

**Ossining Public Library BOARD OF TRUSTEES Regular Monthly Meeting**  
Monday, May 15, 2023, 7:00 p.m.  
2nd Floor Conference Room; 224 Glenview Drive, San Francisco, CA 94131

MEETING MINUTES

In Attendance

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

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

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

Call to Order

At 7:03 PM President Amanda Curley called the May 15, 2023 Regular Monthly Meeting of the Board of Trustees to order.

Pledge of Allegiance

The Pledge of Allegiance was not recited.

Budget Hearing

Meghan Huppuch moved and Althema Goodson seconded to amend the agenda to remove budget hearing. Motion passed 6-0.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of [April 17, 2023, Regular Meeting](#). Cecilia Quintero moved, Althema Goodson seconded the motion. Motion passed 6-0.

Public Comment

- Dennis Neuberger of the OPL Friends shared a written report. The Friends raised \$254 from Etsy fair, have an upcoming book sale June 1-June 3, and are planning a November book sale.
- Devante Richards reminded everyone of the school budget vote taking place at the high school tomorrow.

Director's Report and Personnel Report

- Karen LaRocca-Fels clarified that when a designated library committee meets, that meeting date and location must be posted publicly on the library's calendar. Library board members are to notify Karen and Jabarie of committee meeting dates so that they can post it.
- Karen LaRocca-Fels will provide the board with an updated organizational chart.

Operating Budget and Revenue Report

Karen LaRocca-Fels reports that the library is still within its current budget. This is due in part to unfilled staff positions and the library receiving unanticipated grants this year. In designing next year's budget, she tried to anticipate some grant funding to create a more realistic budget.

Committee Reports

- President's Report: Amanda Curley reported that the Building and Grounds committee meeting where Lothrop reviewed our contract with them helped build confidence in their decisions and future actions. Since meetings with Lothrop will be quite frequent for the next 4 months, Amanda suggested that the board should consider methods for keeping all of its members informed. Trustees shared ideas including ensuring all board members

are aware of meeting dates and times, creating time for reports during board meetings and work sessions, requesting meeting minutes from Lothrop, and recording meetings with Lothrop.

- Policy and Bylaws & Personnel: No report
- Finance Committee: No report
- Building and Grounds:
  - o Pre-Referendum Kickoff Meeting with Lothrop took place last week. Reviewed what's in the contract and how the timeline will work. Currently reviewing papers from previous building work (including blueprints) and will provide notes and scan/share important files with library. Taking more precise measurements for speccing and bidding.
  - o New vending machine and vendor offering new choices
  - o Painting, replacement of light fixtures happening in preparation for modular spaces;
  - o Waiting to hear about changes to summer lunch program – may be serving lunch on the premises again
  - o European starlings – aggressive birds in the building, hopefully will reduce when mating/nesting season is over, staff use Audobon-approved net
  - o Tripping hazard downstairs – repairing floor that's sinking, doing best to keep ADA entrance safe/open
  - o Excited to welcome new staff member – Le Artis El
  - o Looking forward to update on the retaining wall – report expected in the next 30 days.
- Biennial Trustee Survey – [Biennial Trustee Survey Form](#)
  - o Board members will complete by June 1 work session and bring with them for discussion. This will help us to identify gaps in knowledge among board members.
- Director's Evaluation – [Proposed Director's Evaluation Form](#)
  - o Board members will complete evaluation by June 1 work session and submit to Cecilia Quintero. Cecilia and Meghan Huppuch will work together to collate board members' responses.
  - o Board will review during executive session during board meeting on June 12
- LRSP Committee
  - o Althema Goodson shared an evaluation rubric to conduct an audit back to March 2021. Each board member will select a pillar they would like to review.
  - o Jabarie Jones has collected director's reports and LRSP reports into a folder on SharePoint.
  - o Request for monthly reports – Karen and Mallory would need to go back to complete a “since November” version
  - o Karen will have 3-month snapshot of the program diversity review ready soon and will provide a 6-month snapshot at end of June.

#### Foundation Reps

- No report

#### Friends Liaison

- No report

#### School Board Liaison

- No report

#### Resolutions

##### RESOLUTION #52 – Acceptance of Donation

RESOLVED, that the Board of Trustees accepts, with thanks, a donation of \$75 from Julian and Mary Elizabeth Mitchell. The donation will be used to support the library's programs and services.

##### RESOLUTION #53 – Approval of 2022 Annual Report (see additional file for reference only)

RESOLVED, that the Board of Trustees approves the 2022 Annual Report.

##### RESOLUTION #54 – Approval of Services by Baldessari & Coster LLP for the Audit of Fiscal Year Ending June 30, 2023

RESOLVED, that the Board of Trustees approves the confirmation of services letter dated May 1, 2023, from [Baldessari & Coster](#) LLP to provide auditing services to the Ossining Public Library for the year ended June 30, 2023, not to exceed \$12,000.

**RESOLUTION #55 – Cat 6 Cabling Project**

RESOLVED, that the Board of Trustees approves the [SourcePass](#) proposal in the amount of \$25,792.26 for replacement of existing Cat5 cabling with Cat6 cabling and the installation of additional Cat6 cabling. We are receiving ERate funding for 80% of the project.

**RESOLUTION #56 – Personnel Changes**

Resolved, that the Board of Trustees approves the personnel changes (listed below).

Name	Position	Action	Department	FT/PT	Rate	Effect. Date
Le Artis El	Cleaner	New Hire	Buildings & Grounds	PT	17.44	2023-04-17
Cristella Bond	Librarian 1	Reclassification	Adult Services	PT	32.38	2023-04-23

Cecilia Quintero moved to pass Resolutions #52, 53, 54, 55, and 56. Shandi Speller seconded the motion. Motion passed 6-0.

**Old Business:**

- Parking Lot: No news
- Library Visits: Amanda sent email
- Board of Trustees SharePoint Training/Chromebooks: Allison is working hard to ensure permissions are resolved
- Annual Meeting and Report to the Community – Wednesday, June 14 at 7pm, Karen may ask some board members for assistance, Scott Craven will speak about Ossining immigration
- [Lothrop Final Pre-Referendum Contract](#) - worked with attorneys to ensure good language about insurance coverage, timelines re: notification deadlines

New Business:

The library has gratefully received a gift from the estate of Dorothy Lander which is to be received as an unrestricted donation.

Public Comment

Devante Richards: Posed a question regarding school transitions

Dennis Neuberger: Shared that there 3 scholarships applications expected

Executive Session

Motion to enter executive session by Meghan Huppuch, seconded by Althema Goodson. Motion passed 6-0. Executive session entered at 9:00pm.

Adjournment

Motion to adjourn by Cecilia Quintero, seconded by Althema Goodson. Motion passed 6-0. Meeting adjourned at 9:16pm.