

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Monthly Meeting
Monday, November 14, 2022, 7:00 p.m.
Director's Office; 411 Sugarloaf Reserve Dr., Duluth, GA;
148 Martine Av., White Plains, NY 10601

MEETING MINUTES (Revised)

In Attendance:

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

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

Others: Dennis Neuberger, President, *OPL Friends*; Leslie Allen, *OPL Foundation*;
Devante Richards

Call to Order

At 7:05 p.m. President Amanda Curley called the November 14, 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 Approve the Minutes of the September 19, 2022 Regular Meeting of the Board of Trustees.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve the September 19, 2022 Regular Meeting minutes of the Board of Trustees. Motion passed 4-0. Althema, Meghan, and Alice abstained.

Motion to Approve the Minutes of the October 6, 2022 Work Session of the Board of Trustees.

Matthew Weiss moved and Alice Joselow seconded the motion to approve the October 6, 2022 Work Session minutes of the Board of Trustees. Motion passed 7-0.

Motion to Approve the Minutes of the October 17, 2022 Regular Meeting of the Board of Trustees.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve the Minutes of the October 17, 2022 Regular Meeting of the Board of Trustees. Motion passed 5-0. Amanda and Shandi abstained.

Motion to Approve the Minutes of the November 3, 2022 Work Session of the Board of Trustees.

Matthew Weiss moved and Shandi Speller seconded the motion to approve the Minutes of the November 3, 2022 Work Session of the Board of Trustees. Motion passed 4-0. Amanda, Alice, and Cecilia abstained.

Public Comment

Leslie Allen of the Foundation commented that there were many things in the works but would like to highlight the new partnership with the Friends and the Foundation's Little Libraries.

President of the Friends, Dennis Neuberger, commented on the following:

FINANCIAL UPDATE

Checking: \$1,352; Savings: \$4,702

Volunteer benefit report October: \$960; YTD \$12,750

UPDATE ON EVENTS FOR 2022 - 2023

Holiday Book Sale – December 9 - Noon-6 PM

December 10 - 9AM to 5 PM, December 11 - 1PM – 4PM

Friends Annual meeting: Sunday January 29

YTD HOMEBOUND & ORGANIZATION ACTIVITY

American Legion

SPECIAL THANK YOU

Mallory for documenting the Friends activities for National Friends of the Library Week

FRIENDS CORNER

Book donations resumed October 11 and will end November 25

Attended the Foundation November monthly meeting. Discussed a combined meeting before year end.

Channel 12 to highlight December Book Sale on their community activity website.

Contacted the OHS Co-op Manager to determine if students can assist in helping sort books and Book Sale. No volunteers as of now.

Director's Report and Personnel Report

- Late development: OPL is invited to the OUFSD BOE Meeting this Wednesday, 7:30 PM. Recognition of our partnership with OPrime donations.
- IMLS National Medal nomination of OPL by Congressman Mondaire Jones
- Work has begun on 2023-24 Budget
- Meghan and Karen visited the Hendrick Hudson Library. They also work with Lothrop.
- Karen is working on a date to visit the Larchmont Library. Scarsdale visit set for Friday, 12/9, 10:00 AM.
- ESOL classes starting - funded by the Swope Fund donation.
- Foundation February Concert being planned.
- Karen began meetings with community members using the Harwood Method for community involvement.
- OPL is an OPrime drop off location for donations for people in need.
- Tech Core Competencies
- Mercy College work study student helping in Patron Services.
- We have posted for two part time positions – Library Monitor and Library Assistant, SS.
- Staff training in DEI – Karen is gathering proposals
- Karen is working with a Syracuse University iSchool Intern
- OPL is Fine Free – do we still want to use the collection agency? See Resolution #30.
- Trustee Roles and Responsibilities move forward with Jerry Nichols. Timeline – January

2023.

- Neighbors' Link English classes
- Further discussion on auditing of OPL departments so that Board can be better informed, as in LRSP. What is plan for the year and what is planned for future? A simple 20-30 minute conversation. Molly volunteered to address the BOT at their next Work Session, 12/01/22.
- Karen is planning on a full staff meeting in January.
- The Friends Annual Meeting will be scheduled for a date in February.

Committee Reports

President's Report

- New Trustee Guidelines and Meghan's Board Committees draft to be discussed at the next Work Session, December 1.
- Trustee training could be shared with one another, i.e., Effective Meetings.
- Banned Books

Policy and Bylaws & Personnel

- Further discussion of Bylaws
- Gift, Donation, and Naming Policies – discuss at next Work Session so that it can be presented for approval at the 12/12/22 Regular Meeting.
- Next meeting of Committee is 12/5

Finance Committee

- Add Treasurer to the Organization Chart
- What percent of Budget is each department spending? Karen will talk to Bob Majernik.
- Treasurer has not attended any BOT meetings – he should come in quarterly. Maybe the Work Session in January with Auditor and Board.

Biennial Trustee Survey

- Committee met – Meghan will discuss at next Work Session

Director's Evaluation

- Cecilia distributed revision and asked for feedback/comments by the next Work Session

LRSP Committee – no report

Foundation Reps – Alice and Meghan are co-reps. Now that they are formalizing their structure better maybe just one Trustee could attend meetings.

Resolutions

RESOLUTION #27 – Approval of Revised Sexual Harassment Policy and Complaint Form

RESOLVED, that the Board of Trustees approves the revised Sexual Harassment Policy and Complaint Form.

Alice Joselow moved and Cecilia Quintero seconded the motion to approve Resolution #27. Motion passed 7-0.

RESOLUTION #28 – Approval of Metro Sound Pros Quote for AV Equipment

RESOLVED, that the Board of Trustees approves the quote from Metro Sound Pros for AV Equipment in the amount of \$10,850.

Alice Joselow moved and Shandi Speller seconded the motion to approve Resolution #28. Motion passed 7-0.

RESOLUTION #29 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
<i>Resignation:</i>					
Luisa Alvarado	Library Clerk	Circulation	PT/Sub	\$19.28/hr.	11/17/2022

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve Resolution #29. Motion passed 7-0.

RESOLUTION #30 – Elimination of Collection Agency

RESOLVED, that the Board of Trustees approves the elimination of the collection agency (Unique Management) for the collection of fines and overdue books.

Matthew Weiss moved and Alice Joselow seconded the motion to approve Resolution #30. Motion passed unanimously.

Old Business

- OPL Request to Historical Society for Items – **We received a letter from the Historical Society regarding previously identified items. With their response, the Board concluded that these items can be removed from Old Business.** Karen, Joe Burton, and Scott Craven spoke about a possible digitized project.
- Website Redesign

New Business

- WLA Annual Membership – Board of Trustees and Staff membership will be renewed for 2023.
- New Calendar Proposal Planned for December – Allison and Mallory are working on a new event calendar with staff. Will be ready for Board presentation in December.
- Building Priorities Document Discussion – Tour of OPL on 12/15 with B&G Committee members and anyone else interested.
 - Sidewalk and driveway – Village of Ossining has taken responsibility
 - Well #4 will be capped in November/December
 - C&P is trying to match brick for the brick wall that is failing on stairway outside building. Will have to just get it repaired matching brick or not.
 - Looking for Board approval to keep going with the items in the Building Priorities Document. Lothrop is working on pricing. Bond Items: HVAC, Roof membrane replacement, health, safety, first safety items, handrails.
 - Board support – YES
 - Lothrop will help us craft the wording for Bond Referendum and necessary documentation.
 - Next stage – BOT to approve work with Lothrop. SGH, Lothrop, and OLA to meet and review so we can get started with the process.

Public Comment – Devante Richards commented and asked about the Volunteer Application he had dropped off here.

At 9:10 PM Meghan Huppuch left the meeting.

Executive Session

At 9:21 PM Matthew Weiss moved and Alice Joselow seconded the motion to enter into Executive Session to discuss the Library Director’s Contract. Motion passed 67-0.

At 9:46 PM Cecilia Quintero moved and Matthew Weiss seconded the motion to leave Executive Session. Motion passed 67-0.

RESOLUTION #31 – Approval of Library Director’s Contract for 2022-2025

RESOLVED, that the Board of Trustees approves the Library Director’s Contract for the period of September 1, 2022 through August 31, 2025.

Matthew Weiss moved and Cecilia Quintero seconded the motion to approve Resolution #31. Motion passed 6-0.

Adjournment

At 9:50 PM Cecilia Quintero moved, and Matthew Weiss seconded the motion to adjourn the November 14, 2022 Regular Meeting of the Board of Trustees. Motion passed 67-0.

Dates of Work Sessions scheduled:

- **December 1, 2022**

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS SCHEDULED FOR MONDAY, December 12, 2022.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director