

OSSINING PUBLIC LIBRARY BOARD OF TRUSTEES Reorganization & Regular Monthly Meeting

Monday, July 10, 2023, 7:00 PM

2nd Floor Conference Room; 11 Prince Rd., West Yarmouth, MA

MINUTES

In Attendance

Board of Trustees: Amanda Curley, Alice Joselow, Meghan Huppuch, Philip Rice, Althema Goodson (arrived at 7:32 PM)

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

Public: Dennis Neuberger, Nancy Panagacos, Leslie Allen, Alex Lu, Devante Richards

Call to Order

At 7:04 PM President Amanda Curley called the July 10, 2023 Reorganization Meeting to order.

Mission and Vision

The Ossining Public Library enriches, connects, and inspires our community and will be the community's center for lifelong learning.

Reorganization Meeting

- 1) Oath of Office was administered to the newly elected members of the Board of Trustees: Meghan Huppuch, Philip Rice (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*)
- 2) Nomination & Election of Officers - 2023-2024
 - a. Alice Joselow nominated Amanda Curley as President, Althema Goodson as Vice President, and Meghan Huppuch as Secretary. Nomination passed 4-0.
- 3) Oath of Office was administered to the newly elected 2023-2024 Board Officers, Amanda Curley and Meghan Huppuch. (*Handbook for Library Trustees, p. 23*).
- 4) Oath of Office was administered to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees, p. 23*)
- 5) The [Trustee Code of Ethics and Conflict of Interest Policy Acknowledgement](#) was signed by all Board of Trustees. (*Handbook for Library Trustees, Ethics Statement, p. 105-106*)
- 6) Committee Appointments
Following is a list of committees to which Board of Trustees members will be appointed for the 2023-2024 fiscal year. The President will be an ex officio member of all committees.

Committees	Chair			
Finance	Althema Goodson	Philip Rice		
Policy & Bylaws/Personnel	Alice Joselow	Cecilia Quintero		
Building & Grounds	Cecilia Quintero	Meghan Huppuch	Philip Rice	Althema Goodson

- a) Ad hoc committees from 2022-2023 fiscal year – Biennial Trustee Survey, Director's Evaluation – were discussed and deemed to have served their relative purpose. Discussion of the Long Range Plan Review was postponed until Althema Goodson's arrival as she had chaired the committee.
- 7) Adoption of Annual Resolutions
It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board

and Administration to conduct business during the 2023-2024 fiscal year.

Alice Joselow made a motion to group Resolutions 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, 13 for vote and to postpone discussion and vote of Resolutions 3 and 9 until Althema Goodson's arrival. Meghan seconded. Motion passed 4-0.

Meghan Huppuch made a motion to pass previously grouped Resolutions. Philip Rice seconded. Motion passed 4-0.

Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees

Resolved that the regular monthly meetings of the Board of Trustees for the 2023-2024 fiscal year be held starting at 7:00 p.m. in accordance with the following schedule:

2023		
July	10	Reorganization and Regular Meeting
August	21	Regular Meeting
September	18	Regular Meeting
October	16	Regular Meeting
November	13	Regular Meeting
December	18	Regular Meeting
2024		
January	22	Regular Meeting
February	12	Regular Meeting
March	18	Regular Meeting
April	15	Regular Meeting
May	20	Regular Meeting
June	17	Regular Meeting
July	8	Reorganization and Regular Meeting

Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Flagstar Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of said library.

Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: _____, President; _____, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2023-2024 fiscal year.

Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2023-2024 fiscal year.

Resolution 6: Naming the Official Social Media Outlet of the Library

Resolved that Facebook be designated as the official social media outlet of the Ossining Public Library for the 2023-2024 fiscal year.

Resolution 7: Appointing Library Auditor for 2023-2024

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2023.

Resolution 8: Appointing Library Attorney for 2023-2024

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2023-2024 fiscal year.

Resolution 9: Appointing Consultants for the 2023-2024 Fiscal Year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2023-2024 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need for Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,325.00
John Tortoso	Building Management	HVAC and B&G Consulting and Safety	

Resolution 10: Regarding the Establishment of Petty Cash Funds

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

Business Office	\$ 500	Robert Majernik
Circulation	\$ 30	Marie Trapasso

Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 21, 2024 between the hours of 7:00 a.m. and 9:00 p.m. in the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

Resolution 12: to Establish the dates of various 2024-2025 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2024-2025 Fiscal Year Budget and Trustee Election activities (per Bylaws):

January 22, 2024	• Presentation of 2024-2025 Preliminary Budget to Board of Trustees
February 12, 2024	• Trustee vacancies announced to the public
March 18, 2024	• 2024-2025 Proposed Budget adopted by Board of Trustees
April 19, 2024	• Trustee candidates' petitions due in District Clerk's Office
	• Budget Hearing: 2024-2025 Budget & Candidates presented to voters
May 21, 2024	• 2024-2025 Budget Vote and Trustee Election

