board with the **Director's Report**, for **October 2012** (which also included most of the library's departmental Staff Reports) for the Board's review on Friday, October 12, as per usual before the scheduled monthly Board Meeting on Monday October 15.

This month's **Director's Report** included the **PR/Programming Report for September and October** by Jimmy Trapasso, Programming and Events Coordinator; the **Multicultural Report** by Carry Cubillos, Cultural Programming Specialist; the **Children's Services Report** for September and October by Marci Dressler, Head of Children's Services; and the **Circulation Report** and the **Technical Services Report** by Chris Surovich, Head of Circulation/Technical Services. Again this month, there were no **Teen Services** or **Adult Services Reports** included in the October **Director's Report**.

Highlights from the Director's/Staff Reports:

Library Director Jim Farrell reported that he had spent the last few months crunching numbers for the OPL library budget. These figures will help determine Board decisions/priorities at the next Board meeting regarding the future budget in the coming months.

Building Maintenance: The on-going maintenance of the building has taken up a large portion of administrative and staff time. Recent building maintenance concerns have included:

- 1- We had a flea infestation in the public access computer area on the first floor. The exterminator sprayed the area and it is now clear.
- 2- Around the same time, we had a potential bed bug problem. A bug, identified as a bed bug, was discovered in an envelope in the Teen Room. We had the K-9 in to sniff around for bed bugs. The dog gave off a "soft alert". We had a "crack and crevice" treatment with follow-up performed in the Teen Room. Hopefully, the problem is solved.
- 3- The carpet cleaning process has begun. We cleaned a couple of areas on the first floor to test and get used to using the carpet cleaning machine. The results are impressive. However, this is not a short term project. It will be an on-going project as the carpets have not been cleaned in five years.
- 4- The light bulbs are being changed in the Reference area. So far eleven bulbs have been replaced.
- 5- The Fire Alarm panel is back up and running properly. We will no longer be subjected to the annoying buzz that we were so used to hearing in the café area.
- 6- We received the NYSERDA application and are in the process of filling it out. Once completed and submitted we will find out how much the energy audit will cost us.
- 7- I recently met with Todd Harvey of BH&A Architects. He agreed to send me a CD of the original plans for the library. I asked about "as built". He said they were turned over to the library upon completion of the job. I received the CD and printed out a copy of the plans on 8½ x 11" paper. We still can't locate the "as built".

OPL Personnel (Human Resources) Report—Jim Farrell:

The OPL **Human Resources Report for October 15, 2012** was distributed and approved as **Resolution #15**, Be it resolved, that the Board of Trustees approves the employee actions so noted. Art moved, Lucinda seconded. Unanimous.

STAFF REPORTS

Molly W. Robbins, Assistant Director/Acting Head of Adult & Reference Services, Teen Services, Programming & Public Relations, and Cultural Programming

OPL PR/Programming: Jimmy Trapasso

The OPL's **September Art Exhibit –"Manhattan Project"**—was curated by OAC member John Wunderlich with juried pieces from the OAC (Ossining Arts Council) in remembrance of 9/11. In the library's Theater Hallway, photographer Mark Friedman, who teaches the photography course for the library every Saturday, also displayed his work for the month of September.

OPL September Author Programs:

Local Ossining resident **Fawzia Afzal-Khan** spoke on September 13th to 25 attendees about her new book, "Lahore with Love, Growing Up with Girlfriends Pakistani Style." Dr. Afzal-Khan, a professor of English and Director of Women and Gender Studies at Montclair State University, also shared her vocal/cultural singing talents with the audience.

On September 20th, another local author, **Richard Courage**, gave a multimedia presentation to 20 attendees on his book titled, “The Muse in Bronzeville: African American Creative Expression in Chicago; 1932-1950.” Mr. Courage is a professor of English at Westchester Community College. Following this talk, on September 27th, the library welcomed New York Times bestselling author **Joseph Kanon** to speak about his latest novel, “Istanbul Passage.” to approximately 50 people. The Village Bookstore of Pleasantville sold copies of all of these authors’ books at book signings following each author’s talk.

OPL Library Concerts in the Budarz Theater:

On September 15th, **Judi Silvano and her Indigo Moods Trio** performed a lively jazz concert for some 50 attendees in the Theater. The **OPL Library Foundation**-sponsored *Words & Music Concert Series* began the fall season on September 23rd, with a concert by singer/songwriter **Guy Davis**, the son of Ossie Davis and Ruby Dee. Approximately 180 attendees listened to Davis’ phenomenal blues and folk music on the guitar, harmonica, and piano. Guitarist **Nick Rael**, the opening act, led off the afternoon concert with his very funny and original stories and songs. All of these artists, Silvano and Indigo Moods, Guy Davis and Nick Rael, sold their CDs and donated additional copies for the library’s audio collection.

On September 10th, **Congresswoman Nita Lowey** held a press conference in the **Children’s Program Room** in front of the new Children’s Room mural to discuss efforts by parents and community members in working to prevent violence and drugs in our children’s and teens’ lives. Other local politicians, reporters and local media from News 12 were also at the news conference and provided good publicity for the library’s Children’s Room services.

