

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
December 15, 2014, 6:30 p.m.

MEETING MINUTES

In Attendance:

Board of Trustees: Alice Joselow, President; Lucinda Manning, Vice President; Madeline Zachacz, Secretary; Debbie Goddard, Stephanie Unger, Matthew Weiss

Staff: Molly W. Robbins, Assistant Director; Marci Dressler, Department Head-Children's Services; Kathy Beirne, Secretary to Director

Call to Order

At 6:33 p.m. President Alice Joselow called the December 15, 2014 Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Audit Report for 2013-2014

Alice Joselow and Jaime Aguirre introduced Mr. Al Coster of Baldessari & Coster LLP who was present to answer any questions about the draft Audit. Al explained the Audit procedure, the more important pages of which are pages 3 and 4 – the Independent Auditor's report; pages 5-9 – management discussion and analysis and various other items of note. The Finance Committee recommends continuing the full Audit.

Al recommends that a quorum of the Board sign off on all monthly bills. The Board agreed and will begin new procedure and also approved payment of utility bills and payroll mid-month without Board approval.

President Alice Joselow thanked Treasurer Jaime Aguirre for all his hard work.

Presentation by Marci Dressler on 1,000 Books Project

Marci Dressler commented on the change of procedure with the Project. Barbara Lipp designed a new cover page for 100 folders so far. Every child will get his/her own folder sheet that will keep track of how many books are read. The same book can be read more than once.

Debbie Fletcher is our Early Literacy Specialist – she has posted Early Literacy tips on Facebook and Twitter.

The new procedure teaches children how to use the library – favorite authors, etc.

Barbara Lipp designed a certificate and picture that will be posted on a "Wall of Fame" in Children's Center Room – Ossining Staff Development Center recognition. There will be a "Kick Off" event in June with the schools.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the Regular Meeting of November 17, 2014.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve the meeting minutes. Motion passed unanimously.

Director's Report and Personnel Report

Assistant Director Molly W. Robbins commented that the custodial staff coverage for the holidays is covered. A memo was sent to all staff requesting a doctor's note from anyone who takes unscheduled time off during the crucial holiday period. Employees are being held accountable.

WLS – ITC services extra charges ended saving us about \$7,000. We also saved \$3,000 on the obsolete security tag system as we stopped paying for support of the system.

Operating Budget and Revenue Report

Warrant and Schedule of Claims Approval

Effective January 1, 2015, the Board will approve all invoices before they are mailed. Madeline Zachacz will send email to all affected staff members outlining the new procedure.

Payroll Warrants were presented to the Board for approval.

Committee Reports

President's Report

Alice, Lucinda, Stephanie and Debbie enjoyed attending the staff Holiday Party. Board attendance set a good precedent.

Alice will send out a staff holiday letter from entire Board.

ALA newsletter – Webinars to become more educated Board members. What is the financial cost and can attendance be set up for Board? Alice will research this further.

Alice was invited to meet with the Staff Outreach Committee – Linda Levine, Bonnie Katz, and Cheryl Cohen. Any prospect of innovation for the library will be welcomed by the Board. Need for a Grant Writer. Approaching Foundation for 3D printers. Making Library relevant to the community.

Need for New Committee: Director's Search - Alice to review with Maureen Sullivan. Also, for review with Maureen: what has she delivered to date and what is her plan of action – the Board needs to know. Maddi will prepare letter to Maureen outline what the Board wants. Possible conference call with her. Bring Ginny Laughlin on board to help with the search process.

Policy and Bylaws Committee

It was suggested that the *Fringe Benefit Policy for Non Union Employees* be reviewed by our lawyer.

Finance Committee

The committee met last week – items discussed: Footnote Café expired contract. There has been no increase in rent for the past two years. Suggested 6 month extension in holding pattern right now; budget discussion - 1.66% tax cap estimate

Building and Grounds Committee

Possible reconfiguration of 5000 Room – focus on next month – Maker Space, 3D Printer, First Steps Program, Yoga.

Randy Martin needed Letter of Intent approved to approach Con Ed. The Board needs a report from Randy before the January 12 meeting. Matthew Weiss will follow up with him.