Resolution 13: to Establish the dates of the 2023-2024 Holiday Closures

Resolved that the following dates be established as the 2023-2024 Holiday Closures:

Independence Day, July 4, 2023	New Year's Day, Jan. 1, 2024***
Labor Day, September 4, 2023	Martin Luther King Jr. Birthday, January 15, 2024
Columbus Day, October 9, 2023	Presidents' Day, February 19, 2024
Thanksgiving Day, November 23, 2023*	Memorial Day, May 27, 2024
Christmas Day, Dec. 25, 2023**	Independence Day, July 4, 2024
*	Wednesday, November 22, 2023: Library will be open 9am–1pm
**	Sunday, December 24, 2023: Library will be closed

***	Sunday, December 31, 2023: <i>Library will be closed</i>
	Easter Sunday, March 31, 2024: <i>Library will be closed</i>

Adjournment

Meghan Huppuch moved to adjourn the reorganization meeting. Alice Joselow seconded. Motion passed 4-0.

REGULAR MEETING

Call to Order

At 7:29 PM President Amanda Curley called the July 10, 2023 Regular Monthly Meeting to order.

Approval of Prior Meeting Minutes

The Board was not able to vote to approve meeting minutes because there was not a quorum of attendees present.

Public Comment

Friends of the Ossining Public Library – Dennis Neuberger, President of the Friends introduced Nancy Panagacos as the Vice President of the Friends. The Friends continue to face challenges in finding opportunities to donate books they are unable to sell.

Ossining Library Foundation – Leslie Allen shared that the Foundation has received a significant gift to its endowment. The Foundation is working on social media and website presence with pro bono consultants.

Devante Richards asked whether OPL board meetings will be rescheduled in the unlikely event of inclement weather. Amanda Curley responded affirmatively.

Alex Lu shared that his family uses the children’s library program. He attended tonight’s meeting to learn more about the new trustees and to see how the board functions.

Discussion of Resolutions 14 and 19

Since there were representatives from ECubed (telephone company) and SGH (consultants working on retaining wall) on Zoom, Amanda Curley invited them to speak ahead of the Director’s Report.

ECubed - Current telephone system has been a workhorse since the building opened. The software is no longer updating and the system has gone out a few times. Allison Robbins gathered quotes from five different companies she identified either through existing relationships or that were recommended by other libraries. Allison Robbins analyzed the different companies considered for this shift from copper lines to broadband and noted that the companies’ services are comparable for OPL’s relatively simple needs - reliable, functional, affordable. After reading proposals, speaking with companies, and comparing costs, Allison Robbins and Karen LaRocca-Fels chose ECubed’s proposal. ECubed’s price is considerably lower because it uses freeware VoIP software so there is no cost for licensing or proprietary hardware. The company comes recommended by Mt. Pleasant Library, a library which OPL staff have consulted with several times as OPL has moved towards tech independence.

Retaining Wall – Brian Strohman shared that SGH has been working with the library over the past few years to make decisions about the retaining wall. Resolution 18 is to address the ongoing work and Resolution 19 is an expanded scope. Philip Rice shared that he just retired from WSP with background in geotechnical engineering. He asked questions about the depth of borings to evaluate the near-surface soils. Brian Strohman assured the board that 20 feet deep will be sufficient for this purpose. The information gathered will aid SGH in designing a repair.

Reorganization Meeting Revisited

Althema Goodson arrived at 7:32 PM.

Oath of Office was administered to Althema Goodson as Vice President.

Althema Goodson suggested disbanding the Long Range Plan Review ad hoc committee and integrating that work periodically into board meetings.

Althema Goodson agrees to continue as chair of Finance Committee.

Althema Goodson joins Building & Grounds Committee.

Alice Joselow moves to vote on Resolution 3 (Amanda Curley, President and Althema Goodson, Vice President). Meghan Huppuch seconds the motion. Motion passes 5-0.

Director's Report

Karen LaRocca-Fells shared that a couple of department reports came in late and will be shared with the board later. The board has received the initial report from the Program Diversity Review (February-April), an updated analysis will be shared at the end of July. Mallory Marinaro and Karen LaRocca-Fells finished updated the long range plan report from December 2022 to present.

Amanda Curley suggested discussing long range strategic plan report and program diversity review during the board's September work session.

Operating Budget and Revenue Report

Amanda Curley moved to remove this and the following item (Payroll Approvals) from the agenda. Althema Goodson seconded. Motion passes 5-0.

Committee Reports

President's Report – No report

Policy and Bylaws & Personnel – No report

Finance Committee – No report

Building & Grounds

- Next meeting on July 20 at 4 PM.
- Modular walls - some of the final work (HVAC) and inspections being done this week, awaiting new furniture.
- Kathleen (one of the principal architects) - met with Molly Robbins and Ignayra Lopez to discuss the Swope grant and improvements in children's room.
- Summer food program started last Wednesday
 - o Up until this year the school district managed entire program - library always handled set up but library staff did not oversee it. This year the school district is using a bus to provide food in the parking lot.
 - o A big thank you to Norma and Jabarie who are acting as state-trained supervisors to ensure proper prep, monitor, break down around every lunchtime meal.
 - o So far the library is seeing about 12 young people for breakfast, around 30 for lunch and a whole range of ages - lots of young people go to the library or come from the library for their meals.

