

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Meeting***  
***October 16, 2023***  
***2<sup>nd</sup> Floor Conference Room***  
***53 Croton Ave., Ossining, NY;***

***DRAFT Minutes***

**In Attendance**

**In-Person:** Phil Rice, Amanda Curley, Meghan Huppuch, Althema Goodson, Alice Joselow, Shandi Speller, Karen LaRocca-Fels

**Remote:** Jaime Aguirre, Molly Robbins

**Public:** Dennis Neuberger, Nancy Panagacos, Leslie Allen, Devante Richards

**Call to Order**

At 7:04 PM President Amanda Curley called the October 16, 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.

**Report from Treasurer**

Treasurer Jaime Aguirre reviewed the financial report with the Board highlighting selected budget lines that are over or under what was expected. Karen LaRocca-Fels provided explanations.

**Over Budget**

- Interest – much higher interest rate than usual
- ECF/E-Rate Grant – reflects funding received from federal government for connectivity reimbursement and any capital projects; also includes reimbursement from last year; expected to even out over the year
- Vote expenses – cost of postcard mailing for last budget vote, company sent bill late
- Printer Maintenance – Karen will investigate this and get back to the Board
- Plumbing – unexpected work (leaking sink near the 5000, HVAC system)
- Building modular spaces – expenditure from work done last year; other related expenses are in the budget for later this fiscal year
- Equipment-computer hardware – unanticipated expense (switch for network)
- Computer management software – coding error that will be corrected (see IT services)

**Under Budget**

- Gifts and donations – estimate based on the previous fiscal year and the first six

- months of the current year; doesn't reflect Swope Foundation donation
- Wages – reflects unfilled staff positions
- IT services – coding error that will be corrected; decreased reliance on WLS led to new budget lines being added this year

### **Protecting the Library's Resources**

Jaime Aguirre shared that he and Karen LaRocca-Fels regularly discuss and share resources about how to protect or lower the library's exposure to bank fraud.

To address this, Jaime Aguirre, Karen LaRocca-Fels, and Bob Majernik recommend that the Board adopt Tompkins Bank's Positive Pay Program for the library.

- The Positive Pay Program provides additional protection against fraud (ex. Altered amount, date, signature, etc. on a check issued by the library).
- Currently, the library writes checks and they clear when someone deposits them. Once a check is deposited, the library's bank holdings are protected for 24 hours. If the bank is not notified of fraud within 24 hours, the library is then liable for the check.
- The Positive Pay Program adds one simple step to the process of cutting checks – providing the bank with a summary of the checks that are being written. The bank will then validate checks against the summary provided and clear only the checks that match the library's information. If someone alters a check, the bank will notify the library.
- Amanda Curley asked if this service is provided by the bank or a third party. Jaime Aguirre answered that the bank performs this service and maintains the same confidentiality.

### **Annual Audit**

The audit is coming up. Jaime Aguirre will receive the draft audit in the fourth quarter. He is anticipating a clear review of the financial practices of the library.

Amanda Curley asked about the balance of the library's unrestricted fund. Jaime Aguirre answered that the fund has been maintained for many years at a consistent amount.

### Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the September 7, 2023 Work Session, the September 18 Regular Meeting, and the October 5, 2023 Work Session.

Amanda Curley made a motion to approve the minutes separately. Motion passed 7-0.

Alice Joselow moved to accept the minutes of the September 7, 2023 Work Session. Cecilia Quintero seconded. Motion passed 7-0.

Alice Joselow moved to accept the minutes of the September 18 Regular Meeting. Cecilia Quintero seconded.

- Discussion: Shandi Speller proposed two revisions to the minutes of the September 18 Regular Meeting. The Board discussed the merit of the edits and

agreed.

Shandi Speller moved to accept the amended minutes of the September 18 Regular Meeting. Philip Rice seconded. Motion passed 7-0.

Meghan Huppuch moved to accept the minutes of the October 5, 2023 Work Session. Cecilia Quintero seconded. Motion passed 5-0 (two abstentions due to absence from the meeting in question).