OPL PR/Programming –OPL Facebook Stats – As of Sept. 12th:

New Likes: 2
New Check-ins: 6
Talking About This: 12-20.0%
Weekly Total Reach: 700 +3.4%

OPL Cultural Programming –Multicultural Report—September—Carry Cubillos:

The Multicultural program, “Doll Telling,” related to the country of Colombia this month, was celebrated in the Children’s Room on September 12. The program included video clips of Colombian dances, storytelling, sharing Colombian foods and dressing dolls in traditional Colombian dress.

In celebration of Hispanic Heritage Month at the OPL Library, the movie “Calle 54” was shown in the library’s Budarz Theater on Sunday afternoon, September 16. [Filmmaker Fernando Trueba, “gathered together a number of his favorite Latin jazz artists for a series of interviews and performances at the Sony Music recording studios in New York City. The artists included two pioneering Latin jazz stars, percussionist Tito Puente and horn player Paquito D’Rivera, as well as father-and-son piano duo Bebo Valdes and Chucho Valdes, Gato Barbieri and his tenor sax, the New York-based ensemble Jerry Gonzalez and the Fort Apache Band, and veteran pianists Chico O’Farrell and Eliane Elias.”]

In other activities, the Bridge of Westchester presented their annual financial workshop to library users related to their services for Latinos, and the Cultural Programming Specialist attended the

Freeport Library Book Fair that featured poetry readings, mariachi music, various kinds of food and many book vendors (where she also ordered Spanish audiobooks from a Book Fair vendor).

OPL Children's Services Report – September-October -- Marci Dressler:

September

The Children's Room *Dream Big: Read* summer reading program ended on Friday, September 7th. There were 248 participants, age infant to 14 years old, and altogether they received 410 prizes. We were very pleased with the results.

Our fall program season is beginning and we are chock full of fun and educational things to do in the library for all age groups. Several new programs will be offered this fall: *Monday Night Football*, *Around the Campfire*, *Swashbuckling Stories*, *Make Your Own Comics*, *Thrilling Thursdays*, *Pumpkin Palooza*, *Diary of a Wimpy Kid Special*, *Gingerbread Houses*, and *Don't Let the Pigeon Throw a Party*.

In addition, we will continue our trusty programs: *Mother Goose Time*, *Baby Laptime*, *Preschool Pals*, *OPL Video Club*, *Time for Twos*, *Bookworms Book Club*, *OPLibery Club*, *Planes, Trains and Automobiles* and *First Steps*. We're also resuming *Family Storytime*, which is possible because of the addition of 2 hours on Saturday morning. Our Tuesday mornings are reserved for school visits and we are already booked through December with some preschool classes and all of the 5th grade classes from Roosevelt School.

October

Most of our fall children's programs began in September and are in full swing. Our tried and true programs such as *Mother Goose Time*, *Preschool Pals and Planes, Trains & Automobiles* have been getting a consistently good audience, and our new programs – *Around the Campfire*, *Thrilling Thursdays* and *Make Your Own Comics* – are starting to take off. Some programs don't kick off until this month, so we'll have to see how they do. Families seem to be particularly pleased with the restoration of the *Saturday Story time*. We're glad to be able to once again offer this popular program on Saturday mornings.

The Homework Help Program started on Monday, October 1st with just a few students. The next session, held on Wednesday the 2nd was much more crowded. We believe this program will become very popular, as it was last year. At the moment we don't have enough volunteers to help the teachers, but we expect National Honor Society students from Ossining High School and education majors from Pace University to start volunteering in the next couple of weeks.

OPL Circulation Report –Chris Surovich, Head of Circulation/Technical Services:

Personnel: Lidya Aulestia-Recalte began working in Circulation as Library Clerk on September 24 and brings system experience from her part-time work in Tarrytown and fluency in Spanish. Sarath graduated from college and has been a tremendous help filling Circulation shifts when we have been short-handed. He will be taking the part time hours temporarily that we had previously posted until he finds full time employment. Charlie Anderson, a Library Page, who has worked here since April, 2008 (and who volunteered for a year previous to being hired) is leaving October 5 for a job for the New York Presbyterian Hospital where he had a summer internship. We have hired Louis Crisc, who graduated with a degree in communications and speaks fluent

Spanish (and who will also be volunteering in the PR office to help James with his heavy workload), to replace Charlie Anderson's position.

Circulation Equipment: The library's check-out computers went down in August for about 45 minutes so staff had to manually enter 33 patrons' card numbers and 97 item barcodes. Another computer crash happened again in September with 56 patrons and 197 items manually entered. This "down time," while of very short duration, created a lot of additional work.

One hundred and fifteen young people "read away" their fines in August and forty four did likewise in September.

