

**OSSINING PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Monthly Meeting Monday, February 14, 2022, 7:00 p.m., Zoom**

**MEETING MINUTES (Draft)**

**In Attendance:**

**Board of Trustees:** Matthew Weiss, President; Althema Goodson, Vice President; Cecilia Quintero, Secretary; Amanda Curley, Meghan Huppuch, Alice Joselow, Shandi Speller

**Staff:** Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; Kathy Beirne, Secretary to Library Director

**Others:** Al Coster, *Auditor, Baldessari & Coster*; Dennis Neuberger, President, *OPL Friends*; Pam Thornton, *Foundation*; Jonathan Marshall, *WLS Board Trustee, District 2*

**Call to Order**

At 7:02 p.m. Matthew Weiss called the February 14, 2022, Regular Meeting of the Board of Trustees to order.

**Pledge of Allegiance**

All those in virtual attendance stood for the Pledge of Allegiance.

**Audit Review: 2021**

- ✓ Review by Baldessari & Coster Auditor, Al Coster
  - No internal controls report
  - Our report is the best we can get
  - All the money was safe
  - Good financial year for OPL

**Approval of Prior Meeting Minutes**

Motion to Accept the Minutes of the January 26, 2022, Regular Monthly Meeting of the Board of Trustees.

Althema Goodson moved and Amanda Curley seconded the motion to approve the January 26, 2022 meeting minutes of the Board of Trustees. Motion passed. 7-0.

**Public Comment**

- Friends of the Library Update: Dennis Neuberger, President

**FINANCIAL UPDATE**

Checking: \$5,319; Savings: \$7,702

Volunteer benefit report January, Savings: \$900

**STATUS ON RENOVATIONS AND REPAIR**

Robert Goodnough painting

**ANNUAL FRIENDS BOARD MEETING**

Held by email, no objections on Board nominations. Nancy Lutwin has joined Bonnie

Zitofsky and Michele Tagg.

UPDATE ON EVENTS FOR 2022

Book sale March 19<sup>th</sup> (March Madness); Craft Sale – April; Not accepting donations at this time

BARBARA HENNINGER

Planning a recognition event later this month

YTD HOMEBOUND & ORGANIZATION ACTIVITY

Maryknoll Seminary started 11/15/2021–DVD's donated from their Library to the American Legion as well as from The Ossining Library. This was a result of Karen and Diana establishing contact with Brother Wayne. Last week 24 Gift Bags were delivered by the American Legion to Maryknoll Veterans; Maryknoll and Peace Corps on hold; American Legion accepting DVD's; Cedar Manor – Homebound Delivery: No Activity

Contacted student from Yorktown H.S. about Operation Paperback Program

COIN DROP: \$256 received so far this year

- Foundation Update: Pam Thornton, Treasurer  
Pam commented on Fundraiser – Singing Telegrams. Thursday meeting to discuss how to further help align with Strategic Plan. Gearing up to do more activities.
- Jonathan Marshall, WLS Board Trustee, District 2  
2/22/22: Trustee Handbook Book Club: Facilities  
2/23/22: Trustee Advocacy Night, Zoom  
3/02/22: Virtual Library Advocacy Day with Westchester Legislators

All 38 Westchester libraries invited to participate  
Construction Aid Budget less than last year  
WLS Outreach Efforts – Senior Law Day

Director's Report and Personnel Report

- \*Saturday, February 12, Program: Joyce Cole interviewed Robe Imbriano, Co-Creator and Executive Producer of *Amend*. 60 people in attendance.
- Karen is working on the SAM/DASNY Grant - \$60,000 secured by Senator Elijah Reichlin-Melnick for Teen staff spaces. We may need Special Meeting for resolution approval.
- Allison and Karen working on eRate for next fiscal year
- Email migration planned
- Re-cabling project
- Masking rules
- Safety and Security Committee training
- Personnel Performance Review
- Working on next forms for job titles not done yet
- Proposal by Michael Holmes
- NYS Senator visit to OPL and photo op on Friday, 2/11
- Budget work
- First Blood drive in two years – 35 donors
- Tiny Art Show in Children's Room
- OPLbery Club winner for 2021: *Ground Zero*

- Participation in *Five Towns One Book*, 3/27/22

### Committee Reports:

#### **President's Report:**

- New Trustee

Since our January meeting, we have interviewed applicants for the open trustee position and selected Meghan Huppuch. She has had an orientation (Feb 10) with the Board President and Library Director. An additional orientation will be set up with the Board.

The remaining applicants were asked to consider participating as a volunteer at the library. Michelle Mussuto is interested and has been put in touch with Dennis (Friends) and Leslie (Foundation).

I have made an appointment with our Treasurer, Jaime Aguirre, on February 16 to discuss the future of his role.

- Evaluations

We have conducted an evaluation of our Library Director with positive results. The discussion has led us to reconsider the questionnaire. The Policy Committee has begun this review and will bring it to the entire Board for further discussion.

