

**Ossining Public Library BOARD OF TRUSTEES Regular Monthly Meeting**  
**Monday, June 12, 2023, 7:00 p.m.**  
**2<sup>nd</sup> Floor Conference Room**

In Attendance

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

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

**Public:** Devante Richards, Dennis Neuberger, Phil Rice

Call to Order

At 7:04 PM President Amanda Curley called the June 1, 2023 Work Session to order.

Pledge of Allegiance

The Pledge of Allegiance was not recited.

Mission and Vision

The Ossining Public Library enriches, connects, and inspires our community.

The Ossining Public Library will be the community's center for lifelong learning.

Budget Hearing

Motion to amend the agenda to remove budget hearing. Althema Goodson moved, Alice Joselow seconded. Motion passed 6-0.

Approval of Prior Meeting Minutes

Motion to approve meeting minutes of May 15, 2023 Regular Meeting. Althema Goodson moved, Shandi Speller seconded. Motion passed 6-0.

Public Comment

Friends

- There will be two scholarships offered. Dennis will donate part in memory of his late wife, Eileen.
- Currently 100 members. Membership has decreased and the Friends are making efforts to increase membership.

Devante Richards

- School budget passed! Congratulations to school board and library board members.

Director's Report

Amanda requested more information about the planned addition of a Learning Center in the Children's Room with Swope funding. Molly shared that the plans will be solidified soon with input from Lothrop to ensure effective use of space and funding in relation to larger future projects.

In response to a question about e-book spending, Karen explained models of e-book lending on OverDrive:

- One user/one book - one person uses one copy at a time, first dibs go to OPL patrons but if no Ossining patrons are on hold it can be borrowed by other WLS patrons.
- Simultaneous use - purchase one group of check-outs, if 75 simultaneous check-outs are purchased patrons with holds automatically receive those check-outs regardless of patron location.
- E-book lending is more expensive because it's a continuous fee - certain publishers require re-purchasing after a certain number of check-outs.

### Operating Budget and Revenue Report

End-of-year budget reflects unfilled staff positions and the receipt of unanticipated grant funding. Karen will get back to the board about funds rolling over.

Copier - amount of money collected seems high. Karen will ask Bob to compare current numbers to pre-pandemic numbers to determine how typical current revenue is.

Fines - Karen will ask Bob what's included in this budget line since we're no longer collecting fines.

**Question about revenue - Amanda asked this but I didn't capture the details.**

### **Committee Reports**

- President's Report: July 10 is the reorg meeting
- Policy and Bylaws & Personnel: See director's report
- Finance Committee: No report
- Building and Grounds
  - New rooms are progressing: HVAC, fire, electric - coming in to do final work, furniture on order will arrive shortly
  - Feeding data to Lothrop for their planning - team has come by to take measurements, locate records for previous HVAC and roof work - and they will share what they've gathered at Thursday's B&G committee meeting
  - Charlie Aleto - new part time cleaner - evening events/filling in for vacation
  - Retaining wall
    - No immediate action required but need to continue to monitor wall because the recent measurements formed a consistent enough pattern which - if the trend were to continue - would be a trend in the wrong direction
    - Suggested more in-depth research related to fill and storm water and review with SGH (engineering firm specializing in retaining walls across US) and have in mind some options of future action just in case
      - We will receive a proposal for this work next week
    - Bob Gobalski (Lothrop) attended this meeting - will create plans to be able to wrap this into the future bond if needed

- SGH engineer strongly suggested doing mitigation to address movement
- Based on data so far they'll provide options to address movement in corner
- Question raised about how this will impact bond
- Biennial Trustee Survey – Biennial Trustee Survey Form (link)
  - Reminder that we'll complete the biennial trustee survey form by our meeting on July 20
- Director's Evaluation
  - The board had a productive review of the new template and will wrap up the review before the end of month. The board will meet with Karen on Monday, June 26 at 5pm.
- LRSP Committee
  - Will work on eval to make it lighter and share with the group
- Foundation Reps
  - Foundation is planning to do annual appeal this year
  - Swope funding continues to support library's work
- Friends Liaison: No report
- School Board Liaison: No report

Resolutions

RESOLUTION #57 – Personnel Changes

Name	Position	Action	Department	FT/PT	Rate	Effect. Date
Jessica Veissy	Librarian 1 sub	New Hire	AS/YA/J	PT	30.00	2023-05-13

Alice moved, Althema seconded. Motion passed 6-0.

Old Business

- Parking Lot: No report
  - How does closing wells impact the integrity of the parking lot?
    - Closing wells is included in Lothrop's work.
    - This was also raised with SGH - they will consider this in their study on ground/soil.
    - Wells are not where they are in the plans/drawings. Records are not accurate or consistent. SGH says this is not uncommon in building large retaining walls - often built poorly.
- Library Visits - no report
- Board of Trustees SharePoint Training/Chromebooks
  - Allison is moving ahead with her own in-depth training in SharePoint in order to eventually get the board set up well.

- Annual Meeting and Report to the Community
  - This Wednesday at 7pm-8:30pm. Please come!

#### New Business

- Telephone System Proposal
  - Allison and Karen need more time to put information together for the board. Will have that for the July meeting.
- Sample Employee Performance Review Forms
  - Board requested to see these. Developed in concert with the union to go along with job descriptions - for each job title, there's a separate evaluation form.
  - Rolled out process last July. Very goal oriented - staff and supervisors appreciate this structure because it allows for growth and structure. However, the form is a little cumbersome to use.
  - Evaluations are done on staff anniversary date - spaced throughout the year.

#### Public Comment

- Devante Richards - Congratulations on the new library calendar format!

#### Executive Session

Motion to enter executive session to discuss an employee contract by Meghan Huppuch, seconded by Amanda Curley. Motion passed 7-0. Executive session entered at 7:52 PM.

Motion to leave executive session by Meghan Huppuch, seconded by Alice Joselow. Motion passed 5-0. Executive session ended at 8:30 PM.

#### Adjournment

Motion to adjourn by Alice Joselow, seconded by Cecilia Quintero. Motion passed 5-0. Meeting adjourned at 8:30 PM.