

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
November 25, 2013

MEETING MINUTES

In Attendance:

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; Robert Majernik, Sr. Bookkeeper; Kathy Beirne, Secretary to Director

Other: Nancy Keller, OPL Foundation

Call to Order

President Art Jay called the November 25, 2013 Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Pledge of Allegiance

All those present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion was made to accept the Meeting Minutes of the October 28, 2013 Regular Meeting.

Peter Capek moved and Debbie Goddard seconded the motion to approve the meeting minutes. Motion approved by J. Crawford, D. Goddard, A. Jay, A. Joselow, M. Zachacz with P. Capek abstaining from vote since he was absent from this meeting. (L. Manning had not yet arrived at meeting.)

Motion was made to accept the Revised Meeting Minutes of the November 5, 2013 Special Meeting.

Peter Capek moved and Alice Joselow seconded the motion to approve the meeting minutes. Motion approved by J. Crawford, D. Goddard, A. Jay, A. Joselow, P. Capek with M. Zachacz abstaining from vote since she was absent from this meeting. (L. Manning had not yet arrived at meeting.)

Public Comment

None

Director's Report and Personnel Report

The Director's report is attached to these meeting minutes.

Jim also commented on:

- *Professional Workplace Culture* training that was held at the library.
- The wells were tested on Friday. The temperature needs to be tested next week when it is colder. NYSERDA (New York State Energy Research and Development Authority) would like to see a complete test done before they will do Geothermal Energy Audit. They will give us \$10,300 towards an energy audit.
- Alarm Specialists submitted a new security camera proposal based on walk-thru of library.

Operating Budget and Revenue Report

The report, including new budget code lines, is attached to these meeting minutes.

Warrant and Schedule of Claims Approval and Payroll Warrants
Warrants were submitted to the Board for approval.

Treasurer's Report

Jaime Aguirre was absent.

Committee Reports

President's Report

The President's Report is attached to these meeting minutes.

There was also Board discussion on having a second meeting with chosen topic(s) two weeks before the regular monthly Board meeting. Work Session set up for 12/9/13 at 7:00 p.m. – topics: heating system and security cameras.

Alice Joselow asked for Board direction on what to do regarding Visioning. The Board reached a consensus to move ahead. Maddi volunteered to go with Alice to meet with Terry Kirchner to come up with a plan for a retreat. Alice will share BOT goals with Terry.

Policy and Bylaws Committee

The committee report is attached to these meeting minutes.

- The Board acknowledged a First Reading of the Circulation Policy and the Revised Materials Lending Schedule (policy and schedule attached to these meeting minutes)
- Second Readings:
All members of the Board approved the second reading of the Social Media Policy. The Investment Policy was approved by all members except P. Capek who opposed approval. (Both policies are attached to these meeting minutes.)
- The Policy on Use of Endowment Funds and Card Registration Policy was rescinded.

Debbie Goddard moved and Alice Joselow seconded the motion to approve these policies as specified above. Motion passed unanimously.

The staff will be asked to review the Code of Conduct Policy. Also, the Board will be asked to acknowledge the Comprehensive Building Use Policy as a first reading during the December 16 Regular Meeting.

Finance Committee Report

Alice Joselow presented the Finance Committee report which is attached to these meeting minutes.

Buildings and Grounds Committee

The committee report from Peter Capek is attached to these meeting minutes.

Resolutions

RESOLUTION #21

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

<u>Name</u>	<u>Title</u>	<u>Depart.</u>	<u>Projected Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>	
<u>NEW HIRES</u>						
Brianna Raysor	Page	Children's	8 hrs/wk.	\$7.25/hr.	11/04/13	(\$58.00/wk.)
<u>TERMINATIONS</u>						
Charles Muse	Cust.	B&G	15 hrs/wk	\$22.22/hr.	11/04/13	(\$333.30/wk.)

RESOLUTION #22

RESOLVED, that the Board of Trustees accepts, with thanks, a 90% appropriation of the 2013 LLSA in the amount of \$8,010.

The LLSA-NYS Grant line (2760000) of the Revenue Report will be increased by \$8,010.

Madeline Zachacz moved and John Crawford seconded the motion to approve Resolutions 21 and 22. Motion passed unanimously.

Old Business

John Crawford reported that no decision has been made regarding Mr. DiRosa's property damage. He suggested that the Board make a goodwill gesture.

Debbie Goddard moved and Madeline Zachacz seconded the motion to approve Peter Capek's preparation of a letter to Mr. DiRosa with a \$1,000 check as a goodwill gesture with the stipulation that our attorney review it and that the letter be mailed under the Library Director's name. Also include in the letter what further precautions the Board plans to implement.

The motion passed unanimously.

New Business

- **Budget Development**

Jim reported that he was charged by the Finance Committee to close the \$100,000 budget gap. During a Department Heads' meeting the following suggestions were made:

- Close Sundays
- Cut 4 hours from Monday and Thursday
- Close Teen Room in mornings
- Endowment Interest (money can only go towards books)

The Board asked to see Door Counts - possibly a.m./p.m. - for December.

The subject of the tax cap was brought up but put on hold until the budget is created.

Public Comment

None

Executive Session

At 8:37 p.m. Madeline Zachacz moved and John Crawford seconded the motion to enter into Executive Session for the purpose of discussing contract negotiations and personnel matters. Motion passed unanimously.

At 9:30 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to reconvene the Regular Meeting of November 25, 2013. Motion passed unanimously.

Adjournment

At 9:30 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to adjourn the November 25, 2013 Regular Meeting of the Ossining Public Library Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne
Secretary to Director

Attachments