

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
August 26, 2013, 7:00 p.m.

REVISED MEETING MINUTES

In Attendance

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Peter Capek, John Crawford, Debbie Goddard, Madeline Zachacz, Jaime Aguirre, Treasurer

OPL Staff: James L. Farrell, Jr., Director; Molly Robbins, Assistant Director; Bob Majernik, Senior Bookkeeper; Kathy Beirne, Secretary to Director

Absent: Alice Joselow, *Secretary*

Call to Order

President Art Jay called the meeting to order at 7:00 p.m.

Pledge of Allegiance

All present stood and recited the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Revised Minutes of the June 17, 2013 Regular Meeting and the July 15, 2003 Reorganization and Regular Meeting.

Debbie Goddard moved and Madeline Zachacz seconded the motion to approve the revised meeting minutes. Motion passed unanimously.

Public Comment

Mr. Louis DiRosa spoke to the Board about the problem he is experiencing with rocks being thrown into his pool by young people standing above on library property. Damage to his pool is covered by his homeowner's insurance. President Jay told Mr. DiRosa that members of the Library Buildings and Grounds Committee would look into the problem for a solution. The Library security cameras are scheduled to be changed so there may be a way to bring the back of the property under surveillance, signs can be posted, additional fencing may be necessary. Peter Capek of the Buildings and Grounds Committee noted that committee members would be meeting with Mr. DiRosa this week.

Village of Ossining Mayor Mr. William Hanauer and Mr. Andy Maniglia, Esq., Ginsburg Development presented information regarding the Harbor Square LLC proposed PILOT Program. Mayor Hanauer explained the importance of the Harbor Square project to the future economic development of Ossining. The project consists of 188 rental units (19 affordable units). The proposed PILOT is a ten year plan - the first two years of construction, five years of 2% increases per year, the last three years will be up to full property value. There would be no tax certioraris during these ten years.

The Board asked that the Ossining Public Library be specifically named as a PILOT recipient and that the library be designated to receive a separate check from the school district.

Mr. Maniglia will forward project documents to Jim Farrell including a draft of a possible resolution in support of the Harbor Square PILOT program for the Board to approve. The Finance Committee will review the resolution and submit it to the Board.

Report from Assistant Director Molly Robbins

Assistant Director Molly Robbins is also presently Head of Adult Services and the Teen Room. A big part of her job is facilitating the librarians with PR Programming and Outreach. Her comments touched on the following:

- Resources that the librarians need for programming
- Starting a new book group
- Spanish book group - Guillermo Rodriguez
- Mystery book group during the day
- Non-fiction book group
- Big upturn in fiction formats
- Social opportunities - plays, music, films, practicing language skills
- Bi-lingual staff
- Collection Development - various ways
- Librarians have to know the collection inside and out
- Bookmark being inserted in outgoing books with survey asking for patrons' interests
- Children's Services and Teen Room - excellent work done with summer programs
- Getting kids into the building to become familiar with the staff and comfortable to ask for help

Art asked about plans to commemorate the 50th Anniversary of the shooting of President John F. Kennedy. Molly will follow up on this and let the Board know.

Jim Farrell commented that Molly is very creative and dedicated. She has done an awful lot to make the library run well and will continue to do so. The staff looks up to her.

Director's Report and Personnel Report

Jim commented on the following:

- A new law that will be going into effect on September 4, 2013 - the school district is required to disseminate information about the public library to students in Kindergarten, Grades 6 and 9. Must include information about how to get a library card. OPL will have information available in both Spanish and English.
- The interior and exterior library windows have not been cleaned in over two years. Jim received a quote from a window cleaner in the amount of \$5,400. This will be referred to the Buildings and Grounds Committee.
- Memo on tax cap is projected to be 1.66% for next year.
- The Board Retreat is being held at the Atria on North Highland Ave. They are letting us use the room for free. A lunch menu was presented to the Board.
- Two consultant reports for the OPL HVAC System were distributed to the Board. Also a Fixed Asset Inventory Report and OPL's Geothermal Heating/Cooling System Report submitted by Peter Capek.

