

BOARD OF TRUSTEES
Ossining Public Library
Regular Monthly Meeting
Monday, December 12, 2022, 7:00 p.m.
Budarz Theater and 11 Prince Road, West Yarmouth, MA 02673

MEETING MINUTES

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; Mallory Marinaro, Patron Services; Allison Robbins, Technology & Training; Suzy Zavarella, Teen Services; 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 December 12, 2022, Regular Monthly Meeting of the Board of Trustees to order.

Battle of the Books Student Recognition:

Teen Members of the 2022 "Ossining Onions" being honored:

Daniela Cordero
Liam Fels
Kiran Roye
Sofia Magalhaes
Veronica Larson
Coach: Suzy Zavarella

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 14, 2022 Regular Monthly Meeting. Cecilia Quintero moved and Althema Goodson seconded the motion. Motion passed 5-0. Shandi abstained. (Meeting minutes correction: Shandi Speller was in attendance. KB)

Motion to Accept the Minutes of the December 1, 2022 Special Meeting/Work Session of the Board of Trustees. Meghan Huppuch moved and Cecilia Quintero seconded the motion. Motion passed 6-0.

Public Comment

President of the Friends, Dennis Neuberger, commented:

FINANCIAL UPDATE

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

Volunteer benefit report Nov: \$1,080; YTD \$13,830

UPDATE ON EVENTS FOR 2022 – 2023

Holly December sale \$1,524; Coin-drop \$93

Friends Annual meeting: Sunday January 29, 2023

Sort through books left over from the sale for possible donations

YTD HOMEBOUND & ORGANIZATION ACTIVITY

American Legion DVD; Homebound 2 Deliveries

SPECIAL THANK YOU

Library staff for setting up tables for Book Sale

FRIENDS CORNER

Cannot accept any book donations until further notice.

The Annual Meeting is scheduled for January 29, 2023, 2:00 PM.

Personal statement: Dennis advised the Board that he is resigning from his position as President of the Friends.

Foundation Director, Leslie Allen, commented that she had an awesome work session with Meghan Huppuch and Rochelle Udell. She praised Meghan's commitment to the Foundation and to the Board of Trustees. Topics of branding and marketing highlighted their discussion.

Leslie also spoke about her connection with the Westchester Children's Association (WCA). She asked how the library can better advertise its digital equity. People who need it don't know about it.

Karen pointed out that we are building up our technology resources and capacity – hotspots and Chromebooks program very successful. We also started technology tutoring program.

Devante Richards commented.

Director's Report and Personnel Report

Please refer to the Director's Report attached to these minutes. Also, late receipt of donation that will be included on our January meeting agenda: \$5,000 gift from Maryknoll.

Operating Budget and Revenue Report – Underspending on salaries; over-budget on custodial line needs to be evaluated.

Committee Reports

President's Report

Congratulation to Matthew Weiss for appointment as *WLS Board Trustee, District 2*.

As School Liaison Amanda attended an OUFSD BOE meeting. Letter to community re: facilities planning. (Note: Irwin Kavy is a member of the Facilities Planning Committee)

We need to pull together to start to promote our facilities planning. Karen noted that we are planning on a district-wide mailing.

Trustee outreach to groups with which they associate. February Work Session to focus on community engagement.

Policy and Bylaws & Personnel

Review/Approval of Revised Bylaws and Approval of Gift, Donation & Naming Policies. Attorney has confirmed that the wording used in Bylaws is acceptable. Resolutions for Board approval.

Finance Committee – Matt is absent

Building and Grounds – Committee meeting, 12/14/22, 10:00 AM, new first floor conference room.

Biennial Trustee Survey – No update

LRSP Committee – No update

Director's Evaluation – No update

LRSP Committee – No update

Foundation Reps – Meghan Huppuch has been working with Leslie Allen.

Friends Liaison – Matt absent

School Board Liaison

Resolutions

RESOLUTION #33 – Approval of a New Library Calendar Proposal

RESOLVED, that the Board of Trustees approves the Library Market Project Proposal dated October 7, 2022, in the total amount of \$4,000 – \$2,000 for a new Library Calendar implementation and \$2,000 annual subscription. **Note: Resolution revised 01/23/2023**

Mallory Marinaro and Allison Robbins presented information on the new calendar proposal.

Cecilia Quintero moved and Shandi Speller seconded the motion to approve Resolution #33. Motion passed 6-0.

RESOLUTION #32 – Approval of Jerry Nichols' Trustee Education Workshop

Resolved, that the Board of Trustees approves Jerry Nichols' on-site Trustee Education Workshop training in the amount of \$850 plus mileage reimbursement.

Cecilia Quintero moved and Meghan Huppuch seconded the motion to approve Resolution #32. Motion passed 6-0.

Sunday, January 8, 2023, 3-hour Workshop with Jerry Nichols.

RESOLUTION #34 – Approval of the Clean Air Quality Service Proposal

Resolved, that the Board of Trustees approves the 12/02/2022 Clean Air Quality Service proposal for the A/C #4 – Left Hand Evaporator Coils Changeout, in the amount of \$16,995.00 Cecilia Quintero moved and Meghan Huppuch seconded the motion to approve Resolution #34. Motion passed 6-0.

RESOLUTION #35 – Approval of the Gift, Donation and Naming Policies

Resolved, that the Board of Trustees approves the revised Gift, Donation and Naming Policies. Tabled until next meeting. Copies to Friends and Foundation - set up January meeting.

RESOLUTION #36 – Approval of the Revised Bylaws

Resolved, that the Board of Trustees approves the 12/01/2022 revisions to the Bylaws. Shandi Speller moved and Meghan Huppuch seconded the motion to approve Resolution #36. Motion passed 6-0.

RESOLUTION #37 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Effect. Date
Increase in Hourly Rate:					
Blaha, Christopher	Page	Teens'	PT	\$15.56/hr.	12/31/2022
Funk, Hope	Page	Children's	PT	\$15.56/hr.	12/31/2022
Gleason, Chris	Page	Children's	PT	\$16.19/hr.	12/31/2022
Huang, Emily	Page	Circulation	PT	\$15.56/hr.	12/31/2022
Mauri, Vicenta	Page	Adults'	PT	\$15.56/hr.	12/31/2022
Washburn, Steven	Page	B&G	PT	\$15.56/hr.	12/31/2022

Althema Goodson moved and Shandi Speller seconded the motion to approve Resolution #37. Motion passed 6-0.

Old Business

- Parking Lot – Village of Ossining repaired the entrance to the parking lot.
- Library Visits – Scarsdale visit was phenomenal

Public Comment: Devante Richards; Dennis Neuberger

Executive Session

At 8:48 PM Cecilia Quintero moved and Meghan Huppuch seconded the motion to enter into Executive Session to discuss a personnel item. Motion passed 6-0.

At 9:14 PM Althema Goodson moved and Shandi Speller seconded the motion to leave Executive Session. Motion passed 6-0.

Adjournment

At 9:15 PM Cecilia Quintero moved, and Alice Joselow seconded the motion to adjourn the December 12, 2022 Regular Meeting of the Board of Trustees. Motion passed 6-0.

Date of Work Session scheduled for:

- **January 12, 2023**

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS SCHEDULED FOR MONDAY, January 23, 2023.

Respectfully submitted,
Kathy Beirne
Secretary to Library Director