

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
July 15, 2013, 7:30 p.m.

Revised MEETING MINUTES

Present

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Alice Joselow, *Secretary*; Peter Capek, John Crawford, Debbie Goddard, Madeline Zachacz

OPL Staff: James L. Farrell, Jr., Director; Kathy Beirne, Secretary to Director
BOE Liaisons: Frank Schneckner

Call to Order

President Art Jay called the meeting to order at 7:30 p.m.

Pledge of Allegiance

All present stood and recited the Pledge of Allegiance.

Reorganization Meeting

Oaths of Office were administered to the newly elected Board Officers: Art Jay, President; Lucinda Manning, Vice President; Alice Joselow, Secretary, and to the newly elected Board Trustees: John Crawford, Debbie Goddard, Madeline Zachacz by Kathy Beirne, Notary Public.

Committee Appointments

Following is a list of committees to which Board of Trustee members will be appointed for the 2013-2014 fiscal year. The President will be an ad hoc member of all committees.

Committee	Chair		
Finance Committee	Alice Joselow	Madeline Zachacz	Peter Capek
Policy & Bylaws /Personnel Committee	Art Jay	Lucinda Manning	Debbie Goddard
Building and Grounds Committee	Peter Capek	John Crawford	

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 2013-2014 fiscal year.

Resolution #1 - Setting the Regular Meeting Dates of the Board of Trustees

*Resolved that the regular monthly meetings of the Board of Trustees for the 2013-2014 fiscal year be held starting at **7:00 p.m.** at the Ossining Public Library, 53 Croton Avenue, Ossining NY in accordance with the following schedule:*

Monday, August 26, 2013
Monday, September 23, 2013
Monday, October 28, 2013
Monday, November 25, 2013
Monday, December 16, 2013
Monday, January 27, 2014

Monday, February 24, 2014
Monday, March 24, 2014
Monday, April 28, 2014
Monday, May 19, 2014
Monday, June 23, 2014
Monday, July 28, 2014

Resolution #2 - Designating Depositories

Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, County of Westchester, State of New York, and that amounts not to exceed \$8,000,000 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.

Be it further resolved that the position of Assistant Director be added as an authorized signer of checks on the accounts set up at the Mahopac National Bank as outlined in Resolution No. 40 approved by the Board on 4/11/2011.

Resolution #3 - Approval of Check Signers

Resolved that effective immediately, Andrew Lennon be removed as a check signer with Mahopac National Bank and Signature Bank and that Jaime Aguirre, appointed Treasurer by the Board on June 17, 2013, be added.

Therefore, be it further resolved, that the following people be approved as the official check signers for the Ossining Public Library: Arthur Jay, President; Jaime Aguirre, Treasurer; James L. Farrell, Jr., Director; Molly W. Robbins, Assistant Director.

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 2013-2014 fiscal year.

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 2013-2014 fiscal year.

Resolution #6 - Appointing Library Auditor for 2013-2014

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, 2014.

Resolution #7 - Appointing Library Attorney for 2013-2014

Resolved that Thomas, Drohan, Waxman, Petigrow, & Mayle, LLP be appointed Library General Counsel for the 2013-2014 fiscal year at an hourly rate of \$200 per hour for attorneys and \$90 per hour for paralegal services.

Resolution #8 - Appointing Section 75 Hearing Officer

Resolved that, upon recommendation of the Director, for the 2013-2014 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.

Resolution #9 - Appointing Consultants for the 2013-2014 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2013-2014 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	\$35 per hr. for maintenance of Web page and \$60 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. (38.5 est. hrs./bi-weekly)

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>\$ 30</i>	<i>Chris Surovich</i>

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 20, 2014 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.

Resolution #12 - To Establish the Dates of Various 2014-2015 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2014-2015 Fiscal Year Budget and Trustee Election activities:

<i>January 27, 2014</i>	<ul style="list-style-type: none"> <i>Presentation of 2014-2015 Preliminary Budget to Board of Trustees</i>
<i>March 24, 2014</i>	<ul style="list-style-type: none"> <i>2014-2015 Final Budget adopted by Board of Trustees</i> <i>Trustee vacancies announced to public</i>
<i>April 28, 2014</i>	<ul style="list-style-type: none"> <i>Budget Hearing: 2014-2015 Budget presented to public</i> <i>Trustee candidates presented to public</i>

Debbie Goddard moved and Lucinda Manning seconded the motion to approve Resolutions 1 through 12, as amended. Motion passed unanimously.

Regular Meeting

Approval of Prior Meeting Minutes

Alice Joselow moved and Debbie Goddard seconded the motion to table the approval of the minutes of the June 17, 2013 Regular Meeting until the August 26, 2013 meeting. Motion passed unanimously.

Public Comment

Frank Schneckler offered congratulations to the newly elected Board members.

Director's Report and Personnel Report

The Director's June Report covered the following topics: weekly e-mail communication with staff, exterminator findings, smoke and fire alarms, air conditioning update, carpet cleaning, staff barbeque June 19th, and parking lot lights. The Director's Report also included highlights from:

- Public Relations and Programming - Art Exhibits, Concerts, Village Fair, Year End Report
- Children's Room - Summer Reading and Programs, Storytime, Learning Ambassadors,
- Circulation - College students return, Circ. staff e-reader training continues, extended borrowing time, 2013 Friends' Scholarships
- Tech Services - Village Fair, Teen Room activities, Fiction Committee completed budget year ordering 22 popular bestsellers, Circulation Committee WLS meeting regarding Active Directory and other concerns

Director Jim Farrell also praised the Library Staff members for their willingness to work outside their CSEA Contract approved conditions during the present heat wave. The temperature in the Library was above the 80 degree level due to well pump problems. The purchase of fans is being considered. Jim also mentioned that the Safety and Disaster Plan is in the process of being updated and that staff is being kept in the loop for any important emergency information. Ossining Fire Department Safety Officer training of staff and Sexual Harassment training of staff is being planned.

The Operating Budget and Revenue Report has not been finalized for the year ending June 30, 2013.

Warrants and Payroll Approvals

Board members approved recent Warrants and Payrolls.

Committee Reports

Policy and Bylaws Committee

President Art Jay reported that there are about thirty policies that need to be reviewed on a regular basis. Art proposed that the Board review one-third of them each year. Every trustee will have had, over the course of one three-year term, a chance to read and review every policy. He distributed a schedule for such a review. The policies that have not been reviewed for many years have been assigned to the 2013-2014 fiscal year. In addition to the old

policies, the Board also needs to consider any new policies that the staff, Director, and Board feel should be developed. The following is a revised schedule with the newest policies adopted 4/15/13 added at the end.

	2013-2014	2014-2015	2015-2016
Aug.	Bill of Rights (ALA) Free Access to Minors Policy Freedom to Read Freedom to View	Privacy Policy Trustee Code of Ethics	Bulletin Board Policy
Sept.	Sexual Harassment Policy	Collection Development/Selection	Art Exhibit Policy
Oct.	Private Use of Library	Circulation Policy Lost Book/Materials (A) Lost Book/Materials (B)	Meeting Space/Outsiders Policy Meeting Space Application Hold Harmless Agreement Equipment List Outside Use Fee Schedule
Nov.	Card Registration Policy Materials Lending Schedule	Internet Acceptable Use Policy	Volunteer Policy
Dec.	Code of Conduct	(none assigned)	Credit Card Policy 4/15/13
Jan.	Law Enforcement Inquiries	Endowment Funds Gift and Donation Policy	E-Reader Lending Policy 4/15/13
Feb.	Concert Policy	School Hours	Nepotism Policy 4/15/13
Mar.	Unattended Children Policy	Workplace Violence Policy	Whistleblower Policy 4/15/13
April	Staff Internet/Email Policy (WLS)	Conventions and Conferences	(none assigned)

Lucinda will check Sexual Harassment Policy and confirm last date of review. Jim will follow up with staff to make sure that they know their input is welcomed.

