

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
February 24, 2014**

REVISED MEETING MINUTES

In Attendance:

Board of Trustees: Art Jay, *President*; Lucinda Manning, *Vice President*; Alice Joselow, *Secretary* (arrived at 7:09 p.m.); Peter Capek, John Crawford, Debbie Goddard
Jaime Aguirre, *Treasurer* (arrived at 8:00 pm.)

OPL Staff: Molly W. Robbins, Acting Director; Kathy Beirne, Secretary to Director

Absent: Madeline Zachacz

Public: Rachael Giampietro

Call to Order

President Art Jay called the meeting to order at 7:02 p.m.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the January 27, 2014 Regular Meeting of the Board and the February 10 and 18, 2014 Special Meetings of the Board of Trustees.

Debbie Goddard moved and John Crawford seconded the motion to accept the meeting minutes.

<i>Vote:</i>	Capek, P.	Crawford, J.	Goddard, D.	Jay, A.	Joselow, A.	Manning, L.	Zachacz, M.
<i>Yes</i>	X	X	X	X		X	
<i>Abstain</i>	01/27/14 Minutes		02/18/14 Minutes				

Public Comment

Rachael Giampietro introduced herself to the Board.

Director's Report and Personnel Report

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

Molly Robbins, Acting Director, commented that the library was closed on February 13 due to snow.

Operating Budget and Revenue Report

The Budget Report is attached to these meeting minutes.

Warrant and Schedule of Claims Approval, Payroll Warrants

The Warrants were presented to the Board for approval.

Treasurer's Report

Jaime Aguirre commented on investments. \$240,000 put into an account at People's Bank-Savings Account @ 1% through July 31, 2014. Limited options - no risk - puts us in a small pool of choices.

Resolution needed to authorize new bank.

Committee Reports

President's Report – no report this month.

Policy and Bylaws Committee

- First Reading: Law Enforcement Requests Compliance Policy
The Board agreed to table this vote until the next meeting as a Second Reading.
- Second Readings: Tutoring Policy
Debbie Goddard moved and John Crawford seconded the motion to approve the policy as amended. Motion passed unanimously
- Rescind: Concert (Performing Arts) Policy
Alice Joselow moved and Debbie Goddard seconded the motion to rescind this policy. Motion passed unanimously.

Finance Committee

Alice Joselow reported that the committee had not met. Regarding the issue of the eight areas of audits she has the list and will discuss them at the next meeting. The committee plans to meet on Wednesday, March 5, 6:00 p.m.

Buildings and Grounds Committee

Peter reported that Bob Majernik e-mailed him that the original well proposal exceeded original expense by \$3,000. Peter pointed out that a lot more measurements had been taken than originally proposed.

Molly asked John Tortoso to schedule a meeting with Clean Air to review the scope of work and where they are with it. Debbie asked that the feedback be shared with the Board.

Alice mentioned the \$40,000 Community Capital Assistance Program (CCAP) Grant application submitted to Sandy Galef. Molly will follow up with Sandy. A scan of the Scope of Work will be forwarded to the Board. The application is for installation of a gas-fired hot water boiler and hydronic coil assembly as a supplemental source of heat to AC-#2 air distribution ductwork serving the lobby area of the library.

Aid from Senator David Carlucci for the replacement of the Geothermal Pump Variable Frequency Drives (VFDs) - reach out to him. Per John Crawford Kim Jeffrey is the contact; she indicated that she will get back to us. John Crawford will call the Senator's office to follow up.

Molly reported that the supervisors asked if the Board approved the security camera 50" monitor at the front desk. They feel that the display is intrusive and requested that the screen

be placed in the back office. The Ossining Police had recommended the placement of the monitor. Options suggested: place the monitor where it can't be seen, place it where it was suggested to be placed, or find another place where it will not be obtrusive, or abandon the idea. Molly will contact the security camera company and find out if the monitor can be relocated.

Resolutions

RESOLUTION #32

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

RETURN FROM LEAVE:

Name	Title	Dept	Proj. Hrs.	Salary	Effect. Date
Marie Trapasso	Pr Lib Clk PT+	Tech	18 hrs./wk.	\$27.59/hr.	2/8/2014 (\$496.62/wk.) (from FT/\$50,408/yr.)

RESOLUTION #33

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

1. \$200 donation from Amy Ferrara in support of the library.
2. \$25 donation from The Reading Club, sent by Ms. Marti Stewart, in memory of Jean Purdy. Since Jean Purdy was legally blind and an avid listener of audio books, it is requested that this donation be used toward the purchase of an audio book.

The Adult AV budget line 7410412, will be increased by \$25. The revenue, \$225, will be in 2705000 – Gifts and Donations

Lucinda Manning moved and Debbie Goddard seconded the motion to approve Resolutions 32 and 33. Motion passed unanimously.

Old Business

- Budget Development
Discussion in Executive Session.

New Business

- Long Range Plan
Terry Kirchner recommended potential consultants for our Strategic Planning and Visioning, LRP – a Consulting Group of the Friends of the Saint Paul Public Library and Maureen Sullivan Associates. The Board should form a committee of three Board Trustees and three staff members to plan the process– Alice, Lucinda, Maddi –Molly will decide number of staff and appoint them.

Alice spoke to White Plains Library Director - their LRP is on their website. The W.P. Director told her that they loved the process with the St. Paul Group. Alice commented that Maureen Sullivan is a luminary in the library profession. Alice also reported that she has a verbal commitment from an anonymous donor to help with the implementation. She will have more information (schedule and price) and recommendation for next month's meeting.

Public Comment

Foundation meeting - Board member will attend.

Executive Session

At 8:25 p.m. Alice Joselow moved and Lucinda Manning seconded the motion to enter into Executive Session for the purpose of discussing personnel matters and budget. Motion passed unanimously.

At 9:20 p.m. Alice Joselow moved and Lucinda Manning seconded the motion to adjourn the Executive Session. Motion passed unanimously.

Adjournment

At 9:20 p.m. Debbie Goddard moved and Alice Joselow seconded the motion to adjourn the February 24, 2014 Regular Meeting of the Board of Trustees. Motion passed unanimously.

Respectfully submitted,
Kathy Beirne
Secretary to Director