

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
January 22, 2024
2nd Floor Conference Room
53 Croton Ave., Ossining, NY;

In Attendance:

In Person: Amanda Curley, Althema Goodson, Alice Joselow, Karen LaRocca-Fels, Cecilia Quintero, Phil Rice, Shandi Speller, Dennis Neuberger, Devante Richards, Page Flanigan

Remote: Molly Robbins, Al Coster, Jaime Accosta

Absent: Meghan Huppoch

Draft Minutes

Call to Order

At 7:00pm Amanda Curley called the January 22, 2024, 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.

Report of 2022/2023 Audit Review from Al Coster, Baldessari and Coster, LLP

Al Coster referenced the two documents which have been given to the Board.

- He quickly reviewed details on pages 3 & 4 of the bound report and congratulated us on the information presented.
- We reviewed the balance sheet on page 10. Most important item for trustees is to recognize safe and sound investment of cash. Al reviewed the varieties of liabilities including the NY State Retirement System and our pro rata share which varies annually. He looked at our Fund Balance and how it can be perceived and is what it should be. We are in very good shape.
- We moved to page 34, and looked at the General Budget and the variety of funding we have resourced and utilized. We looked at salary budget lines and the many related budget line items. Debt service expenditure is a new accounting variance which is accounted for in the budget. Al Coster explored the details further during a discussion with Jaime Acosta.
- The tax certifiari worked in our favor this year.
- Basically, all budgetary items show we are in good fiduciary shape.

Jaime Acosta– After being with the Board for 12 years, he is looking at now vs. the past and seeing a much more stabilized financial standing. He complimented Karen

LaRocca-Fels on her work to put in place a smoother running of the operational budget and the stabilizing impact this has on our financials.

Approval of Prior Meeting Minutes

This motion was not presented to the Board since the minutes of the December 18, 2023 Regular Meeting and the January 11, 2024 Work Session were not available.

Public Comment

- Friends of the Ossining Public Library Update
 - Dennis Neuberger – Provided the Board with a Financial Accounting including the Book Sales and Volunteer Labor Costs. For the next book sale donations are to be accepted from Feb 1 through March 15. On Saturday, January 27 will be the Annual Friends' Meeting.
 - Board conversation about Little Libraries which are installed and semi-managed by different groups. They serve adults and children. There is no “big picture” for all of the little libraries.
- Ossining Library Foundation Update, Leslie Allen, Chair
 - Leslie Allen was not able to attend the meeting.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2
 - Alice Joselow does not have a report.
- Devante Richards brought to the Board's attention the town meeting planned for this Thursday at the Library regarding the environment.

Director's Report and Personnel Report - a variety of topics discussed:

- Alice Joselow brought up the incidents with the young adults in the report. Karen La Rocca-Fels spoke about how they are investigating and working on this.
- Alice Joselow also mentioned the new bi-lingual person in the Children's Department.
- Alice Joselow appreciated the personal touch in the report by Diana and Ignyra, and seeing that Suzy's teen input group is in place again.
- Shandi Speller brought back the behavioral issues and suggested two groups that may be able to assist: The Ossining Tarrytown Community Network Meeting and the Westchester County Dept. of Community Health.
- Amanda Curley brought other security problems that were previously mentioned with adults. Karen La Rocca-Fels confirmed and further explained.
- Amanda Curley referenced Karen's office assistance search. Karen LaRocca-Fels explained how the Civil Service process works and the time frame in which she has to interview, document, and review the list a second time.
- Amanda Curley brought up the library statistics report which is very impressive. Karen LaRocca-Fels pointed out two data sets are missing. It would be ideal to do comparative studies with past reports.

Operating Budget and Revenue Report

There isn't anything in particular to point out. There were no questions.

Committee Reports

President's Report

Taking to heart the comments made about our work session agendas, I recommend we consider our opportunities to discuss ideas and information. In particular we have different forums in place that may be serving duplication of services: monthly work sessions and committee meetings. Committee “conversations” are happening more frequently at work sessions. Sometimes with new information for everyone, at other times duplication of information for some.

Per our Bylaws and past practice, 9.(c) All committees shall make a progress report to the Board at each of its (general) meetings. I suggest a return to this practice as this gives us the opportunity to have group discussions and make decisions.

I ask the Board to consider taking committees off the Work Session Agendas. If there is pertinent information, such as the upcoming report from SGH at the B & G Committee meeting, possibly these meetings can be recorded and posted through Sharepoint making them available to the Board. However, this would be a committee decision.

Discussion about what should be our work session agenda items followed. One item to bring back to work session is the Bylaws. We concluded this should happen in March so that we can all be in attendance.