Operating Budget and Revenue Report

Senior Bookkeeper, Bob Majernik, highlighted certain points of the latest report for the 2012-2013 Fiscal Year ending June 30, 2013. He advised that the auditors will be in the library on September 16 and 17.

Warrant and Schedule of Claims Approval and Payroll Warrants

All Warrants were submitted to the Board for their approval.

Treasurer's Report

OPL Treasurer, Jaime Aguirre, recapped the weekly staff meetings that had been held in the past two months. He distributed a flow chart of the Payroll process that covers certain Payroll milestones. He noted that necessary ADP security changes have been made. The review of the purchasing process needs more documentation of key steps. Changes have been made concerning the receipt of items - packing slips are now signed by two people. The Purchasing Policy is being reviewed. (It was requested that the new policy be forwarded to the Policy Committee for the next Board meeting.) An Investment Policy is next to be developed.

He suggested that a cost analysis of the loss of DVDs, books, and other materials needs to be done.

Committee Reports

President's Report

Art met with Jim once during the past month and much of their discussion was about the HVAC system.

Policy and Bylaws Committee

Art Jay asked the Board to re-endorse the ALA statements - Freedom to Read, etc. A question arose as to whether any of these statements had been updated over the years. This will be investigated but for now the following motion was made:

Motion made to re-endorse the ALA statements - Freedom to Read, Freedom to View, Free Access for Minors, predicated on the fact that they are still current. If they are not current Art will bring the new ones in and the Board will review.

Debbie Goddard moved and Lucinda Manning seconded the motion to re-endorse the ALA statements. Motion passed unanimously.

(On 8/29/13 President Jay confirmed that the four ALA statements endorsed on Monday, 8/26/13, have not been changed by the ALA.)

Next month the Board will be reviewing the Sexual Harassment Policy. Staff has been advised that requests for changes should be directed to Art and will be taken into consideration.

Finance Committee

No report.

Personnel Committee

No report.

Buildings and Grounds Committee

Peter Capek commented on a meeting held about three weeks ago with Jim, John Tortoso and Russ Seacor. They discussed where we are - no cost numbers. They also discussed probing the wells by putting a camera down them. There are a number of things that need to be done.

The on and off problem of noise from the Teen Room to the Mezzanine had at one time been looked into. It was suggested that a glass panel be installed at a cost of \$4,800. It was also suggested that this might affect air circulation. During Russ Seacor's visit Peter showed the problem to Russ and Russ concluded that there would be no air circulation problem caused by installing a glass panel. We should get an updated estimate and another consultant opinion.

Other items Russ recommended - \$16,000 worth of items that need to be done - balancing, camera to probe wells, etc.

Resolutions

RESOLUTION #14

RESOLVED, that the Board of Trustees accepts, with thanks, the first half of the Learning Ambassador Program Grant in the amount of \$850.00, through the Westchester Library System's New York State Family Literacy Library Service Grant.

The Miscellaneous Library Grant line (2760001) of the Revenue Report will be increased by \$850.00.

RESOLUTION #15

RESOLVED, that the Board of Trustees approves the personnel change so noted.

NEW HIRE

Name	Title	Dept.	Projected Hrs.	Salary	Effect. Date
Andrew Loeschner	Page	Children's	6 hrs/wk.	\$7.25/hr.	08/19/13 (\$43.50/wk.)

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolutions 14 and 15. Motion passed unanimously.

RESOLUTION #16

RESOLVED, that the Board of Trustees approves the 2013-2014 Salaries so noted.

<i>F/T Salary Employees:</i>				
<i>LN</i>	<i>FN</i>	<i>Title</i>	<i>2012-2013</i>	<i>2013-2014</i>
Aulestia-Recalde	Lidya	Library Clerk	33,575	34,215
Cohen	Cheryl	Librarian II	76,757	76,757
Costa	Antonio	Custodian	58,779	58,779
Cubillos	Carmenza	Sr. Clerk	51,920	52,805
Dressler	Marci	Librarian III	75,309	77,571
Farrell Jr	James	Director III	105,000	105,000
Fletcher	Debra	Librarian I	61,134	62,972
Garrett	Stephen	Custodian	57,626	57,626
Hall	Barbara	Staff Asst.-Lib.	70,351	70,351
Harlen	Mallory	Librarian I	54,842	55,938
Hawkins	John	Librarian II	76,757	76,757
Katz	Bonnie	Librarian I	62,972	64,860
Majernik	Robert	Sr. Bookkeeper	57,290	57,290
Morccone	Andrea	Library Clerk	35,196	36,203
Robbins	Molly	Asst. Dir III	95,295	95,295
Rodriguez	Guillermo	Library Asst.	50,902	52,429
Surovich	Christina	Librarian II	76,757	76,757
Surovich	Linda	Lib. Trainee	46,109	47,312
Torres	John	Library Asst.	49,420	50,902
Trapasso	James	Library Asst.	50,902	52,429
Trapasso	Marie	Pr. Lib. Clerk	48,930	50,408

