

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
February 25, 2013, 7:30 p.m.

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~~

Public: Melanie Carnes, Mike Buitekant [left at 8:39pm], Nicola Kenny, Friends of the Library and part-time library staff

Call to Order: President Art Jay called the meeting to order at 7:34 pm.
Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion to Accept the Minutes of the February 4, 2013 Regular Meeting was made by Art. Lucinda seconded. Discussion: Art and Peter generated some discussion related to recent Minutes and their approval process. Art commented that he would like to clarify that all changes to the Minutes had to be sent to the Board prior to the Board meeting in order for the Minutes to be approved at the following meeting. Peter mentioned that we should not be approving Minutes unless they are fully corrected and then reviewed by the members.

Lucinda responded that she had understood that Minutes were approved with the changes as noted (even if made at the meeting) and so had indicated that in the following Minutes each month. She pointed out that most of the changes to the Minutes were either minor editing or typos/misspellings, with some exceptions. Lucinda said that the previous meeting's OPL Board Minutes were always approved in the following meeting (over the years) even if members made corrections/editing changes at that following Board meeting. Lucinda agreed that Minutes should be updated and posted promptly when completed.

Lucinda also mentioned, however, that since last month's meeting, she discovered a big problem related to the Minutes completeness when she reviewed the posted Minutes now online. She discovered that there were many previous Board Minutes in earlier years listed as still being DRAFT Minutes. For example, in 2011 alone, there were Minutes from Dec. 19, 2011; Jan. 24, 2011; Jan. 31, 2010 [should be 2011]; Feb. 44 [should be 14] 2011; and May 2, 2011 that are still being listed under the designation of DRAFT Meeting Minutes. So we should try to determine whether these Board Minutes are completed versions or not.

Continuing discussion: Alice mentioned again that she still prefers only a brief summary of meeting Minutes and not the more detailed commentary as currently in the recent Minutes.

Reggie pointed out that we considered a motion for short minutes, discussed this before and Board members agreed to have more detailed Minutes. Lucinda mentioned again that many public officials are moving toward greater transparency in their public meetings, including video-taping meetings (such as the Ossining Town Meetings and the OUFSD's (Ossining School District) School Board's video-taping of their monthly meetings or are providing complete transcripts for their public meetings. Lucinda suggested that perhaps full meeting Minutes transcripts would be better than edited Minutes for the long-term OPL record.

Public Comment: None

Director's Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director's Report, February 2013** (which also included most of the library departmental Staff Reports) for the Board's review on Friday, February 22 as per usual before the scheduled meeting on Monday, February 25 at 7:30pm.

This month's **Director's Report** and **Staff Reports** included the **Teen Services Report for-February, Suzy Zavarella**; the **Programming & Public Relations Report for January-February 2013, James Trapasso**; **Cultural Programming Report for February, Carry Cubillos**; the **Children's Services Report for February, Debbie Fletcher for Marci Dressler**; and the **Circulation Report** and **Technical Services Report for February**, Chris Surovich. [For more information on OPL events, programs, and user statistics please see Monthly Reports.]

Director's Report/Staff Reports: All of the monthly staff and departmental reports and library statistics are available in the full monthly Director's Report.

Highlights from the Director's/Staff Reports:

Jim mentioned that Tuesday, March 5, 2013 is Library Advocacy Day and that he will be going up to Albany as a part of this state-wide library promotion effort. There is no word yet from the WLS (Westchester Library System) as to whether they will help provide car pools this year since there is no bus planned this year for the Advocacy Day in Albany.

There were a couple of building-related issues to deal with this month, including the big area snowstorm of 8-10 inches on Friday, February 8, which forced the closing of the library at noon and also prevented re-opening on Saturday. The Saturday closing was necessary as many staff had difficulty getting to the library after the snowstorm, streets were very clogged and the library parking lot was unplowed. Another problem later in the month was related to water drainage near the electrical room. There was accumulated water seepage into an underground pipe conduit running to the electrical room which caused water build up and the fire alarm box to trip. This problem is being further investigated as to its cause and whether there is a possible pipe break.

Treasurer's Report

Jim said that there is no OPL **Treasurer's Report** this month but passed out the OPL **Operating Budget Report/Revenue Report** for review. Jim reported that he had received the OPL Library Audit Report from Al Costa, our auditor, which he will share more fully with the Board later in Budget discussions. Revenue projections are not behind at present and the library has received a portion of its on-going school district revenue, or \$400,000 so far. The library will receive the next revenue portion, \$1.3million, as planned. Alice mentioned that there is budget information

forthcoming to the board for the upcoming Budget vote this spring and Jaime also said that Finance Committee had discussed the details which will be shared with the Board later.

Lucinda asked Jaime if there is a Finance Committee Report for February outlining the Budget plans and details so that the Board could review it for our next discussion. General comment was made by Jim that each Board committee is supposed to provide a monthly report that updates its activities and decisions for the rest of the Board before each monthly Board meeting. The OPL Report of Receipts and Disbursements, Warrants was reviewed and signed by Trustees.

Committee Reports:

President's Report—Art reported on his recent meeting with Jim related to library policies.

Policy and Bylaws Committee—Jim proposed four policies for a first reading tonight and these will be reviewed further by the Policy Committee at their next meeting. The four proposed library policies include the users' "E-Reader Lending Policy" with the "User Agreement for Borrowing the NOOK E-Reader"; the "Nepotism Policy" for library staff; the "Credit Card Policy" for use by employees for library purchases; and the "Employee Protection (Whistleblower) Policy" for library staff.

