

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
March 18, 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 Schaecker, Cindy Winter~~ (no School Board member present)

Public: none

Call to Order: President Art Jay called the meeting to order at 7:36 pm.

Pledge of Allegiance

Approval of Prior Meeting Minutes:

Motion was made by President Art Jay to Accept the Minutes of the February 25, 2013 Regular Meeting and Lucinda seconded. Discussion: Lucinda mentioned that she had forgotten to include Resolution #26 within the February 25 Minutes as it had gotten stuck to another page when she was going through the Meeting hand-outs. She will add this Resolution, which was approved unanimously by the Board, as an edit to the Minutes.

Resolution #26: RESOLVED, that the proposed 2013-2014 Budget of the Board of Trustees of the Ossining Public Library in the sum of \$3,723,509 be approved, and that the Ossining Union Free School District be authorized to levy and collect the sum of \$3,673,509 as the necessary tax thereof.

Alice asked again for more abbreviated Minutes. Lucinda responded that detailed Minutes were helpful to the community and were also essential in on-going decision-making. She mentioned that others on the Board had agreed to more detailed Minutes and suggested again that perhaps we should try audio-taping meetings and paying someone for Minutes' transcripts. This would provide entirely complete Minutes without edits and would be in keeping with many public officials now video-taping their open public meetings. No overall agreement on this and Lucinda suggested that we check out this possibility for more information on costs, etc.

Lucinda mentioned that in reviewing the OPL Minutes for previous years online she also saw that OPL Board Minutes varied in length and completeness (depending upon the Secretary at the time). She also noted again that Minutes were regularly approved at the following Board meeting each month. Sometimes there was approval with the term "with changes as noted" and this was the case even if changes to the Minutes were made at the approval Board meeting. The changes to the Minutes were usually never specified.

Art mentioned that, ideally, we should have entire Minutes with changes to review before the next meeting each month. Lucinda volunteered that it was also very important to update all of the older online Minutes that still have “Draft” written on them too. She has a partial list of these posted “Draft” Minutes going back five years or more and will compile a more complete list for updating and for re-posting (with past Secretaries’ help?) this spring.

It was agreed by Board trustees in attendance that we will not revisit the Minutes issue again for a while. Reggie moved to table the approval of the February 25 Board Minutes for next month’s meeting when everyone was here and Alice seconded. Approved by all.

Public Comment: None

Director’s Report and Personnel Report

Jim (Kathy Beirne) provided the Board with the **Director’s Report, March, 2013** (which also included most of the library departmental Staff Reports) for the Board’s review on Friday, March 15, as per usual before the scheduled meeting on Monday, March 18 at 7:30pm.

This month’s **Director’s Report** and **Staff Reports** included the **Teen Services Report for February-March, Suzy Zavarella**; the **Programming & Public Relations Report, February-March, 2013, James Trapasso**; **Cultural Programming Report for February, Carry Cubillos**; the **Children’s Services Report for February-March, 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 WLS (the Westchester Library System) will present a Trustee Institute on Wednesday, April 3 at 6pm titled ***Assuming Responsibility for Tomorrow: Library Trusteeship in the New Normal*** at the White Plains Public Library. The speaker, Jerry Nichols, is the Director of the Palmer Institute for Public Library Organization and Management, and will explore the roles and responsibilities of public library trustees as they face critical challenges in our rapidly changing world -- including Trustees' legal responsibilities; the Trustee/Director Partnership; life in a tax cap world; rediscovering your community; and the realities of consolidation. Jim urged all trustees to attend if possible.

Jim and James Trapasso (from OPL’s programming area) met with Mark Seiden, President of the Ossining Library Foundation, on February 28 to discuss the OPL Foundation’s fund-raising direction and help with plans and potential library projects. Mark would like to host a meeting in coming months with the OPL Foundation, the Friends of the Library, and the Board (much like the June 2011 joint meeting) to discuss shared goals and future plans for cooperation. Jim added that “A copy of the Agenda along with the minutes of that meeting is attached for your ready reference. “ (Note: No attachment of the Foundation meeting Agenda or Minutes. Ask Jim?)

Jim also passed out an updated (3/13/2013) and full-color copy of the OPL organization chart showing employee names, whether full-time or part-time, and their departmental areas/listings.