Policy, Bylaws, and Personnel Committee

- Use of Meeting Room and Performance Spaces Policy (back to committee)
- Bylaws review (back to committee)
- No report, however, all trustees were given a copy of the letter from a patron who is disgruntled about our meeting room availability. Karen to send a response.

Finance Committee

- Phil Rice spoke about the premeeting with Al Acosta and the thorough review of his report. Althema, Amanda, and Phil were present.
- Phil Rice also met with Bob, our bookkeeper, and better understands what he does.
- Phil Rice still to connect with Jaime Acosta and set up future meeting dates.

Building and Grounds Committee

- Molly Robbins– SGH and Committee meeting this coming Thursday at 4:00 and reviewing presented projected costs.
- Phil Rice – What is the status of the architects and their estimates? Per Molly Robbins looks better but still have questions. Phil Rice asked for a copy, Molly forwarding to all.

Resolutions

RESOLUTION #34 Approval of 20/22/2023 Audit

RESOLVED, that the Board of Trustees approves the 2022/2023 Audited Financial Statements for the Ossining Public Library as presented by Baldessari and Coster.

RESOLUTION #35 Approval of Personnel Changes

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Lidya Aulestia-Recalde	Sr. Library Clerk	Patrons Services Department	PT	\$28.26/hr	Leave of absence	1/12/2024-4/1/2024 (TBD)
Christopher	Page	Teen Services	PT	\$16.00/hr	Minimum	1/1/2024

Blaha					wage increase	
Sumbu Faridi	Library Clerk	Patron Services	FT	\$40,320.28	Leave of absence	1/2/2024 – 2/1/2024 (TBD)
Chris Gleason	Library Clerk	Children's Service	PT	\$16.00/hr	Minimum wage increase	1/1/2024
Alia Jordan	Page	Patron Services	PT	\$16.00/hr	Minimum wage increase	1/1/2024
Pamela Keemer	Cleaner	Buildings & Grounds	PT	\$18.87/hr	Resignation	2/2/2024
Vicenta Mauri	Page	Patron Services	PT	\$16.00/hr	Minimum wage increase	1/1/2024
Alexandra Pintado	Library Assistant	Children's Department	PT	\$27.97/hr	Probationary appointment	1/3/2024
Steven Washurn	Page	Buildings and Grounds	PT	\$16.00/hr	Minimum wage increase	1/1/2024

RESOLVED, that the Board of Trustees approves the personnel changes above.

RESOLUTION #36 Approval of Westchester Library System Invoices

RESOLVED, that the Board of Trustees approves the invoice for \$24,172.81 for SLA ILS Maintenance Service for January 2024 through June 2024 and the invoice for \$5,330.22 for Digital Content Cost Share for January 2024 through June 2024.

The Board agreed to group the Resolutions. Cecilia brought to everyone's attention the cover letter from the Westchester Library System. Althema Goodson moved to pass resolutions #34, #35, #36. Alice Joselow seconded. Motion passed 6 - 0.

Old Business

- Board of Trustees 2023-2024 goals
 - Outreach and Engagement – Althema Goodson and Shandi Speller will host the next “Coffee with Trustees” for Wednesday evening, January 24th from 6:30 to 8:30pm

Althema Goodson left the meeting at 8:09.

New Business

- Proposed 2024/2025 Budget – Karen LaRocca-Fels continues to address the budget and will send to the Board as soon as she is able. Tax cap is 2%.
- Parking Lot – A meeting is scheduled for Wednesday at noon at Town Hall to discuss our parking lot and possible solutions/alternatives. All trustees are invited to join Karen and Molly.
- Board brought back discussion of how the library is used, the counters taking data at various entry points.

Public Comment

- Devante Richards– Payroll expenses and full time and part time clerks, how does it work? Karen explained that the line referenced a number of positions and this line covers all clerk employees, not just one.
- Ms. Flannigan – There is a new interim police chief and it may be advantageous for us to connect with him.

- Dennis Neuberger – The Sunshine Home and the children art is very impressive and hope to bring this amazing work to the library.

Cecilia Quintero made a motion to close the public meeting. Shandi Speller seconded. Motion passed 5-0 at 8:20.

Executive Session: For the purposes to discuss union contract negotiations

Alice Joselow made a motion to start the executive session. Cecilia Quintero seconded. Motion passed 5-0 at 8:21.

Alice Joselow made a motion to end the executive session. Shandi Speller seconded. Motion passed 5-0 at 8:39.

Adjournment

Alice Joselow made a motion to close the public meeting. Phil Rice seconded. Motion passed 5-0 at 8:40.