The questionnaire for the Trustees' review is also inadequate. The Policy Committee will begin a re-evaluation of it as well.

- WLS

I have Zoomed with WLS regarding library advocacy recently. This effort is an attempt to get libraries to support the WLS in its attempts to increase the funding it receives from NYS. In my discussions with the Chair, I had proposed that WLS be a resource for member libraries. We need guidance in Board Development, or at least contacts. The classes on the Trustee Handbook are great. We don't have anything like it.

- Committees

The efforts of our Board of Trustees are greatly appreciated. We have needed special meetings to complete our work. The committees are working hard to keep the library's policies, grounds, and finances viable and current. While we work on the current issues, we also keep an eye on the challenges the future will undoubtedly provide. *Matt Weiss*

- Collateralization

FDIC Insurance for all our cash.

- Budget Vote is 5/17/2022 – Four Trustee Seats Open

### **Policy and Bylaws & Personnel**

Discussion about opening up to programs and the parking lot problem. Overflow parking is allowed after-hours at Municipal Building.

Revised Art Exhibit Policy, Use of Meeting and Performance Spaces by Outside Organizations Policy, Volunteer Policy, and Collection Development and Materials Selection and Withdrawal Policy presented as second readings and for Board approval.

### **Finance: 2021 Audit Review; 2022-2023 Proposed Budget Discussion**

Karen discussed the different sections of the Proposed Budget – within the 2.02% tax cap – major shifting of technology costs. Question asked was what the health insurance increase is for 2022.

**Building and Grounds: Update on Retaining Wall and HVAC**

Retaining wall: new surveying firm took new readings. New boiler is keeping the building warm. Additional proposals to review from Clean Air.

Question asked about finding a law firm that has actually resolved the problem we are experiencing with the parking lot.

Resolutions

**RESOLUTION #40 – Approval of the 2021 Audit**

**RESOLVED**, that the Board of Trustees approves the Audit for the fiscal year ending June 30, 2021.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #40. Motion passed. 7-0

**RESOLUTION #48 – Approval of the Revised Art Exhibit Policy**

**RESOLVED**, that the Board of Trustees approves the revised Art Exhibit Policy as a second reading.

Amanda Curley moved and Althema Goodson seconded the motion to approve Resolution #48. Motion passed. 7-0

**RESOLUTION #49 – Approval of the Revised Use of Meeting and Performance Spaces by Outside Organizations Policy**

**RESOLVED**, that the Board of Trustees approves the revised Use of Meeting and Performance Spaces by Outside Organizations Policy as a second reading.

Althema Goodson moved and Cecilia Quintero seconded the motion to approve Resolution #49. Motion passed. 6-0-1, Amanda Curley abstained.

**RESOLUTION #50 – Approval of the Revised Volunteer Policy**

**RESOLVED**, that the Board of Trustees approves the revised Volunteer Policy as a second reading.

Amanda Curley moved and Cecilia Quintero seconded the motion to approve Resolution #50. Motion passed. 7-0.

**RESOLUTION #51 – Approval of the Revised Collection Development and Materials Selection and Withdrawal Policy**

**RESOLVED**, that the Board of Trustees approves the revised Collection Development and Materials Selection and Withdrawal Policy as a second reading.

Alice Joselow moved and Althema Goodson seconded the motion to approve Resolution #51. Motion passed. 7-0.

**RESOLUTION #53 – Acceptance of the \$1,000 Donation from Unified Retirement Planning Group**

**RESOLVED**, that the Board of Trustees accepts, with gratitude, the \$1,000 donation from Unified Retirement Planning Group of Briarcliff Manor (Peter Gallagher).

Althema Goodson moved and Amanda Curley seconded the motion to approve Resolution #53. Motion passed. 7-0.

**RESOLUTION #54 – Approval of the Insights4U Training Proposal**

**RESOLVED**, that the Board of Trustees approves the Insights4U DEI&B Learning Curriculum with Full Team Implementation Training Proposal by Michael Holmes in the amount of \$35,000.

This Resolution was tabled until Michael Holmes can review the proposal with the Board.

Old Business

- *Insights4U Proposals*

Karen has been in conversation with Michael Holmes. We would like to focus on DEI training for the staff – provide a high level of training – intensive proposal. Training in-person. If Board would like Michael to come to a meeting to discuss he will.

The Board and the community need to be brought into the process.

New Business

- Four Open Seats on the Board of Trustees – Petitions are available in the Business Office

Executive Session

At 9:38 p.m. Alice Joselow moved, and Cecilia Quintero seconded the motion to enter into Executive Session to discuss Union Contract negotiations. Motion passed 7-0.

At 10:00 p.m. Alice Joselow moved, and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed 7-0.

Adjournment

At 10:00 p.m. Althema Goodson moved, and Alice Joselow seconded the motion to adjourn the February 14, 2022 Regular Meeting of the Board of Trustees. Motion passed 7-0.

Respectfully submitted,  
*Kathy Beirne*  
*Secretary to Library Director*