

**OSSINING PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Monthly Meeting Monday, March 21, 2022, 7:00 p.m., Zoom**

MEETING MINUTES Revised

<u>Revision:</u> Resolution #58: Re-check of Budget Total Sum.
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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; Mallory Marinaro, Marketing & Communications Librarian; Kathy Beirne, Secretary to Library Director

Others: Dennis Neuberger, President, *OPL Friends*; Leslie Allen, *Foundation*; Jonathan Marshall, *WLS Board Trustee, District 2*; Michael Holmes, *INSIGHTS4U*, Bob Gabalski, Lothrop Architects, George Latimer, *County Executive*

Call to Order

At 7:03 p.m. Matthew Weiss called the March 21, 2022, Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the February 14, 2022, Regular Monthly Meeting of the Board of Trustees and the March 2, 2022 Special Meeting of the Board.

Amanda Curley moved and Althema Goodson seconded the motion to approve the motion to accept the meeting minutes. Motion passed. 6-0. (Cecilia Quintero was not yet in attendance.)

Moved up in the Agenda:

Committee Reports

Building & Grounds Committee: *Lothrop Proposal, Update on Retaining Wall/HVAC*

- Karen introduced Lothrop Architect, Bob Gabalski who commented on their proposal. Bob is an architectural forensic witness.
- They have been in business since 1967 and are library architectural specialists. They assess building conditions and have reviewed the OLA report. They have been working with OLA for over 22 years.
- There are some related and non-related items – acoustics and structural analysis and zoning related to noise making equipment.
- The architectural conditions report will cover the building footprint – exterior stone and concrete, sealants, caulks. An assessment of everything.
- Near-term conditions followed by long-term conditions.
- This report will be a framework of the big picture – designed to be flexible.

RESOLUTION #61 – Approval of Lothrop Associates LLP Architects Building Conditions

Assessment Proposal

RESOLVED, that the Board of Trustees approves the March 3, 2022 Proposal from Lothrop Associates to perform a building wide evaluation of the existing building and systems and equipment contained therein in the amount of \$9,500 plus reimbursable expenses (\$500 estimate).

Amanda Curley moved and Althema Goodson seconded the motion to approve Resolution #61. Motion passed 7-0.

Old Business

- **Insights4U Proposals**
Karen and Michael had spoken regarding what the Board is asking for and additional items for staff.
 - 1) Need more transparency in reporting on LRSP
 - 2) How we achieve DEI training for staff and BOT
 - 3) BOT – is it aligned and how it interacts: Board retreat recommended.
- Michael pointed out that it is more economic sense to retain him on a monthly basis.
- What are the priorities?

RESOLUTION #54 – Approval of Insights4U Proposal

RESOLVED, that the Board of Trustees approves the Insights4U Proposal by Michael Holmes in the amount of \$_____.

The Board agreed to table this resolution until they can meet very soon to decide on their priorities. A Google Poll will be shared for Special Meeting date.

Public Comment

- **Friends of the Library Update: Dennis Neuberger, President**
FINANCIAL UPDATE
Checking: \$5,319; Savings: \$7,702
Volunteer benefit report Feb: \$1,020; YTD \$1,920; 2022 Taxes filed
Paperwork processed at Wells Fargo - Nancy Lutwin replacing Barbara
Coin Drop: 256 received as of end of February

STATUS ON RENOVATIONS AND REPAIR

Robert Goodnough painting renovation is finished.

UPDATE ON EVENTS FOR 2022

March 19th Craft and Book Sale: \$1,185.50

Not accepting donations at this time.

Doing a project to find centers that will pick up books/DVD's or have them delivered

BARBARA HENNINGER

We had a recognition luncheon on 3/15.

YTD HOMEBOUND & ORGANIZATION ACTIVITY

Maryknoll and Peace Corps on hold-American Legion 12 DVD's per quarter

Cedar Manor – Homebound Delivery: No Activity

No reply from student at Yorktown H.S. about Operation Paperback Program

FRIENDS CORNER

Will the Friends Corner be set up again?

CONFIRM THAT AS A VOLUNTEER GROUP, WE ARE COMMITTED TO ACCEPTING ALL
VOLUNTEERS AND NOMINATIONS FOR FRIENDS BOARD

THANK YOU TO THE OSSINING LIBRARY FOR BEING SO DEDICATED TO THE COMMUNITY

- Foundation Update: Leslie Allen, Chairperson
 - Mike Risko successful singing telegram fundraiser for modular units
 - Possible use of Theater for fund raiser
 - Leslie is talking to community members and gathering ideas.
- Jonathan Marshall, WLS Board Trustee, District 2
 - Advocacy Day – increased library aid
 - WLS Trustee Gathering combine with Trustee Education/Institute. Note: in 2023 a minimum of 2 hours of education will be required by library board members.
 - 3/29/22: Trustee Handbook Book Club topic: Policies and Risk Management.
 - 4/19/22: Ethics, Conflicts of Interest, etc.

