

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
Monday, August 21, 2023
2nd Floor Conference Room
53 Croton Ave., Ossining, NY;
11 Prince Rd., West Yarmouth, MA
54 Pinesbridge Rd., Ossining, NY

MINUTES

Call to Order

At 7:03 the meeting was called to order.

In Attendance

Board of Trustees: Amanda Curley, Alice Joselow, Philip Rice, Shandi Speller, Cecilia Quintero
Library Representatives: Karen LaRocca-Fels, Molly Robins, Mallory Marinaro
Public: Dennis Neuberger, Devante Richards, Virginia Blake West

Absent

Althema Goodson, Meghan Huppuch

Pledge of Allegiance

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

Approval of Prior Meeting Minutes

A motion was made and approved to amend the Approval of Prior Meeting Minutes to include the minutes from June 1, 12, and 26. Per the July 10 minutes submitted by Meghan, these minutes had not been previously approved.

A motion was made and approved to approve all minutes in two sets, (June 1, 12 and July 20 as all Trustees were present) and (June 26 and July 10, Shandi abstained).

Accordingly, motions were made and approved by all Trustees present. The minutes for June 1, 12, 26 and July 10 and 20 were approved by all Trustees.

Public Comment

- Friends of the Ossining Public Library Update, Dennis Neuberger, President
Dennis presented to the Board a written report capturing the financial standing of the Friends of the Library and their ongoing activities. Dates to note: Book sale - October 20 and 21; and Etsy Holiday Sale – November 25.
- Ossining Library Foundation Update, Leslie Allen, Chairperson – Because of family demands, Leslie was not able to join us.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 – Alice did not have any news to report
- Devante Richards - wished those at the OPL and the OUFSD a successful opening to the school year.
- Viirginia Blake West of Blake West & Co.LLC, was introduced as the spokesperson and Project Director for the Communications Plan Proposal which the Trustees previously reviewed and discussed and have on the agenda as a Resolution.
 - Shandi voiced an objection to the use of “the Shining Beacon on the Hill.”
 - Virginia assured her it was a place holder.

- It was also noted by others that this term was part of our Long Range Plan and has been part of that literature/documentation since approved by the board.
- Amanda asked about the proposed timeline.
- Virginia noted that this is a proposal and contingent on the library having pertinent information available per the bond proposal.
- Alice brought it to Dennis's attention that we will need the financial assistance of the Friends to implement Phase 3 of the proposal.

Director's Report and Personnel Report

Operating Budget and Revenue Report

Topics of discussion with reference to the Director's Report included:

- 1) OUFSD Summer Meals Program
- 2) Diversity Learning Circles
- 3) Automated People Counting Systems
- 4) Summer Programs in the Children's Department and Teen Services
- 5) Circulation Statistics

Committee Reports

President's Report

On Friday, August 18, Karen, Molly, Phil and I met with Bob and Kathleen of Lothrop Architects. During our meeting they introduced us to Concept Plan A and Concept Plan B for the future library interior renovations. It was an informative meeting introducing us to design ideas as we had suggested along with concepts that were new and engaging.

During our meeting Bob and Kathleen reviewed our proposed bond timeline and brought to our attention the need for us, the trustees, to be aware of the time sensitivity of the process. To begin are we prepared to provide them with a firm direction to take - Concept A or B - by mid-September?

Mid-September - less than 4 weeks away - We need to commit!

Proposal:

- 1) All board trustees work together and make the opportunity to review the Concept A and B Plans this week.
- 2) By Friday, August 25, all questions, suggestions, and points for needed clarification be sent to Molly and Karen. i.e. What is the cost for Concept A and B? Why aren't the requested details, closed window wells / office space, captured on the mezzanine level?
- 3) By Monday, August 28, Molly and Karen submit to Lothrop the list compiled by the trustees and the staff with a requested response by September 1.
- 4) Lothrop join us for our Work Session on September 7 to discuss further and potentially reworked concept plans.

Policy, Bylaws, and Personnel Committee – The Committee has not met over the summer so Alice has nothing to report.

Finance Committee – Althema was absent, no report to share.

Building and Grounds Committee –

- 1) Molly added comments about the staff who contributed to the success of the summer meal program;
- 2) SGH and the retaining wall – are due back after Labor Day;
- 3) Busy these past weeks with electrician, plumber addressing bathroom concerns and general building upkeep.

Resolutions

RESOLUTION #21 – Approval of *Blake, West, and Company, LLC Communications Plan*

Proposal

RESOLVED, that the Board of Trustees approves the Blake, West, and Company, LLC, Communications Plan Proposal dated 7/3/2023, Option #2, in the amount of \$3,000 to \$3,250. Motion to approve made by Cecilia, seconded by Shandi, all trustees approved the resolution.

RESOLUTION #22 – Personnel Changes

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

Name	Position	Department	FT/PR	Pay Rate	Change	Effective Date
Jabarie Jones	Staff Assistant	Business Office	FT	\$58,500	Termination	8/17/2023

Motion to approve made by Cecilia, seconded by Phil, all trustees approved the resolution.

RESOLUTION #23 – Acceptance of Donation

RESOLVED, that the Board of Trustees accepts, with gratitude, a gift in the amount of \$200 from Philip Just for the purpose of purchasing books.

Motion to approve made by Cecilia, seconded by Alice, all trustees approved the resolution.

Old Business

- Marketing Plan – Virginia Blake West

New Business

- Swope Fund Gift – Following the Trustee’s Meeting on August 14, Karen spoke with Doug Kraus, Board Director of the David Swope Foundation, and brought him up to date about the board appreciation and identification of a fundable item in the new library renovations. Doug was encouraged by the conversation and confirmed the Foundation’s commitment.
- CREST Grant Request - Karen expanded on the information regarding this grant provided in her report. She has spoken with the NY State representative who confirmed there are funds still in place for this grant... we’re hopeful.
- New York State Grant through Dana Levenberg’s office – This grant is in place and now awaiting funds to be in place.

Executive Session

At 8:15 a motion was presented by Cecilia and seconded by Alice to end the General Meeting and go into Executive session. All approved.

Adjournment

At 8:25 a motion was made by Cecilia and seconded by Alice to end the Executive Session and to adjourn the General Meeting. All approved.