

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, August 15, 2022, 7:00 p.m., Zoom

MEETING MINUTES (Revised)

In Attendance:

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

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; Kathy Beirne, Secretary to Library Director; Mark Sacha, Librarian I, Adult Services

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

Call to Order

At 7:03 p.m. President Amanda Curley called the August 15, 2022, Regular Monthly 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 July 11, 2022 Reorganization and Regular Meeting of the Board of Trustees; and the Special Meeting/Work Session of August 4, 2022.

Matthew Weiss moved and Alice Joselow seconded the motion to approve the July 11, 2022 Regular Meeting Minutes and the August 4, 2022 Special Meeting/Work Session Meeting Minutes. Motion passed 7-0.

Motion to Accept the Minutes of the Special Meeting/Work Session of July 28, 2022.

Matthew Weiss moved and Alice Joselow seconded the motion to approve the July 28, 2022 Special Meeting/Work Session Meeting Minutes. Motion passed 6-0, Meghan Huppuch abstained.

Public Comment – New OPL Librarian I, Mark Sacha, introduced himself to the Board.

Dennis Neuberger, President, *OPL Friends*:

▪ FINANCIAL UPDATE

Checking: \$2,957; Savings: \$4,702

Volunteer benefit report June: \$1,365; YTD: \$7,785

▪ UPDATE ON EVENTS FOR 2022

Children's Book Sale – Saturday August 27th

▪ YTD HOMEBOUND & ORGANIZATION ACTIVITY

Cedar Manor – Homebound Delivery-No Activity

American Legion – 1 Delivery

▪ SPECIAL THANK YOU

A donation of 24 books that are a special Amish children's training books was not sold at the July

book sale. I contacted my Amish friends, and they can be used at an Amish school in Lancaster. I will deliver this weekend representing The Friends. I did get approval from the woman who donated the collection.

▪ **FRIENDS CORNER**

The Friends donated 5 boxes of paperback books to the Westchester Correctional Facilities
Will cover the costs of two sewing machines for the new Sewing Group.

Due to the high volume of books in storage, we cannot accept any donations.

▪ **Saturday, 8/27/2022: Children's Book Sale**

Leslie Allen, *Foundation:*

- Successful screening of "The Trials of Constance Baker Motley" (Encore requested.)
- Little Free Libraries. Miriam Risko organizing a committee to oversee these.
- David Swope Fund Director, Doug Kraus – tour of OPL
- OLF Website

Jonathan Marshall, *WLS Board Trustee, District 2* – shared Terry Kirchner's email:

Subject: WLS Board - Summer update

I hope that everyone has been able to enjoy the summer and the many nice days that have come our way. I have been asked to highlight a few of the many activities that have occurred since we last met at the end of June. I also encourage you to register for upcoming events that you will see mentioned.

Digital Equity Initiatives

The Digital Equity team has connected with community partners and individuals at events throughout the summer. Two recent events that focused on youth and their families included the Yonkers National Night Out and Peekskill National Night Out. These community events allow for conversations about a broad range of service opportunities, including the loaning of Chromebooks and Hotpots that occurs at member libraries (WLS supports 22 libraries in this effort). A topic of great interest is how a library card from a WLS member library can offer FREE access to services like Hoopla, Kanopy and Tutor.com. More information about a county-wide marketing effort to help address this issue will be shared in September.

On Tuesday, August 9th, in lieu of a traditional WLS staff meeting, Joe Maurantonio and Dana Hysell set up the eVan with a tent and table to invite the WLS staff to tour the eVan and to hear about the offerings made available through this initiative and to better understand the positive impact that the digital equity activities have on individuals and families. This event was also a wonderful opportunity for WLS staff to have some face time with one another!

Dana Hysell scheduled four Legislative Day events over the summer to increase awareness of our Digital Equity Initiatives with county and state legislators, local library board members, library directors, friends of the library and member library staff. This event also allowed us to say "Thank You" for their ongoing support in this and many other initiatives.

On July 13, Assemblymember Sandy Galef (AD95) joined the first Legislative Breakfast at Croton Free Library. WLS Trustees Karen Zevin, Karen Kelley and Francis Okelo joined us at this event. On July 27, the Legislative Breakfast was held in beautiful Reis Park at the Somers Library. WLS Trustees Edris Scherer and Francis Okelo attended this event. Our third event was held on August 10 at the Harrison Public Library. A representative from Senator Shelley Mayer's office (SD37), Assemblymember Chris Burdick (AD93), and Westchester County Legislative Vice Chair Nancy Barr (District 6) attended the event. WLS Trustee Francis Okelo joined us as well.

Please consider joining the Digital Equity on the Road team for the final Legislative Breakfast on August 24th (9:00 AM-9:45 AM) at the Yonkers Will Library, 1500 Central Park Ave, Yonkers. If you can attend, please register at <https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=6514>.

Senior Law Day Collaborative

Events with the [Senior Law Day \(SLD\) Collaborative](#) have been ongoing throughout the summer. SLD provides free legal and financial advice for Westchester County seniors and their families. SLD allows individuals to connect with attorneys, financial planners, and geriatric care experts in brief individual settings to gain authoritative advice on topics such as housing options, wills and trusts, long-term care, and estate planning. Join

the [SLD mailing list](#) if you are interested in learning more about these and other topics.

Upcoming SLD Collaborative events include:

- August 18: Free individual consultations
- August 24: Webinar focused on end-of-life decisions related to palliative care and hospice
- August 25: Westchester Community Conversations focused on the aspirations and needs of seniors
- September 7: Elder Law 101

Mount Vernon Public Library (MVPL) Update

The registration application and the 2020 and 2021 annual reports have not been completed. I have worked with MVPL staff and trustees on the documents over the past two months, but the required documents are not yet ready to be submitted to the Division of Library Development (DLD) for review and approval.

Examples of Member Library Support

Elise and I are routinely contacted by member libraries to help them address issues or to answer questions. A few examples that occurred recently include:

- Clarification around Open Meetings Law and the ability to host hybrid and online-only meetings
- Support in hiring new library directors
- Assistance with updating long-range/strategic plans (facilitating board retreats, clarifying requirements, editing documents)
- Providing documentation to local municipalities to support libraries with annual reports, funding and/or construction related activities (includes clarifying municipal vs library board roles and responsibilities)

Reminder: WLS Board & Staff Gathering – Tuesday, September 13, 6:00 PM-7:30 PM, at WLS.

Enjoy the rest of the summer and I will see you in September.

Director's Report and Personnel Report

- Finance Committee meeting with Bond Counsel
- Vote on agenda for two quotes for Modular spaces - \$60,000 DASNY Quote
- Temporary fence moved from back parking lot
- There will be monthly monitoring of the wall for another year – check back in 6 months to review
- Ignayra and Karen attended Ossining Leadership Meeting with OUFSD
- Per diem translator (recommended by Neighbors' Link) – First project: Policies
- Sexual Harassment Training for Staff
- Final Session of LICP Training, another in Fall along with CPR and AED
- Allison working on training program for staff technology
- Passing of Jane Clark
- Posted Librarian III position
- Applied for another Grant for first floor modular spaces – close off computer labs.
- Michael Holmes communication of LRSP review
- Information re: diversity of our programs – initial audit document – Althema taking a look at it
- Cabling project well
- New copier and coin boxes vendors – staff thanks Board!
- Logically service level agreement will extend our work with our IT company. New agreement will include more security, unlimited phone tech support. Will be in September for Board approval.
- New ILS service agreement for Evergreen from WLS
- Adult Services – collection audit
- Children's Summer Reading Program
- Children's and Teens outreach with schools
- Allison working on new Tech position
- Mallory – August update of LRSP highlights

Matt asked about the possibility of a Grant Writer and Social Worker. Thanks to the David Swope funding we will be hiring a per diem Social Worker next fiscal year. Marie Pierre helping to plan this. Dedicated Grant Writer not yet – Karen and Mallory writing them now.

Alice asked if any other libraries have a Social Worker – Yonkers and New Rochelle.

Amanda asked how **do the modulars compare with the Dattner and Lothrop reports. Molly had reviewed these with both architects, and these would be the type they would recommend** – very flexible for going forward.

Committee Reports

President's Report – Amanda commented on Karen's concern that the monthly reports are not meeting the needs of the Board with the LRSP. Amanda pointed out that every month in Karen's reports each pillar is addressed; posted on the Website; the matrix is phenomenal. Karen has made an exemplary commitment in keeping the Board informed.

Cecilia asked for more feedback on her 8/03/22 email.

Althema asked for some background on the LRSP communication breakdown.

Matt asked for more public information made available re: LRSP.

Cecilia asked that a summary of Karen's LRSP communication efforts be added to Performance Evaluation.

In conclusion, all Trustees agreed that they are satisfied with the various reports and there is no need for additional modifications.

Policy and Bylaws & Personnel – Alice Joselow – discussion at last meeting: Sexual Harassment Policy – Craig Olivo to review; Gift and Naming Policy to be discussed at 9/8/22 Work Session; By-Laws and **Policy on Bill of Rights** – copies should be available at Board meeting table. Next Policy Committee meeting: 9/12/22, 4:00 PM.

Finance Committee – Matthew Weiss – Committee met with Bond Counsel. Next meeting should be with OUFSD.

Building and Grounds – Cecilia Quintero – No report.

Molly gave a big thank you to Steve Garrett and Steven Washburn for the quick moving of the temporary fencing from the back parking lot. She also noted that John Tortoso, Building Consultant, will now be at a desk in Tech Services. Former office housing theater equipment.

Biennial Trustee Survey – Meghan Huppuch – meeting to be scheduled.

Director's Evaluation – Cecilia Quintero – asked for more response to her 8/03/22 email. To date, she has only heard from Matt.

LRSP Committee – Althema Goodson – No report.

Foundation Reps – Alice Joselow – Leslie Allen covered everything in her report.

Friends Liaison – Matthew Weiss – asked if OPL should have a liaison with the OUFSD Board of Education.

Resolutions

RESOLUTION #18 – Approval of Proposal for Second Floor Modular Space (Study Rooms)

Resolved that the Board approves the ProfTech Proposal for Second Floor Modular Study Rooms in the amount of \$31,404.59.

Matthew Weiss moved and Meghan Huppuch seconded the motion to approve Resolution #18. Motion passed 7-0.

RESOLUTION #19 – Approval of Proposal for Second Floor Modular Space (Teen Services Office)

Resolved that the Board approves the ProfTech Proposal for Second Floor Modular Teen Services Offices in the amount of \$34,564.41.

Alice Joselow moved and Meghan Huppuch seconded the motion to approve Resolution #19. Motion passed 7-0

Old Business

- Parking Lot – OPL advised to avoid parking large, heavy equipment near the back retaining wall (refer to page 3 of SGH report).
- OPL Request to Historical Society for Items – Shandi suggested that we send a letter requesting the return of **the High School Yearbooks, Directories, and Dr. Carl Oechsner's Oral History of Ossining.**

New Business

- “Fine Free” Discussion – Karen commented: Library fines create a barrier. When COVID began we stopped and haven't started since. Should it be an adopted policy? September meeting resolution?

Meghan Huppuch: Fine-free is the way to be.

- Library Visits – **Amanda recommended when visiting other libraries to think about evidence of elements brought to our attention by the Lothrop Architects such as:**
 - Points of access, i.e., parking lot
 - Way finding?
 - Functional space—is it welcoming?
 - Lighting?
 - Messaging
 - Is it a community center?

Amanda may prepare a matrix.

- Banned Books – Why books are being banned. What's objectionable? Minority populations, etc. – ties into our commitment to DEI.

Molly shared that 9/18—9/24/22 is Banned Book Week – “Books Unite Us”
<https://bannedbooksweek.org/>

Public Comment – Devante Richards asked about where the fines \$ goes, how lost and damaged books are handled.

Executive Session

At 8:40 PM Matthew Weiss moved and Alice Joselow seconded the motion to enter into Executive Session to discuss personnel matters. Motion passed 7-0.

At 9:41 PM Matthew Weiss moved and Alice Joselow seconded the motion to leave Executive Session. Motion passed 7-0.

RESOLUTION #20 – Approval of Confidential Employee Contract

Resolved that the Board approves the Confidential Employee Contract effective July 1, 2022 through June 30, 2025 for employee #00238.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve Resolution #20. Motion passed 7-0.

RESOLUTION #21 – Approval of Confidential Employee Contract

Resolved that the Board approves the Confidential Employee Contract effective July 1, 2022 through June 30, 2025 for employee #4422.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve Resolution #21. Motion passed 7-0.

Adjournment

At 9:45 PM Meghan Huppuch moved, and Matthew Weiss seconded the motion to adjourn the August 15, 2022 Regular Monthly Meeting of the Board of Trustees. Motion passed 7-0.

Date of Next Work Session scheduled:

- **September 8, 2022, 5:00 PM – to discuss Gift & Naming Policy**

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES IS SCHEDULED FOR MONDAY, September 19, 2022.

Respectfully submitted,

*Kathy Beirne
Secretary to Library Director*