The present Bylaws need some changes - choosing officers, number of committees, etc.

Finance Committee

The Annual Audit Report criticized the Library for not having Board members review checks BEFORE they are mailed out. There was some discussion on this. Maddi volunteered to look at the Warrant for checks on Fridays before they are mailed out and then sign off on them. The Board will then be the second set of eyes in reviewing the Warrants. The Finance Committee will review this procedure. Library Treasurer, Jaime Aguirre, is also reviewing the procedure.

Resolutions

Resolution #13

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

NEW HIRE:

Name	Title	Department	Projected Hrs.	Salary	Effect. Date
Giancarlo Naranjo	Page	Children's	5 hrs/wk.	\$7.25/hr.	07/01/13

(\$36.25/wk.)

Lucinda Manning moved and Madeline Zachacz seconded the motion to approve the personnel change so noted. Motion passed unanimously.

Old Business/Buildings & Grounds

Director Jim Farrell distributed diagrams and explained the air circulation throughout the Library system that includes five air conditioning units. Air Conditioner #4 is the workhorse of the building. Jim quoted Russell Seacore (of Clean Air Quality Service) as rating the system a "3" on a scale of 1 to 10. Clean Air has submitted a number of proposals to correct various problems with the HVAC system, including one to correct the mis-installation of an air handler at the time the building was built. The Buildings and Grounds committee will be reviewing these with the Director. (The diagrams will be included with these meeting minutes.)

Two independent consultants came in about three weeks ago to assess Clean Air's proposal. John Tortoso gave them a tour of the system. Jim will give reports to the Board as soon as they are received. We are also checking into the cost of a cooling tower which would eliminate the problem of the sand damaging the wells.

The reason for the flooding of the parking lot has not been resolved.

Russ Seacor of Clean Air asked for a meeting with Jim and John Tortoso to review the automatic vs. manual operation of the system.

The date of the Board Retreat is September 28, however the originally planned moderator is unavailable that day. The decision was made to retain the date and seek another moderator. Topics for Retreat: Long Range Plan, basic duties and responsibilities, effective Board Meetings. Location of meeting has yet to be determined.

New Business

Jim will take new Trustees on a tour of the Library and introduce them to staff. He will also review Board documents and answer their questions.

Jaime Aguirre, Library Treasurer, recapped prior activities of the Finance Committee. The final revision of the response to the Auditor's letter is complete and the letter can be mailed with a copy to the Board.

Jaime is taking a closer look at the Payroll process. He is meeting weekly with Chris, Bob, Kathy, and Jim to organize the payroll procedure and set up a flow chart of the process. Internal Payroll controls and security access are being discussed and mapped.

Jaime also plans to review the process of receipt/handling of orders by staff.

Alice Joselow noted that the Teen Room won the *Best of Westchester Award*; Jim wrote a grant proposal for the Foundation to donate one of the sculptures; possibility of a grant writer; Suzy Zavarella's mailings with *Communities That Care*, the awesome One Act Plays; and the outstanding Children's Summer Programs.

Public Comment

(none)

Executive Session

At 9:25 p.m. Alice Joselow moved and Madeline Zachacz seconded the motion to enter into Executive Session for the purpose of discussing a contract issue. Motion passed unanimously.

At 10:04 p.m. Alice Joselow moved and Art Jay seconded the motion to reconvene the Regular Meeting of July 15, 2013. Motion passed unanimously.

Adjournment

At 10:04 p.m. Alice Joselow moved and John Crawford seconded the motion to adjourn the July 15, 2013 Reorganization and Regular Meeting of the Ossining Public Library Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne
Secretary to Director