Maintenance: carpet cleaning – custodians not trained on the use of the machine; windows need to be washed; light bulbs need to be replaced – some we are not able to get to because the scaffolding does not reach them.

Alice Joselow shared that Senator Carlucci will be holding a Press Conference regarding the Narcan Training here at OPL, Thursday, January 8, 2015, 6-8 p.m., in the Theater.

Safety Planning Committee – will start up in New Year.

Resolutions

RESOLUTION #29

RESOLVED, that the Board of Trustees accepts the audited financial statements for the Ossining Public Library, for the year ended June 30, 2014 as prepared by Baldessari & Coster LLP.

Madeline Zachacz moved and Lucinda Manning seconded the motion to table this resolution until we have the final report. Motion passed unanimously.

RESOLUTION #30

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

Name	Title	Department	Proj Hrs	Salary	Effect Date	
<u>PROMOTIONS</u>						
Bonnie Katz	Lib II	Reference	35 hrs/wk <i>(from Lib I</i>	\$67,996 <i>Reference</i>	11/29/14 <i>35 hrs/wk.</i>	<i>\$65,963)</i>
<u>STATUS CHANGES</u>						
Kevin Robinson	Lib I/FT	Children’s Rm	35 hrs/wk	\$54,679	1/5/2015	<i>(from Lib I/PT, Children’s Rm, 17 hrs/wk, \$30.04/hr/\$510.68/wk/\$26,555.36/yr)</i>
<u>RESIGNATIONS</u>						
Marcie McMahon	Page	Children’s Rm	12 hrs/wk	\$8/hr	11/22/14	<i>\$96/wk</i>
<u>TERMINATIONS</u>						
Jordan Dantes	Page	Circulation	17 hrs/wk	\$8/hr	12/28/14	<i>\$136/wk</i>
Adriana Pani	Page	Circulation	17 hrs/wk	\$8/hr	12/19/14	<i>\$136/wk</i>

RESOLUTION #31

RESOLVED, that the Board of Trustees accepts, with thanks, the following donations:

- A \$100 donation from W. Jean Horkans to be applied to the library collection. The Adult Books budget line, 7410410, will be increased by \$100. The offsetting revenue, \$100, will be in 2705000 – Gifts and Donations.
- A \$99 donation from June Farnham representing 20% of the proceeds of her November art exhibit. The revenue will be in Gifts and Donations, line 2705000.
- A \$160 donation from Neil Lavey representing 20% of the proceeds of his November art exhibit. The revenue will be in Gifts and Donations, line 2705000

RESOLUTION #32

RESOLVED, that the Board of Trustees approves the Payment Schedules/Warrants for November 14, 2014, that were reviewed by Madeline Zachacz, Alice Joselow and John Crawford, and for December 4, 2014, that were reviewed by Madeline Zachacz and Alice Joselow.

RESOLUTION #33

RESOLVED, that the Board of Trustees of the Ossining Public Library hereby authorizes the transfer of all funds from the following “Committed” Fund Balance categories into the “Unassigned” Fund Balance category: Payroll; Health Benefits; Repairs; and also hereby authorizes the dissolution of those categories after their balances have been transferred to the “Unassigned” Fund Balance.

Madeline Zachacz moved and Lucinda Manning seconded the motion to approve Resolutions 30, 31, 32, and 33. Motion passed unanimously.

New Business

- Discussion of Board of Trustees Vacancy

RESOLUTION #34

RESOLVED, that the Board of Trustees of the Ossining Public Library hereby agree to appoint Ginny Loughlin to the Board for a six month period effective January 1 and ending June 30, 2015 to fill the empty seat left by the resignation of John Crawford.

Madeline Zachacz moved and Debbie Goddard seconded the motion to approve Resolution #34. Motion passed unanimously.

Public Comment - None

Executive Session

At 9:05 p.m. Madeline Zachacz moved and Matthew Weiss seconded the motion to enter into Executive Session. Motion passed unanimously.

At 9:57 p.m. Debbie Goddard moved and Lucinda Manning seconded the motion to leave Executive Session. Motion passed unanimously.

Adjournment

At 9:59 p.m. Madeline Zachacz moved and Debbie Goddard seconded the motion to adjourn the December 15, 2014 Regular Meeting of the Board.

Respectfully submitted,

Kathy Beirne