

**Ossining Public Library BOARD OF TRUSTEES Regular Monthly Meeting**  
Monday, April 17, 2023, 7:00 p.m.  
2nd Floor Conference Room; 11 Prince Road West Yarmouth, MA 02673

MEETING MINUTES

In Attendance:

Board of Trustees:

*Amanda Curley, President; Althema Goodson, Vice President; Meghan Huppuch, Secretary; Cecilia Quintero; Alice Joselow*

Staff:

*Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director; Jabarie Jones, Staff Assistant*

Others:

*Dennis Neuberger, President, OPL Friends; Devante Richards; David J. Vazquez, Ed.D*

Absent:

*Shandi Speller*

Call to Order

*At 7:02 PM President Amanda Curley called the April 17, 2023 Regular Monthly Meeting of the Board of Trustees to order.*

Pledge of Allegiance

*The Pledge of Allegiance was not recited.*

Budget Hearing:

*During the previous meeting the board approved the proposed 2023-2024 library budget within tax cap at a 2% increase.*

*David J. Vasquez expressed appreciation for the library's work and asked to hear more about how the library's budget is allocated. Karen shared broad strokes of budget categories. In 2023-2024, the library will continue maximizing grant income; will pull from its capital fund for project (which has been shored up over the past few years with grants); staffing will be steady with some open positions to fill; there will be an increase in the programming budget to meet community's demand for programming; robust technology budget is offset for federal grant money; budget includes regular building maintenance and unforeseen needs.*

Approval of Prior Meeting Minutes: Motion to Accept the Minutes of...

- *January 23, 2023, Regular Meeting and February 16, 2023, Special Meeting. Cecilia Quintero moved, Althema Goodson seconded the motion. Motion passed 5-0.*
- *March 20, 2023, Regular Meeting. Cecilia Quintero moved, Althema Goodson seconded the motion. Motion passed 4-0. Meghan Huppuch abstained due to absence.*
- *April 13, 2023, Special Meeting. Cecilia Quintero moved, Meghan Huppuch seconded the motion. Motion passed 4-0. Althema Goodson abstained due to absence.*

Public Comment:

- *Dennis Neuberger of the OPL Friends shared written report including information on savings from volunteers and*

plans for future. The Friends are currently accepting book donations. Book sale date in June to be determined.

Director’s Report and Personnel Report:

Karen LaRocca-Fells shared written report regarding the status of Library’s current work.

- BEAMS is no longer a library program because according to the grant staff must be employed by the Youth Bureau.
- Hummingbird Humanity will facilitate two upcoming sessions for staff on May 2 and 3, approximately 3 hours each.
- Library will become a polling place again – June and general election. More information to come.
- Recent financial misappropriation at Mamaroneck Public Library is very concerning. We have many checks and balances in OPL financial processes (including annual audit). Jaime will begin to look over bank reconciliations more frequently.

Operating Budget and Revenue Report:

Financial report in packet. Highlights include:

- Running under budget due to unfilled staff positions and more interest, more grant funding, and more donations than anticipated.

Committee Reports:

- President’s Report: Congratulations to the Library for winning two Best of Westchester categories: Library and Children’s Room!
- Policy and Bylaws & Personnel: No report
- Finance Committee: No report
- Building and Grounds: Awaiting finalization of contract with Lothrop; Joe DaSilva is retiring and training a new staff member.
- Biennial Trustee Survey: Meghan has put together a lengthy draft which Shandi and Althema will help pare down.
- Director’s Evaluation: Cecilia will pare it down and share it with Karen to ensure that it mirrors the metrics in her workplan.
- LRSP Committee: Althema is putting together a rubric/questionnaire for board conversation
- Foundation Reps: No report
- Friends Liaison: No report
- School Board Liaison: Amanda is figuring out how best to do this
- WLS Liaison: Aspen project is consolidating search engines on WLS website.

Resolutions:

RESOLUTION #35 – Approval of the drafted revised Gift, Donation, and Naming Policy dated April 5, 2023

Resolved, that the Board of Trustees approves the revised Gift, Donation, and Naming Policy dated April 5, 2023. Cecilia Quintero moved, Althema Goodson seconded the motion. Motion passed 5-0.

RESOLUTION #51 – Personnel Changes

Resolved, that the Board of Trustees approves the personnel changes (listed below). Cecilia Quintero moved, Althema Goodson seconded the motion. Motion passed 5-0.

Name	Position	Position	Department	FT/PT	Pay Rate	Effect. Date
Suzy Zaverella	Librarian 1	Librarian 2	Teen Services	FT	80,130.70	2023-04-01

Old Business:

- Parking Lot: No report
- Library Visits: No report

- Board of Trustees SharePoint Training/Chromebooks: *Allison Robbins and Jabarie Jones will put together simple training to cover essentials. They are currently sorting out permissions issues before rolling it out fully with the Board.*
- Logo: *No report*

New Business:

- Annual Meeting and Report to the Community: *Date in June yet to be determined. Program will include presentations from the Foundation, Friends, reports from the library, and a guest speaker.*

Public Comment:

- Devante Richards: *Remember the budget vote!*
- Dennis Neuberger: *OPL Friends will share publicly what types of book donations are desired.*
- David J. Vasquez: *More outreach – in more modalities - is needed for the Library’s Board election and appointment in order to invite participation on the board.*

Adjournment:

*Motion to adjourn by Cecilia Quintero, seconded by Althema Goodson. Motion passed 5-0. Meeting adjourned at 8:24 PM.*