

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
October 28, 2013

Revised: 11/25/13

Meeting Minutes

In Attendance:

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Alice Joselow, *Secretary*; John Crawford, Debbie Goddard, Madeline Zachacz, and Jaime Aguirre, *Treasurer*

OPL Staff: James L. Farrell, Jr., Director; Kathy Beirne, Secretary to Director; Marci Dressler, Head of Children's Services

Absent: Peter Capek

Call to Order

President Art Jay called the October 28, 2013 Regular Meeting of the Board of Trustees to order at 7:02 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 September 23, 2013 Regular Meeting. Madeline Zachacz moved and Alice Joselow seconded the motion to approve the meeting minutes. Motion approved unanimously.

Public Comment – No member of the public present.

Director's Report and Personnel Report

In addition to his written report Jim commented on the following:

Jim attended two meetings with Clean Air regarding the library's HVAC geothermal system. Dana Levenberg had forwarded NYSERTA contact information earlier in the day. In checking the list of contractors only one was geothermal. The Board had previously approved an estimated proposal of \$16,500 earlier in the month. The Board asked for further information regarding this proposal. Maddi volunteered to put together a letter to SSEC in which she would present the questions of the Board and expects to have a response from SSEC for the Special Meeting of the Board on November 5, 2013.

Jim is meeting with the OPL Foundation tomorrow regarding funding of upgrades to the audiovisual in the auditorium, conference room, wire mapping, upgrades and Smartboard. The purchase of the sculpture is also to be discussed. Alice asked if a request could be made for a part time Grant Writer.

A lieutenant from the Ossining Police Department is scheduled to visit OPL to review the placement of the security cameras.

Alice Joselow asked that Jim give the Board a heads-up about upcoming events.

There are two events in early November, November 7–Fire Prevention and November 12–Workplace Professional Business Culture presentation. The next WLS meeting is November 14.

Operating Budget and Revenue Report

The report for September will be attached to these minutes.

Warrant and Schedule of Claims Approval and Payroll Warrants

The Board signed the October documents.

Report from Marci Dressler

Marci introduced the Children's staff and some of the programs that they handle–Debbie Fletcher, Tricia Sabini, John Torres, Kevin Robinson, and Linnea Moosman. The Children's Room Programs are for children from birth to 12 years old–*Shake, Baby Rattle and Roll; Mother Goose Time; Trains, Planes, and Automobiles; Time for 2's; Fantastical Fiction Friday Book Club, Ready; Set Kindergarten!* and *Caldecott Kids; Monday Night Football; OPLbery Club.*

Additional programs mentioned:

- First Steps (Park School students visit the library)
- Homework Help
- Block Party
- Pasta Palooza
- Pajamas N Pancakes
- Family Fun Nights
- Saturday Family Storytime

An overview of other Children's Room activities:

- Read reviews of children's materials and order materials online
- Read blogs to keep up with latest trends and best practices and to get new ideas for programs
- Plan children's programs and choose books and prepare art/craft projects
- Plan class visits
- Plan and implement book displays and bulletin boards
- Decorate the Children's Room
- Weed

Also–

- Add blog posts about our programs; post pictures of our programs on Flickr
- Add content to Pinterest boards
- Create book lists
- Make sure the shelves are in order
- Catalog new books
- Supervise Pages and volunteers
- Have staff meetings
- Evaluate our programs and services
- Report to each other about meetings and staff development workshops
- Provide technical assistance to public
- Advise Readers

Treasurer's Report

- 1) Investment Policy – suggestions have been made by attorney that BOT needs to review.
- 2) Procurement Policy – BOT needs copy of policy
- 3) Reorganization of Accounts – Jim and Jaime will be reviewing these again before giving them to the BOT. Priorities: Audit letter – internal review concerns and procedure; budget process – 76% personnel related.

PILOT discussion – Maddi commented that the PILOT numbers have changed quite a few times. Jim to notify the BOT immediately if OPL receives any documents so that the Board can review the numbers.

Committee Reports

President's Report

Art met with Terry Kirchner regarding Saturday's Retreat. The agenda will out soon. Retreat time is 9-4 p.m. at Atria.