Comments: Peter asked re: how to determine which books are available as E-books. Jim said that the circulation check-out system will provide that information to users when they ask to check out a book. Jim also mentioned that the NOOK readers are loaded with certain books when they are checked out. Lucinda asked whether OPL library users can also download E-books to their own E-readers at home (as many libraries provide) and Jim said that this is not available yet.

Lucinda asked for information as to the need to break out the current Nepotism policy from the Conflicts of Interest Policy and Jim responded that the Auditor had suggested that it was important to have a stand-alone policy specifically on nepotism as separate from the conflicts policy.

[Tom arrived at the Board meeting from work at 8:26pm.]

Finance Committee – Chair, Jaime Aguirre—Jaime said there were two important budget considerations that he wanted to share. First, the committee had a good discussion on the Audit Report which included some suggestions for improved library internal controls of the process. Samantha Brail, the OPL Treasurer, was asked to also review the Audit Report for her recommendations and was asked to report back to the Finance Committee by the end of the month. Any suggestions or changes would hopefully be implemented by the end of the Trustees' current annual terms of office – which is the end of June each year.

Second, Jaime mentioned again that some line items listed in the budget aren't funded which is problematic every year. Example: Building repairs (often very large annual expenses) have to be taken out of the library's fund balance for payment which is an on-going difficulty with preparing an accurate proposed annual budget. Jaime reported that the preliminary budget discussions are still on-going but will hopefully be voted on by the Trustees in the next Board meeting in March.

Jim passed out OPL building projections for the coming year and proposed that the Board approve a resolution for setting a 2% tax levy cap for the upcoming library budget this year in preparation for Board budget discussions next month. Jim also asked that the Board look at any possible staff cuts and building hours cuts as necessary related to library budget preparations in the coming month. Peter moved a resolution for setting a 2% tax levy cap, Reggie seconded. Discussion was called. No discussion. Resolution approved unanimously.

Personnel Committee –No report this month.

Building & Grounds Committee--Chair, Reggie passed out a handout titled “Priority List of Building Projects” from the B & G committee, per request by Board members last month. Recommendations for priority building projects included: 1) Upgrade security cameras; 2) Upgrade wiring for audio-visual equipment in the Theater, Conference Room and Children’s Room; 3) Demolish/replace concrete floor existing back of library and add trash bin container area on side of library; 4) Add auxiliary heating system in the library’s lower level for winter months. These projects were all included last month in Jim’s list with his estimated costs and will be discussed more as updated information is available.

Resolutions:

Tom moved, Alice seconded, that the Board approve the following Resolution #25. Approved, unanimously. **Resolution # 25**

Be it resolved, that the Board of Trustees approves the employee action so noted.

PROMOTION

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
John Torres	To Library Assistant from Library Clerk	Circ/Tech	35	\$49,420	1/26/2013

Old Business:

Long-Range Planning & OPL Anniversary--Lucinda mentioned again the pressing need for a committee to work with the Director on his Long-Range Plan for the library. She also reminded members of the library’s 120th anniversary, asked for the establishment of an advisory committee and volunteered again to help with the initial planning. Art and Jim will discuss and report back.

New Business:

- **Trustee Election**—Jim passed out handouts for the upcoming spring Trustee elections (which follow the previous year’s application handouts) and the Board reviewed the requirements briefly. Application petitions are available in the Director’s office and are due back on Monday, April 22, 2013. A **Candidates’ Forum** for potential OPL trustee candidates is scheduled for April 15 at 7:00pm in the library’s 2nd floor conference room.
- **Internet Filters/ALA Access (Intellectual Freedom) Policies**—Jaime expressed some concerns again about OPL internet access and the ALA access policies that the OPL Board adapted many years ago. He feels that the Board should review the ALA users’ access policies again as he feels that they are inadequate. Jim expressed his concerns about limiting access to the main library reference computers although he mentioned that certain computers can be designated for filtering in children’s areas. Based on ALA’s access policies, adult library users can ask for library computer filters to be removed from their internet reference searches and research, however.

Lucinda pointed out that, according to ALA policies (Freedom to Read, Freedom to View, Free Access to Minors, etc.) limiting user access to information is seen as censorship and is a major limitation on democracy as defined under our Bill of Rights. According to the ALA's Freedom to Read statement: "The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights."

(Note: This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.)

(Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.)

The exception to this ALA Freedom to Read et al policies is the CIPA or Children's Internet Protection Act, passed by the US congress in 2000 to protect children's access to obscene or harmful internet content. See: <http://www.fcc.gov/guides/childrens-internet-protection-act>

[clip] The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011."

Some of the Board members would like to continue discussion on this issue – internet access and internet filters –after the library budget is finalized and the upcoming Trustee elections are over.

- **Committee Assignments**—Lucinda asked Art for more information related to the Board Ad Hoc committee assignments in 2011 and 2012. She passed out a photocopy of OPL Board Ad Hoc committee assignments from July 2012 Minutes and July 2011 Minutes and asked about the lack of corresponding 2012 Ad Hoc Committees for the **Long Term Plan, Negotiations, Cultural Inclusion Committee**, and **OPL Public Relations/ Communication** areas. Since these are all important, Lucinda asked that the President consider appointing Board members to these Ad Hoc Committees in coming months. Discussion was postponed for now and will continue on this later.

Public Comment: None

Executive Session: Art determined that we would not need to go into Board Executive Session tonight following the regular Board meeting.

Adjournment: Art made a Motion to adjourn the regular Board of Trustees meeting at 9:47pm. Lucinda seconded. Board voted to adjourn for the evening. Approved unanimously.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees