

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization & Regular Monthly Meeting
Monday, July 11, 2022, 7:00 p.m., 2nd Floor Conference Room and
224 Glenview Drive, San Francisco, CA—via Zoom

MEETING MINUTES (Revised)

In Attendance:

Board of Trustees: Amanda Curley, Althema Goodson, Meghan Huppuch, Alice Joselow, Cecilia Quintero, Shandi Speller, Matthew Weiss

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; Mallory Marinaro, Marketing & Communications; Allison Robbins, Technology & Training; Kathy Beirne, Secretary to Library Director

Others: Dennis Neuberger, President, *OPL Friends*; Leslie Allen, *Foundation*; Jonathan Marshall, *WLS Board Trustee, District 2*; Devante Richards

Call to Order

At 7:00 p.m. Matthew Weiss called the July 11, 2022, Reorganization and Regular Meeting of the Board of Trustees to order.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Althema Goodson, Cecilia Quintero, Amanda Curley, Meghan Huppuch (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*)

The Oath of Office was administered to the newly elected members of the Board of Trustees by Matthew Weiss.

- 2) Administration of Oath of Office to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees, p. 23*)

The Oath of Office was administered to Library Director, Karen LaRocca-Fels for the 2022-2023 Fiscal Year by Matthew Weiss.

- 3) Nomination & Election of Officers - 2022-2023

Cecilia Quintero nominated Amanda Curley as President; Althema Goodson as Vice President; and Meghan Huppuch as Secretary. Vote: 4 Yes.

Shandi Speller nominated Althema Goodson as President and Meghan Huppuch as Vice President. Vote: 3 Yes.

- 4) Administration of Oath of Office to the newly elected 2022-2023 Board Officers (*Handbook for Library Trustees, p. 23*)

The Oath of Office was administered to the newly elected 2022-2023 Officers of the Board of Trustees by Matthew Weiss:

Amanda Curley, President
 Althema Goodson, Vice President
 Meghan Huppuch, Secretary

- 5) **Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement.** *(Handbook for Library Trustees, Ethics Statement, p. 105-106)* *Please note: Auditors asked to see these during 2021 Audit.

Each Trustee signed and submitted a Code of Ethics and Conflict of Interest Policy Acknowledgement.

Reorganization Meeting (resumes)

- 6) **Committee Appointments**

Following is a list of committees to which Board of Trustees members will be appointed for the 2022-2023 fiscal year. The President will be an ex officio member of all committees.

Committee	Chair		
Finance Committee	Matthew Weiss	Althema Goodson	
Policy & Bylaws/Personnel Committee	Alice Joselow	Matthew Weiss	Cecilia Quintero
Building and Grounds Committee	Cecilia Quintero	Matthew Weiss	Meghan Huppuch
• Biennial Trustee Survey	Meghan Huppuch	Shandi Speller	Althema Goodson
• Director's Evaluation	Cecilia Quintero	Alice Joselow	
• LRSP Committee	Althema Goodson	Alice Joselow	Meghan Huppuch
• Foundation Reps	Alice Joselow	Meghan Huppuch	
• Friends Liaison	Matthew Weiss		

- 7) **Adoption of Annual Resolutions**

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2022-2023 fiscal year.

- a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

Resolved that the regular monthly meetings of the Board of Trustees for the 2022-2023 fiscal year be held starting at 7:00 p.m. in accordance with the following schedule:

2022		
July	11	Reorganization and Regular Meeting
August	15	Regular Meeting
September	19	Regular Meeting
October	17	Regular Meeting
November	14	Regular Meeting
December	12	Regular Meeting
2023		
January	23	Regular Meeting
February	13	Regular Meeting
March	20	Regular Meeting

April	17	Regular Meeting
May	15	Regular Meeting
June	12	Regular Meeting
July	10	Reorganization and Regular Meeting

b) Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Signature Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Amanda Curley, President; Althema Goodson, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2022-2023 fiscal year.

e) Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2022-2023 fiscal year.

f) Resolution 6: Naming the Official Social Media Outlet of the Library

Resolved that Facebook be designated as the official social media outlet of the Ossining Public Library for the 2022-2023 fiscal year.

g) Resolution 7: Appointing Library Auditor for 2022-2023

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2022.

h) Resolution 8: Appointing Library Attorney for 2022-2023

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2022-2023 fiscal year.

i) Resolution 9: Appointing Consultants for the 2022-2023 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2022-2023 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,375 – 9/01/22-8/31/23
John Tortoso	Building Management	HVAC and B&G Consulting and Safety Training	\$28/per hr.

- j) **Resolution 10: Regarding the Establishment of Petty Cash Funds**
Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$ 500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$ 30</i>	<i>Marie Trapasso</i>

- k) **Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election**

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 16, 2023 between the hours of 7:00 a.m. and 9:00 p.m. in the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

- l) **Resolution 12: to Establish the dates of various 2022-2023 Budget Vote and Trustee Election Activities**

Resolved that the following dates be established for the 2022-2023 Fiscal Year Budget and Trustee Election activities (per Bylaws):

<i>December 12, 2022</i>	<ul style="list-style-type: none"> • <i>Presentation of 2023-2024 Preliminary Budget to Board of Trustees</i>
<i>February 13, 2023</i>	<ul style="list-style-type: none"> • <i>Trustee vacancies announced to public</i>
<i>March 20, 2023</i>	<ul style="list-style-type: none"> • <i>2022-2023 Proposed Budget adopted by Board of Trustees</i>
<i>April 17, 2023</i>	<ul style="list-style-type: none"> • <i>Trustee candidates' petitions due in District Clerk's Office</i> • <i>Budget Hearing: 2022-2023 Budget & Candidates presented to voters</i>
<i>May 16, 2023</i>	<ul style="list-style-type: none"> • <i>2022-2023 Budget Vote and Trustee Election</i>

Cecilia Quintero moved and Meghan Huppuch seconded the motion to approve Resolutions 1 through 12. Motion passed 7-0.

- m) **Resolution 13: to Establish the dates of the 2022-2023 Holiday Closures**

Resolved that the following dates be established as the 2022-2023 Holiday Closures:

<i>Independence Day, July 4, 2022</i>	<i>New Year's Day Observed, Mon., Jan. 2, 2023***</i>
<i>Labor Day, September 5, 2022</i>	<i>Martin Luther King Jr. Birthday, January 16, 2023</i>
<i>Columbus Day, October 10, 2022</i>	<i>Presidents' Day, February 20, 2023</i>
<i>Thanksgiving Day, November 24, 2022*</i>	<i>Memorial Day, May 29, 2023</i>
<i>Christmas Day Observed, Mon., Dec. 26, 2022**</i>	<i>Independence Day, Tuesday, July 4, 2023</i>
<i>* Wednesday, November 23, 2022: Library will be open 9am-1pm</i>	
<i>** Saturday, December 24, 2022: Library will be open 9am-1pm</i>	
<i>Sunday, December 25, 2022: Library will be closed</i>	
<i>*** Saturday, December 31, 2022: Library will be open 9am-1pm</i>	
<i>Sunday, January 1, 2023: Library will be closed</i>	
<i>Easter Sunday, April 9, 2023: Library will be closed</i>	

Cecilia Quintero moved and Matthew Weiss seconded the motion to approve Resolution 13*. Motion passed 7-0.

*This resolution to be brought back to the Board to discuss how they would like to proceed regarding the *Juneteenth* Federal Holiday.

REGULAR MEETING

Public Comment

Devante Richards commented on the Juneteenth Federal Holiday and the new library logo.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the June 13, 2022 Regular Monthly Meeting of the Board of Trustees.

Althema Goodson moved and Meghan Huppuch seconded the motion to approve the June 13, 2022 Regular Meeting Minutes. Motion passed 7-0.

Director's Report

- Please refer to the Director's Report attached to these minutes.

Friends of the Library President Dennis Neuberger:

FINANCIAL UPDATE: Checking: \$743 Savings: \$4,702
Volunteer benefit report June: \$1,365; YTD \$7,785

UPDATE ON EVENTS FOR 2022: Book sale: 183 sales and \$1,247 in revenue

YTD HOMEBOUND & ORGANIZATION ACTIVITY: Cedar Manor, Homebound Delivery, Organizations-No Activity

SPECIAL THANK YOU: To the staff for setting up the tables for the sale and Mallory for all the communications.

FRIENDS CORNER: We have been contacted concerning paperback books needed by the Westchester Correctional Facility by 7/25. We have many books still left over from the sale and this week we will sort books for delivery to them.

The Foundation has reached out to assist the Friends in promoting our activities and the highlights of the preparation and book sale event.

Due to the high volume of books in storage, we cannot accept any donations. Will determine future dates for book sales this year.

Foundation President Leslie Allen:

- On 7/21/22 Film Screening and Discussion "The Trials of Constance Baker Motley" in the Theater
- Donation of a Little Free Library with post to Big Foot Creamery down by the waterfront

WLS Board Trustee, District 2, Jonathan Marshall:

- WLS Trustee Institute, July 7
- Harwood Institute event on July 21, Zoom
- Advocacy Breakfasts, July 13 and 27
- WLS – DEI Audit Review Report – onboarding theme

Committee Reports

President's Report – Matthew Weiss thanked everyone for there support throughout his

Presidency.

Policy and Bylaws & Personnel – No report

Finance Committee – Matthew Weiss noted that the Building and Grounds Committee and the Finance Committee should be working together as we move forward with the library's needs.

Building and Grounds

Karen, Molly, and B& G Committee Trustees met last week with Lothrup regarding their Building Assessment report and recommendations (draft). Molly stressed that this is a draft document. Please forward any Board comments to Karen and Molly. Plug for B&G Committee participation as this is a great time to be on it.

Upgrading of library signage, new book drops, entrance wall repaired where needed, painting and carpeting, and changing of lighting fixtures.

Karen commented that we need to determine what our next steps should be – discussion with B&G – everybody welcome and to schedule another meeting with Lothrup.

Amanda suggested Board watch video and read report.

Matt wished to remind everyone how we got into this and is this the right direction?

Lothrup did endorse OLA's progress to date.

B&G Committee meeting should be scheduled for next week. Molly suggested second or third week of August possible for another meeting with Lothrup.

Director's Evaluation – scheduled for July 28, 2022, 7:00 PM

Resolutions

RESOLUTION 14 – Graphic Designer's Proposal Approval

RESOLVED, that the Board of Trustees approves the Branding Package Proposal from Hudson Valley Graphic Design LLC in the amount of \$2,500 to create a new custom logo design for the OPL.

Mallory commented that OPL has had the same logo for 15 years. It is time for a refresh. Hudson Valley Graphic Design will do a big deep dive with staff – logo tell who we are when we're not present. We are sticking with the color orange.

Althema Goodson moved and Cecilia Quintero seconded the motion to approve Resolution #14. Motion passed 7-0.

RESOLUTION 15 – Copier Contract Approval

RESOLVED, that the Board of Trustees approves the Toshiba Copier Contract Proposal in the amount of \$13,817.56 with overages an additional expense.

Allison commented that among the vendors interviewed, TBS seems a little bit better than the rest.

Althema Goodson moved and Cecilia Quintero seconded the motion to approve Resolution #15. Motion passed 7-0.

RESOLUTION 16 – Personnel Changes

RESOLVED, that the Board of Trustees approves the following personnel changes:

Return from Leave of Absence:

Arthur Rylands Circulation PT Hourly Rate: \$24.52 Effective: 7/11/2022

Change in Salaries:

List of new salaries effective July 1, 2022, attached.

RESOLUTION 17 – Toshiba Jamex Coin Box Proposal Approval

RESOLVED, that the Board of Trustees approves the Toshiba Jamex Coin Box Proposal dated 6/30/2022 in the amount of \$10,517.11.

Allison commented that the coin boxes have been a thorn in our sides for quite a long time – compatibility issues. The new boxes will be good for our new business center with Apple Pay and credit card abilities.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approved Resolution #17. Motion passed 7-0.

Old Business

- Scheduling Work Sessions – Suggestion: two Thursdays before Monday meetings = every two weeks will be a meeting. Work Session scheduled for August 4, 2022 at 5:00PM to discuss Lothrop Report.
- Parking Lot – please refer to Karen’s report. A parking lot attendant would be a plus. Shandi suggested a security guard – someone separate from the library staff. Karen will look into this.
- OPL Request to Historical Society for Items – please refer to Karen’s report.

New Business

- New Trustee Education Requirements Effective January 2023
Amanda referenced information sheet included in our packets. In response to Alice’s question, Jonathan Marshall assured the Board that WLS is developing appropriate educational resources and we should be receiving information in the near future.
- Board Development
Matt suggested that we add Board Development in particular the session held with Michael Holmes. We have not discussed our Board development work.

Alice mentioned that she would have preferred that during our session we had met at one large table rather than split between two. A number of trustees voiced their

agreement. It was said that we should not let this happen again.

Meghan referenced the email we received from Michael Holmes and was the Board prepared to discuss it. She also informed the Board that she is having or has had sessions with Michael since our Board development.

Althema said that she has also been meeting with Michael.

Someone mentioned that Althema was preparing a summary statement of the Board Development Session which she led, and this would also add to our July 28th meeting. Amanda suggested and the Board agreed that we would end our meeting on July 28th discussing Board Development, Michael's email, and next steps.

Public Comment: Devante Richards spoke about Matt's reference to Lothrop's comments about preparing for shootings and how important this is for a public entity such as the library.

Executive Session

At 9:03 PM Cecilia Quintero moved and Meghan Huppuch seconded the motion to enter into Executive Session. Motion passed 7-0.

At 9:18 PM Matthew Weiss moved and Cecilia Quintero seconded the motion to leave Executive Session. Motion passed 7-0.

Dates of Work Sessions scheduled:

- **July 28, 2022, 5:00 PM – Director's Evaluation, Michael Holmes' Email & Next Steps**
- **August 4, 2022, 5:00 PM – Review Lothrop Report**

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS SCHEDULED FOR MONDAY, AUGUST 15, 2022.

Adjournment

At 9:20 PM Cecilia Quintero moved, and Althema Goodson seconded the motion to adjourn the July 11, 2022 Reorganization and Regular Meeting of the Board of Trustees. Motion passed 7-0.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director