

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Regular Meeting**  
**September 18, 2023**  
**2<sup>nd</sup> Floor Conference Room**  
**53 Croton Ave., Ossining, NY;**  
**224 Glenview Dr., San Francisco, CA**

**Minutes**

**In Attendance**

**In-Person:** Amanda Curley, Althema Goodson, Meghan Huppuch, Shandi Speller, Cecilia Quintero, Karen LaRocca-Fels

**Remote:** Alice Joselow, Philip Rice (*not eligible to vote*), Molly Robbins

**Public:** Dennis Neuberger, Devante Richards

**Call to Order**

At 7:04 PM President Amanda Curley called the September 18, 2023 Regular Meeting to order.

**Pledge of Allegiance**

OPL 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.

**Approval of Prior Meeting Minutes**

*Motion to Accept the Minutes of the August 14, 2023 Special Meeting, the August 21, 2023 Regular Meeting, and the September 7, 2023 Work Session.*

Motion to remove the August 21, 2023 Special Meeting and September 7, 2023 Work Session minutes from this meeting's agenda by Althema Goodson, seconded by Cecilia Quintero. Motion passed 6-0.

Meghan Huppuch moved to accept the minutes of the August 21, 2023 Regular Meeting. Cecilia Quintero seconded. Motion passed 4-0. (*Abstentions due to absence from meeting in question: Meghan Huppuch, Althema Goodson*)

**Public Comment**

Dennis Neuberger, President of the Friends of the Ossining Public Library, provided an update on the Friends' financials and upcoming book sales.

Devante Richards welcomed everyone back from the summer and wished the library a great year.

**Director's Report and Personnel Report**

## Operating Budget and Revenue Report

In 2022, the Board revised its by-laws to include an attendance requirement for the Board treasurer. The Board treasurer has been available and supportive to the library director but has been unable to attend Board meetings to which he's been invited. Amanda Curley will get in touch with Board treasurer Jaime Aguirre to discuss attendance at future Board meetings.

Meghan Huppuch requested a revised link to the materials used by Hummingbird Humanity in ongoing diversity learning circles with staff.

Alice Joselow shared reflections on the director's report and asked for clarification about how the donation from Assemblywoman Dana Levenberg will be used.

## Committee Reports

### President's Report

#### Accountability

- Clarification regarding remote Board participation per OPL's lawyers
  - o Remote attendees should be noted as such in the minutes;
  - o Board members needing to attend remotely must notify Karen within 48 hours so that their address can be posted. (This allows Karen 24 hours in advance of the meeting to post the agenda with addresses on the website to meet legal requirements.) Otherwise, per our lawyer, attendance should be noted in the minutes as "not eligible to vote."
  - o If a Board member is attending remotely as a regular practice without proper advance notification that trustee could be considered in breach of their fiduciary responsibilities due to their repeated inability to vote.
- Written Memos
  - o Not required as a mode of reporting in Board's by-laws. The Board will discuss this further to ensure that our practices encourage effective communication.
- Committee Participation
  - o We set up committees during the reorganization meeting. Two members were absent and are asked to contact Amanda so as to join committees.
- Questions and discussion
  - o Shandi Speller raised concern that the September work session agenda was not what had been agreed upon by the Board. Amanda Curley asserted that she had sent notice to the Board to notify them of change due to time sensitive information to be shared with Lothrop.
  - o The Board needs to keep LRSP on the agenda while also moving the bond forward. To address this need, we will move Building & Grounds committee meetings to a time that all Board members can attend.

#### Policy, Bylaws, and Personnel Committee

- No report. Meeting schedule in development.

Finance Committee

- No report. Meeting schedule in development.

Building and Grounds Committee

- Molly Robbins reported that there are several contractors performing work on site this week (ventilation in new rooms, lighting, furniture, landscaping). There is a new lighting concern with dysfunctional fixture over stairs from lower level to main door.
- Althema Goodson requested that Molly share the grid showing what’s being worked on.
- Philip Rice shared that he came to observe soil boring testing last week and was pleased with the engineer and contractor. We are waiting on lab test results and implications of what they found and how it may affect the stability of the retaining wall.

Resolutions

**RESOLUTION #24 – Approval of the Information Technology Service Level Agreement between Westchester Library System and Ossining Public Library**

**RESOLVED**, that the Board of Trustees approves the Information Technology Service Level Agreement between the Westchester Library System and Ossining Public Library for calendar year 2024, dated 9/11/2023, in the amount of \$48,345.63.

*Board discussion: This fee only pertains to the online library system and catalog and the help desk support related to those. Ossining Public Library now has fully independent IT that is based on our needs and under our control. This rate is based on a formula that includes population, square footage, number of card holders, circulation, etc.*

Cecilia Quintero moved to approve Resolution 24. Althema Goodson seconded. Motion passed 6-0.

**RESOLUTION #25 – Personnel Changes**

**RESOLVED**, that the Board of Trustees approves the following Personnel Changes:

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Jozef Balatoni	Page	Patron Services	PT	\$15.87	Pay increase	10/1/2023
Christopher Blaha	Page	Teen Services	PT	\$15.87	Pay increase	10/1/2023
Chris Gleason	Page	Children’s Services	PT	\$16.51	Pay increase	10/1/2023
Alia Jordan	Page	Patron Services	PT	\$15.30	Pay increase	10/1/2023
Karen LaRocca-Fels	Library Director	Administration	FT	\$145,306.72	Contractual increase	9/1/2023
Vicenta Mauri	Page	Adult Services/ Patron Services	PT	\$15.87	Pay increase	10/1/2023
Steven Washburn	Page	Buildings and Grounds	PT	\$15.87	Pay increase	10/1/2023

Cecilia Quintero moved to approve Resolution 25. Althema Goodson seconded. Motion passed 6-0.

Old Business

New Business

Zoom sound issues

Board treasurer attendance

SharePoint training

Public Comment

Devante Richards thanked everyone for coming to the meeting.

Dennis Neuberger found the meeting to be very informative and said that the board and staff “should be proud for all you do for this community.”

Adjournment

Althema Goodson made a motion to adjourn. Cecilia Quintero seconded. The motion passed 6-0. Meeting adjourned at 8:20 PM.