Biennial Trustee Survey – Meghan Huppuch provided reminder that the board will complete this and discuss it on July 20, 2023.

Director's Evaluation – No report

Long Range Plan Review Committee – Althema Goodson reviewed information shared and while it can be difficult to see in snapshots, taking a broader view affirms that OPL has been moving towards and achieving goals related to the long range strategic plan.

Resolutions

Althema Goodson moved to approve Resolutions 14-20 as a group. Philip Rice seconded. Motion passed 5-0.

Althema Goodson moved to approve Resolutions 14-20 as read. Meghan Huppuch seconded. Motion passed 5-0.

RESOLUTION 14: [Approval of New Telephone System](#)

Resolved that the Board of Trustees approves the proposal from ECubed for a new telephone system in the amount of \$8,815 one-time setup cost and \$5,400 annually for three years.

RESOLUTION 15: Acceptance of Gift

Resolved that the Board of Trustees approves acceptance of Bequest from Dorothy Lander Resolved that the Board of Trustees accepts, with gratitude, a bequest of \$36,206.17 from the estate of Dorothy Lander, former Director of the Ossining Public Library.

RESOLUTION 16: Approval of contract of Employee

Resolved that the Board of Trustees approves the contract dated July 1, 2023 through June 30, 2026 for employee #675004143

RESOLUTION 17: [Approval of WLS IT Invoices](#)

Resolved that the Board of Trustees approves the July 1, 2023 WLS IT invoices in the amounts of \$23,021.72 for SLA ILS Maintenance Services and \$5,330.22 for Digital Content, both for six months' service.

RESOLUTION 18: [Approval of SGH Work Authorization No.3](#)

Resolved that the Board of Trustees approves the work authorization No.3 with SGH for continuing the evaluation of the retaining wall.

RESOLUTION 19: [Approval of Proposal from SGH](#)

Resolved that the Board of Trustees approves the proposal from SGH in the amount of \$70,700.00 for retaining wall study and recommendation for repair.

RESOLUTION 20: Personnel Changes

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

Change in Salaries:

List of new salaries effective July 1, 2023, attached.

Old Business

New Business

[New Meeting Schedule](#) - Everyone received with regular meetings, work sessions, and Building & Grounds dates and times. The schedule will be updated as other committees set meeting dates. August 3 work session to be removed as agreed upon at previous meeting.

Proposals from Marketing Consultants – Karen LaRocca-Fels shared that as we move ahead thinking about building and next steps, we need additional support to manage external communications. She will bring proposals and a recommendation for a marketing consultant. All consultants being considered have experience with similar type of communications work. Lothrop made a recommendation and will help putting together graphics.

Proposals from SGH Engineers for retaining wall study and recommendations for repair. - Covered earlier in meeting.

Public Comment

Leslie Allen

- Breakfast/lunch program - would volunteers be helpful to help manage? Molly Robbins responded no because the state does not allow volunteer support.
- Recommended The Examiner be considered as one of the official newspapers of the OPL.

Allison Robbins

- Having free meals here adds a level of dignity to accessing the meal program because folks are also coming to connect with library services.

Alex Lu

- What is the big building program you've discussed in your work sessions?
- Karen LaRocca-Fels shared that work sessions are open to the public. She described some of the the library building's infrastructure issues (ex. ADA compliance and life safety, HVAC, roofs, restrooms, building envelope issues, parking lot and retaining wall) as well as the library's need for more meeting spaces, improvements to the children's room, accessibility of building from parking lot, and physical relocation of some departments to better address the library's needs.
- What's the communications piece?
 - o Karen La-Rocca Fels shared that we need to be able to get information out to public about what we're going to be doing and would like to be inviting feedback as well.
- Alex Lu shared that he works for the NY Port Authority and offered to get involved.

Devante Richards - Some parts of this library's infrastructure are in need of improvement - restrooms, parking lot, etc.

Executive Session

Althema Goodson made a motion to close the public meeting and enter executive session to discuss personnel matters. Alice Joselow seconded the motion. Motion passed 5-0.

The board entered executive session at 8:48 PM.

Alice Joselow moved to leave executive session. Althema seconded. Motion passed 5-0.

The board left executive session at 9:28 PM.

Reorganizaton Meeting Revisited

Following discussion of Resolution 9 during executive session, Althema Goodson moved to amend Resolution 9 to only include ESI Employee Assistance Group. Philip Rice seconded the motion. Motion passed 5-0.

Althema Goodson moved to pass amended Resolution 9. Philip Rice seconded the motion. Motion passed 5-0.

Adjournment

Althema Goodson made a motion to adjourn. Meghan Huppuch seconded. Motion passed 5-0. Meeting adjourned at 9:30 PM.