Upcoming Library Budget Vote and OPL BOT Election:

Jim mentioned Peter's "draft" copy of an introductory letter to prospective OPL Board members (based on an earlier version) attached for everyone's information. This letter was reviewed and edited (by Art and Jim) and will be placed in the prospective candidates' election information packets. Jim said: (A copy of this letter is attached to this report for your ready reference.) but, actually, the BOT received the following related copies, in the Agenda meeting packet tonight, which were not attached to the Director's Report for March:

- 1) a copy of the OPL **News Release** dated February 25, titled: "OPL BUDGET VOTE & THREE SEATS AVAILABLE ON BOARD OF TRUSTEES", with the last day for filing BOT application petitions with the School District Clerk listed as 5:00pm on Monday, April 22, 2013;
- 2) an overview list of the LIBRARY BOARD CANDIDATES INFORMATION with important dates (mention of a BOT Candidates Forum on Monday, April 15--with agreement participation form); and mention of the Annual Library Election and Budget Vote, to be held on Tuesday, May 21 at the Ossining High School Gymnasium (along with the Ossining School District Vote);
- 3) a copy of the prospective candidates "thank you for your interest" letter from the Director; and
- 4) a copy of the form that has spaces for the required 25 signatures of certified Ossining voters on the nominating petitions for each Library Board Candidate.

Further, Jim mentioned that the day of the vote at the high school, the school district will still be using the old lever machines. If we do not get enough candidates to run for the three available seats, we will rely on write-in votes. Jim reported that: "Directions on how to do a write-in vote are attached for your information". (I could not find this attachment with our Agenda or the Director's Report tonight. Ask Jim?) Jim continued that if there are insufficient write-ins, the Board can appoint someone to fill the vacancy until the next election, as needed.

Finally, Jim reported that the WLS (the Westchester Library System) obtained a grant to fund the Learning Ambassador Program this year. This grant will pay for two ambassadors for the OPL. Jim reported that "For the last few years the library paid \$1,000 each year for one ambassador. This year each ambassador will work 20-25 hours from July through mid-August. The ambassadors will only work in the Children's Room. In the past it was split between the Children's Dept. and the YA/Teen Room. (Note: Ask Jim for more background on this program and OPL's library participation as this month is the first mention that I have heard of it.)

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 the BOT's review. Related to the Budget projections for next year, however, Peter had asked in an earlier email that a slightly modified version of the proposed Budget document (as shared earlier with the BOT for this month's meeting) be used. In his email, Peter said that he had adjusted the column numbers so that they are right-aligned in the first column and so that the decimal points are aligned in the second column and changed a couple of words. Peter also raised an important question related to tax levy rates for all three portions/villages in the Town of Ossining in his earlier email. In reference to this, Jim told us that he had received updated equalization rates this week that will be used. He passed out a copy of the "2013-14 Budget Determination of Estimated Tax Rate for the Ossining Public Library --

General Fund Appropriations and Planned Budget Less: Estimated Revenues other than Real Property Taxes – Total Amount to be Raised by Taxation” for trustees’ reference.

Committee Reports:

President’s Report—Art would like to set a date for a Special Meeting in the next couple of weeks with the trustees to discuss the Library Director’s 6-month evaluation report. Lucinda suggested using Peter’s previous “survey monkey” tool for trustees to share best dates for a meeting with each other. Art suggested that he would just list the possible dates that he is available, instead, and have trustees email him back as to the best meeting dates from those. Art would like to meet by April 1st but at least before the next Board meeting so that he can schedule a review meeting with Jim later in the week after that meeting.

Policy and Bylaws Committee—Art proposed four policies for a first reading tonight and these will be reviewed further and approved by the Board next month. Lucinda mentioned that we had proposed these same 4 policies for a first reading in the February 25 meeting – as she had noted that in those Minutes. Art said that these were updated versions of those policies with changes. The four updated policies were passed out again tonight and included: 1) the users’ “E-Reader Lending Policy” with the “User Agreement for Borrowing the NOOK E-Reader”; 2) the “Nepotism Policy” for library staff; 3) the “Credit Card Policy” for use by employees for library purchases; and 4) the “Employee Protection (Whistleblower) Policy” for library staff.