Policy and Bylaws Committee

- **First Readings:** Social Media Policy, Private Use of the Library Policy, and Records Retention Policy (to be submitted by Lucinda Manning).
With a correction to the typo of "anny" this policy was approved for a First Reading along with the Private Use of the Library Policy. Action on the Records Retention Policy was tabled. Also, the Investment Policy was included as a First Reading.
- **Second Reading:** Discrimination and Harassment Policy and Harassment Complaint Procedures
This policy was actually shortened and the internal procedure was separated from the policy. The Board asked that both documents be forwarded to our attorney for review so this policy was not approved as a Second Reading.
- **Rescind:** Policy on Use of Endowment Funds
Old documents that Mirla Morrison had given Jim will be scanned and forwarded to the Board. This Policy was placed on hold.

Finance Committee (see Treasurer's Report)

Buildings and Grounds Committee

John Crawford commented on the status of the DiRosa property. Peter Capek is still working on a recommendation.

Resolutions

RESOLUTION #19

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

Name	Title	Dept.	ProjHrs.	Salary	Effect. Date
<u>NEW HIRES</u>					
Jordan Dantes	Page	Circulation	6 hrs/wk.	\$7.25/hr.	10/11/13 (\$43.50/wk.)
Andre Goncalves	Page	Circulation	9 hrs/wk.	\$7.25/hr.	10/7/13 (\$62.25/wk.)
Ernestine Martinelli	Lib Clerk	Circulation	12 hrs/wk.	\$17.77/hr.	10/7/13 (\$213.24/wk.)
Linnea Moosmann	Lib I	Children's	17 hrs/wk.	\$28.96/hr.	9/30/13 (\$492.32/wk.)

Eduardo Olchelvsky	Page	Circulation	16 hrs/wk.	\$7.25/hr.	10/21/13 (\$116.00/wk.)
Adriana Pani	Page	Circulation	7 hrs/wk.	\$7.25/hr.	10/17/13 (\$50.75/wk.)
Claire Sukumar	Page	Circulation	3 hrs/wk.	\$7.25/hr.	9/21/13 (\$21.75/wk.)

PROMOTIONS

Louis Crisci	Lib Clerk (from Page)	Circulation	17 hrs/wk.	\$17.77/hr.	10/5/13 (\$302.09/wk.)
Paola Mayo	Lib Clerk (from Page)	Circulation	15 hrs/wk.	\$17.77/hr.	10/9/13 (\$266.55/wk.)
Suzanne Zavarella	Lib Trainee (from Library Assistant)	Teen Room	FT 35 hrs/wk.	\$52,429/yr.	10/5/13

RESIGNATIONS

Andrea Morcone	Lib Clerk	Circulation	FT 35 hrs/wk.	\$36,203/yr.	10/5/13
Sarah Rodriguez	Lib I	Children's	17 hrs/wk.	\$29.54/hr.	9/28/13 (\$502.18/wk.)
Manuel Schofield	Page (Received letter of resignation on 9/19/13.)	Circulation	6 hrs/wk.	\$7.25/hr.	6/21/13 (\$43.50/wk.)

RESOLUTION #20

RESOLVED, that the Board of Trustees accepts, with thanks, a grant from New York Council for the Humanities in the amount of \$500, for the *Unidos* program.
The NYS Grants in Aid line (2760004) of the Revenue Report will be increased by \$500.

Alice Joselow moved and Madeline Zachacz seconded the motion to approve Resolutions 19 and 20. Motion passed unanimously.

Old Business

- Retreat
The Board Retreat is scheduled for Saturday, November 2, 9:00 a.m.-4:00 p.m., at the Atria, Route 9, Ossining. Terry Kirchner is the moderator.

New Business - None

Public Comment – No member of the public present.

Executive Session

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

At 9:50 p.m. Lucinda Manning moved and Debbie Goddard seconded the motion to reconvene the Regular Meeting of October 28, 2013. Motion passed unanimously.

Adjournment

At 9:51 p.m. Madeline Zachacz moved and John Crawford seconded the motion to adjourn the October 28, 2013 Regular Meeting of the Ossining Public Library Board of Trustees. Motion passed unanimously.

Respectfully submitted,

Kathleen M. Beirne
Secretary to Director