Director's Report and Personnel Report

- Central Library Update from Terry Kirchner, March 14, 2022
Board of Regents' Actions to Remove the Mount Vernon Public Library's Board of Trustees. This is due to their:
Failure to complete their registration application; failure to complete the 2020 NYS Annual Report financial sections; and failure to maintain accurate financial records for spending. \$95,000 loss possible.
- Long Range Planning report – monthly report shared with the Board plus an implementation matrix as we update things.
- Conversations started about library spaces
- Potential of moving public computers upstairs – downstairs spaces – Info. Desk combine with front desk.
- Internship opportunities
- First week in April – working on a campaign #mylibrary. Focus: celebrating and thanking our community.
- Good partnership between Teens and Childrens
- Summer Reading Program
- Hotspots: extending Federal funding
- Laser Tag program was fun – 18 Teens participated
- Program statistics – Shandi asked that the report include what the programs are not just numbers.

Committee Reports

President's Report

President's Report March 21, 2022

BOT Candidate Documents

Candidates for the BOT are asked to submit a statement and a photograph. We should consider the potential negative implications of these requirements. We should also review conflicts of interest.

The Statement

A statement offers a broad range of information to the reader. It can reveal a person's level of education by the grammar and vocabulary that is used. Does an essay indicate which candidate will be a better trustee?

If the writer implies or directly makes racist or inflammatory comments, does the BOT have the power to edit or reject a candidate's statement? What are the guidelines for the content of the statement?

The Photograph

A photograph also reveals information. If one candidate submits a photo showing cars and house in the background, while another has only a "head" shot, is that biased? A photo reveals hints about gender and age. Does either factor indicate which candidate will be a better trustee?

Candidates are invited to participate in a debate that is broadcast on cable tv. It is voluntary and some candidates have chosen not to attend in past years. Should the statement and photo be voluntary? Or perhaps eliminated?

Conflict of Interest

Since a conflict of interest may prevent a trustee from serving on the board, should the attestation be signed before the election and submitted with the petitions?

Matt asked that resolutions be added to next meeting agenda.

Resolutions

RESOLUTION #58 – Approval of 2022-2023 Proposed Budget

RESOLVED, that the Proposed 2022-2023 Budget of the Board of Trustees of the Ossining Public Library in the sum of \$4,532,407 be approved, and that the Ossining Union Free School District be authorized to levy and collect the sum of \$4,322,707 as the necessary tax thereof.

Althema Goodson moved and Alice Joselow seconded the motion to approve Resolution #58. Motion passed. 6-0. (Cecilia had left the meeting.)

Karen noticed that the total budget sum was incorrect and should read: \$4,543,107. The total budget sum will be rechecked, and a revised resolution presented at next meeting.

RESOLUTION #59 – Approval of Services by Baldessari & Coster LLP for the Audit of Fiscal Year Ending June 30, 2022

RESOLVED, that the Board of Trustees approves the confirmation of services letter dated March 10, 2022 from Baldessari & Coster LLP to provide the Ossining Public Library for the year ended June 30, 2022, not to exceed \$11,550.

Meghan Huppuch moved and Amanda Curley seconded the motion to approve Resolution #59. Motion passed. 6-0

RESOLUTION #60 – Acceptance of Donation

RESOLVED, that the Board of Trustees accepts, with gratitude, a \$200 donation from Petronilla Badia for the Children's Room.

Alice Joselow moved and Althema Goodson seconded the motion to approve Resolution #60. Motion passed. 6-0

Old Business

- Parking Lot – no update.
- OPL Request to Historical Society for Items – they have no record of OPL donated items but will check through their meeting minutes.
- Financial Endowment Possibility – hold for Executive Session

New Business

- National Library Week: April 3-9; National Library Workers' Day: April 5, 2022
- Annual Meeting, June 2022 – we would like to have an in-person meeting this year.

Public Comment

Dennis Neuberger and Jonathan Marshall both commented – thank you for all you do; it is interesting to listen to.

Executive Session

At 9:20 PM Alice Joselow moved and Meghan Huppuch seconded the motion to enter into Executive Session. Motion passed 6-0.

At 9:25 PM Meghan Huppuch moved and Amanda Curley seconded the motion to leave Executive Session. Motion passed 6-0.

Adjournment

At 9:25 PM Amanda Curley moved, and Meghan Huppuch seconded the motion to adjourn the March 21, 2022 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director