P/T Hourly Employees:				
Apollonio	Anthony	Cleaner	18.68	19.24
Beirne	Kathleen	Sec. to Director	19.00	19.50
Brigleb	Pamela	Page	7.75	8.00
Broadnax Jr	William	Librarian II	41.35	41.35
Colleran	Kieran	Library Clerk	18.10	18.45
Costa	Carlos Edgar	Custodian	23.30	23.98
Crisci	Louis	Page	7.25	7.50
DaSilva	Jose	Custodian	27.70	27.70
Dayal	Neera	Library Asst.	30.56	31.48
Diaz	Jorge	Cleaner	16.27	16.27
Farez	Edward	Library Clerk	19.89	20.46
Farez	Jaime	Library Clerk	22.29	22.95
Glanville	Sheena	Library Clerk	22.29	22.95
Gleason	Chris	Page	8.60	8.85
Gomes	Bryan	Library Clerk	18.10	18.45
Gomes	Melissa	Library Clerk	19.89	20.46
Gutierrez	Aimee	Library Asst.	27.97	28.81
Harris	Debra	Library Clerk	22.95	22.95
Ibanez	Gloria	Page	7.75	8.00
Krupinski	Adam	Page	7.25	7.50
Levine	Linda	Librarian I	33.59	34.60
Lipp	Barbara	Graphic Illust.	25.37	26.10
Mayo	Paola	Page	7.25	7.50
McCormack	Susan	Librarian I	37.81	37.81
McQuaid	Dan	Page	7.50	7.75
Moreno	Marion	Library Clerk	19.34	19.89
Muse	Charles	Custodian	21.80	22.22
Nair	Sarath	Library Clerk	19.34	19.89
Oxton	John	Librarian II	41.35	41.35
Payne	Harvey	Cleaner	20.82	20.82
Pullem	Heather	Librarian I	37.81	37.81
Ramos	Angel	Library Clerk	22.95	22.95
Riedel	Catherine	Library Asst.	27.97	28.81
Robinson	Kevin	Librarian I	28.96	29.54
Rodriguez	Sarah	Librarian I	28.96	29.54
Rylands	Arthur	Library Clerk	19.89	20.46
Sabini	Tricia	Librarian I	30.74	31.66
Schofield	Manuel	Page	7.25	7.50
Shymansky	Russell	Librarian I	37.81	37.81
Silver	Henry	Page	8.35	8.60
Thomas	Michelle	Library Clerk	17.77	18.10
Toy	Margaret	Page	10.45	10.70
Washburn	Steven	Page	7.90	8.15
Williams	Barbara	Sr. Library Clerk	28.45	29.30
Zavarella	Nicole	Library Clerk	17.77	18.10
Zavarella	Suzanne	Library Asst.	27.97	28.81
Zebelman	Erin	Library Asst.	27.15	27.97

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution 16. Motion passed unanimously.

Old Business

- Retreat Topics -
 - Agenda
 - Moderator not obtained yet
 - Basic duties and responsibilities of trustees
 - Philosophy of what you want to do with the budget
 - Strategic Planning

New Business - None

Public Comment - None

Executive Session

At 8:53 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to enter into Executive Session for the purpose of discussing contract negotiation items. Motion passed unanimously.

At 9:19 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to reconvene the Regular Meeting of August 26, 2013. Motion passed unanimously.

Adjournment

At 9:20 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to adjourn the August 26, 2013 Regular Meeting of the Ossining Public Library Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne
Secretary to Director