OPL Circulation Statistics

Renewals:	2,256
Patrons Added:	144
ILL Loans:	3,515 (to Ossining)
	2,363 (to other libraries)

OPL Technical Services Report – Chris Surovich:

Personnel: Jen Murtha left her cataloging position at the OPL to take a Library Clerk position at Guilderland Library. John Torres has moved into Tech Services part time to continue cataloguing all of the media and to keep those types of materials moving onto the shelves. We have opted not to fill the full time Clerk vacancy left by Jen for the time being. Sheena and Sarath will be trained to do some of the cataloging work, while John and Marie will perform most of the deleting, new books cataloguing, magazines, etc. Marion will continue working on the children's print materials.

DVDs Check-Out: We received a memo from PLDA that the TV series DVDs should circulate for two weeks, rather than for one week. This was voted on at the June meeting by the library directors. John has begun changing all of the series to circulate for the 2 week period. Patrons have requested longer borrowing periods for the TV series and when possible we have extended the borrowing time period. Library users will be very happy with this new change!

Library Videos: We are also removing all videos (both feature films and international films) from the collections. Demand has decreased dramatically and, again, shelf space is prime real estate!! The videos will be put into the book sale and it is hoped that the Friends will be able to sell some of them.

The books on audiocassette have been removed from the system and put on the free shelves for patrons to help themselves. Demand has greatly decreased for these items and the shelf space is also premium space for other materials.

OPL Tech Statistics

Items Added:	1,133
Items Deleted:	640
Records sent to WLS:	89

[Next month, the OPL **Director's Report** will be posted on the OPL web site w/Board Minutes.]

The Monthly Statistics for the NYS Report--July 1, 2012- (thru eventually) June 30, 2013-- was included as part of the **Director's Report** October 15 hand-outs for OPL Board Trustees.

Operating Budget Report/ Revenue Report:

The **OPL Budget and Revenue Status Report July 1, 2012 to September 30, 2012** from Jim was included with his October **Director's Report** per usual to the Board Trustees for their review. Art asked that discussion on the OPL Budget be postponed for the later Executive Session on the staff contract at the end of today's regular Board Business meeting.

Treasurer's Report

Report of Receipts and Disbursements—Samantha Brail, OPL Board of Trustees Treasurer, passed out the proposed OPL Budget 2013-2014 – Compensation/ Comparison Warrants.

Committee Reports:

President's Report—Art mentioned that Reggie had promised him a report related to the Policy/Personnel Committee meeting held in August and related to the Director's Evaluation, Job Description, and Employment Agreement. There was no Policy/Personnel meeting in Sept.

Finance Committee –Discussed additional library hours for both Wednesday and Saturday mornings if Budget eventually allows in coming months.

Personnel Committee—Refer to the **Director's Report/Personnel** (Human Resources Report) handout given earlier.

Buildings and Grounds Committee—Jim reported at length on building and facility concerns at the beginning of his Director's Report earlier. Follow-up questions were raised by Alice and Lucinda related to their (August's) requests for a LEED building energy survey. Jim repeated that he is contacting NYSERDA for an overall building energy audit. Both Alice and Lucinda reiterated that what they had requested in the August meeting was an analysis of our LEED green building status and its efficacy by an outside LEED energy expert. It was requested again that we determine if our green/geothermal components are working as required with a thorough green-analysis (or whether a traditional energy system would be cheaper or more efficient long term).

Resolutions:

Resolution #16

RESOLVED, that the Board of Trustees accepts, with thanks, a donation of \$50 from Peter Rodda and Vincenza Scarpaci in memory of Elizabeth Schatz. They request that books be purchased in her memory. The Gifts and Donations line (2705000) of the Revenue Report will be increased by \$50 and the Adult Book line of the budget (7410410) will be increased by \$50. Art moved, Alice seconded. Approved, Unanimous.

Resolution #17

RESOLVED, that the Ossining Public Library shall be open on Wednesday, November 21, 2012 from 9:00a.m. until 1:00p.m. instead of the normal Wednesday operating hours of 1:00 p.m. to 9:00 p.m. (Note: Jim asked the Board for a memo of agreement to make Veteran's Day a fixed holiday on November 11 for the staff each year.) [Ask Jim about this – did we approve this?]

Old Business: No Old Business

New Business:

- Discussion of Library Closures for Upcoming Holidays:
 - * Thanksgiving Eve
 - * Christmas Eve
 - * New Year's Eve

The Board determined, after discussion, that the Board would support Jim in asking for the staff to be open during each library day preceding these major holidays for at least 4 hours.)

- “Sponsorship Sundays”—Art suggested postponing discussion of sponsorship until later.

Public Comment: None

Executive Session:

Art made a motion to Adjourn to Executive Session again tonight (10:05pm) for discussion of OPL Personnel matters including the OPL Budget and additional staff contract concerns. Peter moved, Alice seconded. Unanimous.

Discussion in Executive Session on Personnel ended. Art made a motion to leave Executive Session, Tom seconded. Approved, Unanimous.

Adjournment: Motion to adjourn Board Meeting made by Alice, Lucinda seconded. Meeting was adjourned at 10:46 pm.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees