

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Special Meeting/Work Session**  
**Thursday, November 3, 2022, 5:00 PM**  
**Director's Office and 38 Sunset Drive, Ossining, NY**

**MEETING MINUTES ~~(Draft)~~ Revised**

**In Attendance:**

**Board of Trustees:** Althema Goodson, Vice President; Meghan Huppuch, Secretary; Shandi Speller, Matthew Weiss

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

**Absent:** Amanda Curley, Alice Joselow, Cecilia Quintero

**Call to Order**

At 5:20 p.m., Vice President Althema Goodson called the November 3, 2022, Special Meeting/Work Session of the Board of Trustees to order.

**Board Discussion**

**ROLE OF TRUSTEES/TRUSTEE TRAINING  
 TRUSTEE ORIENTATION**

*New Trustee Orientation Guidelines*

Session 1		<b>WITH TRUSTEES:</b>
<b>Overview of the OPL and BOT</b>	Part 1	<ul style="list-style-type: none"> <li>• Trustee role/responsibilities</li> <li>• OPL Profile</li> <li>• OPL Mission Statement</li> <li>• OPL Long Range Strategic Plan</li> <li>• Trustee Handbook</li> </ul>
	Part 2	<ul style="list-style-type: none"> <li>• <u>Committees</u></li> <li>• OPL Bylaws</li> <li>• WLS role and resources</li> <li>• NYLA and ALA</li> </ul>
Session 2		<b>WITH DIRECTOR &amp; DEPARTMENT HEADS:</b>
<b>Overview of the Director &amp; Staff</b>	Part 1	<ul style="list-style-type: none"> <li>• OPL Organization Chart</li> <li>• The Director</li> <li>• CSEA Contract</li> <li>• Employee Handbook</li> <li>• <u>Tour of Building – Meet Staff</u></li> </ul>

	Part 2	<ul style="list-style-type: none"> <li>OPL Policies</li> </ul>
<b>Session 3</b>		<b>WITH (?)</b>
<b>OPL Finance &amp; Planning</b>	Part 1	<ul style="list-style-type: none"> <li>Annual Audit</li> <li>Annual Report</li> <li>Architectural Plans</li> </ul>
<b>Session 4</b>		<b>WITH FRIENDS &amp; FOUNDATION:</b>
<b>Volunteers</b>	Part 1	<ul style="list-style-type: none"> <li>The Friends of the Library</li> <li>The Foundation</li> </ul>

Matt set up the above Guidelines. Karen spoke to Jerry Nichols – who suggested three hours of training – Saturday morning? - \$1,000 estimated cost.

**REVIEW OF INSIGHTS4U CONTRACTS**

Matt suggested that we consider a procedure of how to evaluate our goals and if vendor met them. An open consideration of what we do.

Shandi pointed out that we have never evaluated a consultant. It is extremely individual.

Forensic accounting of vendors – how will we evaluate them?

- Create a rubric of what we evaluate them on
- Did we get what we paid for?
- Useful to reflect on during Board development – our commitment to it – enriches and develops Board members vs. vendors completed work.
- Clarity of working together – better understanding and communication
- Team building – to build trust
- Moving beyond where we were yesterday – come back and do things in a more cohesive way – working as an effective Board.

**BUILDING PRIORITIES**

Karen’s report follows – it is a living document:

***Building Projects – Priorities  
(Director, Assistant Director, Leadership Team), 10/5/2022***

**Key: Bond**

Could be in bond, could be a stand-alone project Should be a stand-alone project

**High Level Priorities (Must do – should be in a bond):**

- HVAC Replacement: This is a high priority project, as heating and cooling the building is essential for maintaining service to the public. We should authorize work to plan for this project asap.
- Roof membrane replacement: This is a high priority project, as loss of integrity of

the roof membrane will ultimately compromise the building envelope and structure, as well as cause moisture problems.

- Second means of egress from the mezzanine: This is a code and fire safety issue that needs to be addressed. Lothrop recommends extending the fire stairs to the mezzanine level.
- Address the open stairs between the first and second floors: This is a fire safety issue. Lothrop suggests either closing off the stairs with doors or creating a fire curtain.
- Address the “atrium” effect that is caused by the vaulted ceiling in the Cheever Room that opens onto the second floor: This is a fire safety issue when the doors are open. Lothrop offered the suggestion of creating an extension of the second level over the Cheever Room, which will create additional space (nice to have – perhaps a local history room, meeting room, or other space) as well as solve the atrium effect problem (a fire safety issue). We should authorize Lothrop to investigate if the footings can support a second floor in this area. If this is not feasible or is cost-prohibitive, we may want to explore other options.
- Address the non-compliant handrails throughout the building: This is a code and safety issue.
- Address the snow and ice fall issue from the roof: This is a safety issue when ice falls on walkways and stairs.

***Medium Level Priorities (Really should do and potentially include in a bond):***

- Relocate the Teen Room: The location of the Teen Room has been problematic from day one due to noise levels that are necessary to provide services to Teens being in conflict with the needs of patrons in a quiet reading area.
  - Best option: Relocate Teens to the Lower-Level Café Area, creating a dedicated Teen Room in an area of the library where noise levels can be louder (one the open areas to upstairs are closed off)
- Fix the cracking issue happening on the vaulted ceiling above the study tables on the second floor. On a recent visit, Lothrop confirmed that this is likely being caused by the method used to hang the ceiling in combination with normal flexing of the beams. It may have been exacerbated by the placement of pavers on the roof. The ceiling would need to be reinstalled using a different fastening method. The pavers on the roof will be removed as part of the replacement of the roof membrane.
- Gap issues around the glass areas of the building envelope: This is an energy efficiency issue and a health and safety issue, as birds are getting into the building.
- Leaking issue over the front entrance of the building: Lothrop suggested that the fix may be cost prohibitive, but we should know what that would be. If it is not redesigned, it will continue to leak and could be a health and safety issue, as well as unsightly.
- (Leaking issue in the mechanical room over the Circ/Tech area): This is caused by our current HVAC system so should be resolved when we install a new system. Plan for proper drainage!
- Roof accessibility: Lothrop suggested installing a safer stair/ladder configuration.

This is a safety issue and should be addressed, especially if cooling units are planned for the roof.

- Accessible walkway from upper parking lots: This is a safety and accessibility issue and should be easily solved. The stairway that is currently used is dangerous and needs additional handrails.
- Install film on windows to reduce glare and heat exchange: This is both an energy efficiency issue and a patron/staff comfort issue. Certain parts of the building are uncomfortable to be in at certain times of day due to heat and sun glare.
- Fix the non-compliant ramp and stairway in the 5000: This is a health and safety issue and needs to be resolved. (Can do now)
- Create a heated and cooled maintenance office in the 5000 with proper air circulation: This will create a proper workspace that is much needed by our B&G staff.
- If possible, reconfigure (but do not move to another location) the main entrance from Croton Ave. to solve the air flow issue (blasts of cold air in the winter, blasts of hot air in the summer)
- If possible, relocate the fireplace: The fireplace, as it is currently configured, has proven to be a tripping hazard, which is a safety issue. If a fireplace could be relocated into a reading corner, perhaps in the Cheever Room, it will better accomplish its original purpose.
- Remove the small elevator between the lower level and first floor and fill in the open area between the lower level and first floor and install sound mitigation where necessary.
  - The elevator is rarely used and costly to maintain.
  - The openings are dangerous when tables/chairs are placed against them (children could crawl up and lean over the railings. The one railing area across from the Holds shelves can't be filled in, so there needs to be another solution.)
  - There is a noise issue with the open areas. Filling in those that can be filled in and using sound mitigation when they can, would help solve this problem.
- Reconfigure the traffic circle/back patio area, including possible relocation of drainage catchment. Traffic circle is difficult to navigate. Back patio is valuable real estate for outdoor usage.
- Install solar panels one or both roofs: This will help offset the loss of the geothermal system and will help with energy efficiency. Care needs to be taken that the view is not impacted if panels are installed in the lower roof. Other priorities (all can be included in a bond project, but some can be done sooner as funds are available):
- Relocate AV (DVDs, Books on CD, Music CDs) to the 2nd floor and open up the first floor.
- Redesign and possibly relocate Circulation/Patron Services desk to a more central space on the first floor (if relocation isn't recommended, it should at least be redesigned for functionality)
- Potentially put a full demo kitchen in the newly relocated Teen Room for cooking

programs.

- Reconfigure Adult Services office space and AS service desk to be more connected and for the desk to be more visible to patrons.
- If 2nd floor is built in the Cheever Room, this would be an ideal spot for a local history room/heritage room that can double as a meeting space. (There are many ideas for this space, but this one is a favorite)
- Lighting improvements are needed in most areas of the building, most notably in the Children's room near the windows, on the first floor where the DVDs and AV are currently, and in the entrance area on the first floor. If the Cheever Room isn't filled in with a 2nd floor, the upper lighting needs to be addressed as it is not easily accessible.
- Create a podcasting/AV/Green Screen room (maybe one of the computer labs, maybe in the Teen Room on the 2nd floor once it is vacated, maybe in the new Teen Room space.)
- Leadership Team is in full agreement that no formal café should be planned, but that a café/eating area with vending, such as in the Gallery Space on the lower level would be good.
- Long tables on the 2nd floor should be replaced with smaller 1-2 person tables (usually only one person at a time sits at the long tables)
- A seating area (soft seating for chatting, not reading) should be planned for the 1st floor area near the Circ/Patron Services desk.
- A Tech Classroom is not needed, but meeting spaces should be kept flexible in order to accommodate technology instruction.
- A computer lab is not needed, as we are moving towards more mobile technology. Fixed computers may be located throughout the building in smaller numbers.
- While it is recommended that stacks on the 2nd floor should be lowered for visibility, this will negatively impact our collection at this time. Revisit when addressing portions of the collection in the future.
- While it is suggested that the Fiction collection move from the mezzanine, this is impractical unless significant square footage for collections is found elsewhere (Leadership Team isn't thrilled with the idea of moving it to the lower level, as it would require additional staffing).
- The installation of meeting rooms along the parking lot side of the 2nd floor (Dattner plan), would be problematic at this time due to lack of supervision and collection size. We will want to revisit other possible areas for meeting space.
- Move the sink from the Children's Staff office and into to the Sally Read Dow program room. Install cabinetry around the sink for storage.
- Children's Staff needs more storage space – investigate under the stairs.
- Can panels under the book displace area in Children's Room accommodate storage? (We can look into this now) Children's Service Desk needs to be more central or "pushed out" so that there is more visibility and better line of sight to the doors. Redesign the service desk.
- Children's non-fiction shelving should be lowered
- Water bottle refilling stations

Molly commented on identifying the *must dos*. Bond issues are *strategic*. Lothrop will be giving us estimates on the *must dos*. One of the next steps: Is Board ready to say “Yes”?

Building Priorities Report will allow us to start building our team.

We need a clear message as to why we need a Bond. Step up communication with community.

Proposals from our experts due soon.

Drip marketing – Change is coming!

**COMMITTEES/MEETING SCHEDULE**

<b>Committee</b>	<b>Chair</b>		
Finance Committee	Matthew Weiss	Althema Goodson	
Policy & Bylaws/Personnel Committee	Alice Joselow	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		
• Logo Committee	Meghan Huppuch		

- Standardization of Committees – What are the meeting standards?
- Description of what committee is doing
- Template and SharePoint training - \*SharePoint Committee notes
- Vendors should come to a Work Session to present to the BOT – 30 minutes opportunity – or have a Work Session at beginning of Regular Monthly Meeting.

Meghan Huppuch developed the following draft to help clarify the aim of each Board committee.

<b>Committee</b>	<b>Permanent or Ad Hoc</b>	<b>Aim</b>	<b>Chair and Members 2022</b>	<b>Link to Notes</b>
Finance	Permanent	Provide financial oversight and approval	Chair: Matthew Weiss Members: Althema Goodson	
Personnel	Permanent	Review Personnel issues as needed	Chair: Alice Joselow Members: Amanda Curley Cecilia Quintero	
Policy and By-Laws	Permanent	Review Policies to ensure they are up to date	Chair: Cecilia Quintero Members: Matthew Weiss Meghan Huppuch	
Building and Grounds	Permanent		Chair: Althema Goodson Members: Alice Joselow Meghan Huppuch	
Long-Range Strategic Plan	Ad Hoc	Track implementation of the long-range strategic plan	Chair: Althema Goodson Members: Alice Joselow Meghan Huppuch	
Biennial Trustee	Ad Hoc	Choose and implement a self-evaluation tool for trustees	Chair: Meghan Huppuch	

Survey			Members: Althema Goodson Shandi Speller	
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Adjournment

At 7:04 PM Meghan Huppuch moved, and Matthew Weiss seconded the motion to adjourn the November 3, 2022 Special Meeting/Work Session of the Board of Trustees. Motion passed 4-0.

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