

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
August 4, 2014, 7:00 p.m.

MEETING MINUTES

In Attendance:

Board of Trustees: Lucinda Manning, *Vice President*, John Crawford, Debbie Goddard, Matthew Weiss, Madeline Zachacz

Staff: Molly Robbins, Assistant Director; Kathy Beirne, Secretary to Director

Absent: Alice Joselow (via telephone), Art Jay, Matthew Weiss

Public: Gloria Tannenbaum, OPL Foundation

Call to Order

Vice President Lucinda Manning called the August 4, 2014 Regular Meeting of the Board to order at 7:10 p.m.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Madeline Zachacz moved and Debbie Goddard seconded the motion to accept the Revised Minutes of the July 14, 2014 Reorganization and Regular Meeting. Motion passed unanimously. It was requested that a description of the Safety Committee and the three remaining policies Art Jay had mentioned be added to the draft meeting minutes.

Safety Planning Committee: will be responsible for getting the Disaster and Emergency Preparedness procedures together and finalized. This is a standing, short term, committee.
Fringe Benefits for Non-Union Employees; Patron Complaint Policy and Public Relations Policy are policies not yet finalized by the Board.

Administration of Oath of Office to newly elected Vice President, Lucinda Manning

Lucinda Manning took the Oath of Office as Vice President of the Board of Trustees.

Resolution #18

RESOLVED, that the Board of Trustees accepts with regret, the August 5, 2014 resignation letter from Board Trustee and Secretary Art Jay.

Madeline Zachacz moved and Debbie Goddard seconded the motion to accept Art Jay's letter of resignation from the Board. Motion passed unanimously.

Call for Nominations and Election of Secretary of the Board of Trustees for the Remaining 2014-2015 Fiscal Year.

Lucinda Manning moved and Debbie Goddard seconded the motion to approve Madeline Zachacz as the Secretary of the Board. Motion passed.

Public Comment - None

Director's Report and Personnel Report

The report is attached to these meeting minutes.

Madeline Zachacz thanked Molly for all the time spent on the Section 75.

Operating Budget and Revenue Report – Report not yet finalized

Payroll Approval forms were approved by the Board.

Committee Reports

President's Report

Alice commented via phone:

- Establishment of open relationship with staff
- Maureen Sullivan will be conducting training for both BOT and Staff probably in late October.
- Establish priorities for Director search
- Start recruitment in January – hope to have someone by May
- Funding from donor should be resolved within next few weeks
- Goals for BOT
 - * Recruitment of Director
 - * HVAC
- Building and Grounds Committee plan to get heating system fixed first and then AC.

Policy and Bylaws Committee – Review ALA Statements

The committee set a meeting date for Wednesday, August 27, 7:00 p.m.

Finance Committee/Personnel

Dig out draft Procurement Policy for committee review. Reviewing designated fund balances (false titles). New designation: compensated absences.

Committee will be reviewing outside vendor contracts.

Footnote Café contract: needs further discussion – vendor, space availability, possible rehab of area. Invite Rich and his wife to attend next Finance Committee meeting. Review of ITC contract.

Meetings of committee should be week before regular BOT meeting – 3rd Wednesday of month.

Buildings and Grounds Committee

Committee met on July 17 – discussion focused on how to get HVAC system functioning so that it doesn't need constant changes. Focus is on heating now. Consultants need to be determined. Russ Seacor was emailed and asked to submit a formal report to Board in September. John Tortoso getting estimate from consultant.

Resolutions

Resolution #16

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

RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Proj. Hrs.</u>	<u>Salary</u>	<u>Effect. Date</u>
James L. Farrell, Jr.	Lib. Dir. III	Director	35 hrs.	\$105,000	06/30/14

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution #16. Motion passed unanimously.

Resolution #17

RESOLVED, that the Board of Trustees approves a price increase for ear buds from \$1.00 to \$1.25 to cover the increased purchase price.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution #17. Motion passed unanimously.

New Business

The OPL CSEA Contract is ready to be approved. We need to get dates that the Union will be ready to sign. A Special Meeting of the Board is scheduled for Thursday, August 7, 6:00 p.m. (later changed to 7:30 p.m.) to approve the contract. This will be the only item on the agenda. If approved by the BOT the contract will be signed on Friday, August 8, 10:00 a.m.

John Crawford asked to review the building contracts and further investigation made of electrical problem in the Café. He will follow up with John Tortoso also regarding what building issues we currently face.

Madeline Zachacz will meet with John Tortoso after John gets in touch with the school district electrician.

These items were tabled until the September meeting.

- Discussion of Shared Readings
- Disposal of Surplus Equipment

Public Comment - none

Executive Session

At 8:30 p.m. Madeline Zachacz moved and Lucinda Manning seconded the motion to enter into Executive Session to discuss personnel items. Motion passed.

At 8:45 p.m. Madeline Zachacz moved and John Crawford seconded the motion to move out of Executive Session. Motion passed.

Adjournment

At 8:46 p.m. Madeline Zachacz moved and John Crawford seconded the motion to adjourn the August 4, 2014 Regular Meeting of the Board.

Respectfully submitted,
Kathy Beirne, Secretary to Director