Comments: Peter had emailed his suggestions to us regarding the 4 policies received with this meeting Agenda (since he is unable to attend tonight) and asks us to incorporate them:

- 1) The User Agreement should not be specific to Nooks (as he had mentioned last month) but should only refer to “e-book reader” or similar general term [the Policy committee had changed this in our Policy meeting];
- 2) The User Agreement should make clear that the device is not considered returned until all of the components are returned [with it]. Otherwise, ...if the charger [is left] at home then the reader won’t be useable [and can’t be checked out to someone else].
- 3) Peter asks for the employee’s signature to come first on the Credit Card Policy form.

Regarding the Director’s Evaluation process/forms (as discussed by the Policy/Personnel Committee), Lucinda had recommended utilizing again this year the excellent MHLS (Mid-Hudson Library System) *Director Evaluation Form(s)* for Jim’s 6-month and annual evaluation. [See: http://midhudson.org/trustee/dir_eval.htm] This evaluation process considers the BOT and Director relationship “as a partnership for the purpose of running a highly important community organization” and so the overall administration and success of the library is evaluated in various categories.

These forms, as developed by the MHLS, require each trustee individually to evaluate the Director’s administrative success related to five categories in order to provide a more comprehensive view of the library’s operations and then these individual trustee forms are compiled by the President into an overall summary.

This well-designed trustee evaluation form outlines a library’s success and achievements within break-outs for five important library evaluation areas as related to the Director’s

administration and leadership goals, with four specific ratings of “excellent, satisfactory, needs improvement or unknown” as outlined below:

- 1) Customer Service & Community Relations;
- 2) Organizational Growth
- 3) Administration & Human Resource Management
- 4) Financial Management/Legal Compliance/Fundraising
- 5) Board of Trustee Relationship

Again, a summary of the forms will be shared later by Art with Jim in his meeting review.

Finance Committee –There was no Finance report as Jaime was absent from the meeting tonight.

Personnel Committee –Information was provided on Personnel concerns with the Policy Committee report tonight as related to the MHLS director evaluation process used for the 6 month evaluation.

Building & Grounds Committee--Reggie passed out the handout titled “Priority List of Building Projects” again this month with an update from the B & G committee. The list of recommended four 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.

According to Reggie, these projects require a total capital improvement of an estimated revised cost of \$45,000 altogether (i.e. \$48,960 total original estimates minus \$3,960 for previous approval of the concrete floor demolition cost in last year’s budget estimates). These projects will be further updated next month as work on them progresses.

Jim also reported that Peter and Manny had checked out the new HVAC software and were optimistic that everything is now working well with the improved HVAC building system.

Resolutions:

Art moved, Alice seconded, that the Board approve the following **Resolution #27**. Approved by the four trustees present, unanimous.

Resolution # 27

Be it resolved, that the Board of Trustees approves the board of trustees action as so noted.

Resolution #27:

Be it resolved that the Library shall establish specific fund categories for the existing Fund Balance. The five fund categories and their initial funding levels are as follows:

Emergency Repair Fund	\$100,000
Capital Improvement Fund	\$400,000
Unused Vacation Pay Fund	\$140,000
Reserve Payroll Fund	\$ 60,000
Unallocated Fund	\$100,000

Old Business:

- **Long-Range Planning [+OPL Anniversary]** Art asked that we postpone discussion on this as three members of the Board are absent tonight and move directly to New Business.

New Business:

- **Budget Promotion (Schedule)** --Jim passed out the “OPL BOT Schedule to Promote Budget”, outline with important dates for activity and promotion as related to the OPL Library Budget vote on May 21. These dates include attendance at community meetings, town legislative meetings, and a scheduled library Budget Hearing in April to review the budget with the community.

Jim asked for volunteers to attend the various meetings and Alice asked if an outline would be provided to us with talking points about this year’s budget. Art has prepared a letter to the community to promote budget passage and press releases will be distributed as well. In previous years there was a Powerpoint presentation provided at the budget hearing and so talking points/hand-outs can be developed too.

Public Comment: None

Executive Session: Art made a motion to go into Executive Session following the regular Board meeting at 8:34 to discuss a Personnel issue. Lucinda seconded the motion. Approved. Brief discussion related to two library departmental staffing issues. More will be shared later. Reggie moved to go out of Executive Session at 8:39. Art seconded. Approved.

Adjournment: Art made a Motion to adjourn the regular Board of Trustees meeting at 8:40pm. Lucinda seconded. Board voted to adjourn for the evening. Approved by trustees unanimously.

Respectfully submitted,
Lucinda Manning, Secretary
OPL Board of Trustees