### Public Comment

Friends of the Ossining Public Library Update, Dennis Neuberger, President

- The Friends will have a book sale October 20 and 21. The Etsy holiday sale will be on November 25. The holiday book sale will take place in early December.
- The Friends provided one box of children's books to the Peace Corps.
- Dennis Neuberger will not be on the board of the Friends as of 2024. He and other board members are working to see who will take that position.
- Amanda Curley thanked Dennis for providing the history of the Friends. Dennis credited Bonnie Zitofsky, Secretary.
- Amanda Curley wished the Friends a happy National Friends of Libraries Week.

Ossining Library Foundation Update, Leslie Allen, Chair

- A number of foundation board members participated in a meeting with the White Plains Library Foundation and learned a lot that they will follow up on.
- The foundation is focusing on its communications and growing its network of donors (ex. overhauling page on the library website, working with a volunteer on first annual appeal letter).
- The foundation board is functioning but could use a few more people.

Westchester Library System Update, Alice Joselow, Board Trustee, District 2

- No report

Devante Richards introduced himself to new folks and wished the library great success.

### Director's Report and Personnel Report

Operating Budget and Revenue Report

Karen LaRocca-Fels welcomed questions about the director's report.

Shandi Speller asked why the last session from Hummingbird was Karen LaRocca-Fels' favorite. Karen LaRocca-Fels explained that the readings were particularly engaging and thought provoking and the session had the most robust participation from staff and a meaningful discussion.

Shandi Speller, Alice Joselow, and Philip Rice all volunteered to support with outreach and communications.

Althema Goodson asked about the status of Karen LaRocca-Fels' meetings with community groups. Karen LaRocca-Fels requested trustee support with identifying community groups to meet with and scheduling calls. Althema Goodson suggested that Karen LaRocca-Fels provide the Board with times and dates that work for her.

Alice Joselow expressed excitement about many elements of the report (ex. Mango likely coming back; financial literacy and babysitting workshops for teens; new Pokémon and nonfiction sections). Alice Joselow asked about when the pick-up lockers will be in effect. Karen LaRocca-Fels responded that she is not sure about the exact timeline.

Althema Goodson asked if White Plains and Yonkers libraries gain access to resources such as the Foundation Center through WLS. Karen LaRocca-Fels will investigate this.

Amanda Curley expressed appreciation that Lothrop is helping with grant applications.

### Committee Reports

#### President's Report

- Amanda Curley spoke about the long range strategic plan and reflected that it's been challenging to document the Board's contributions because there isn't trustee-specific language embedded in the plan. She reminded the Board that 2024 will be the final year of implementation of the plan as it is written. For now, the Board will focus on its newly formed 2023-2024 goals. Amanda Curley expressed hope that the Board's work on these goals may bring the Board to an understanding of how trustee actions are better incorporated into a future strategic plan.

#### Policy, Bylaws, and Personnel Committee

- Shandi Speller will join this committee.
- Alice Joselow shared that she, Amanda Curley, and Karen LaRocca-Fels met to schedule future committee meetings (fourth Monday of the month at 4pm).
- The social media code of conduct, meeting use policy, and harassment policy are in process (i.e., input from staff has been received, waiting to hear back from lawyers). The committee will also look at bylaws to ensure that the language about remote attendance is clear.
- The policy tracking document will be on SharePoint with links to current policies.

Finance Committee – No report. Regular meetings to be scheduled.

#### Building and Grounds Committee

- Molly Robbins pointed the Board to last work session's minutes for updates.
- Molly Robbins is confirming the attendance of reps from SGH and Lothrop for the next committee meeting.
- Alice Joselow will share the Building & Grounds report from the recent school board meeting to see their approach to bond communications and outreach.

### Resolutions

## RESOLUTION #26 – Personnel Changes

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

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Charles Alletto	Cleaner	Buildings and Grounds	PT	\$17.44	Resignation	10/3/2023

Cecilia Quintero moved to pass Resolution #26. Althema Goodson seconded. Motion passed 7-0.

### Old Business

#### New Business

Remote meetings – sound system

- This is being looked into. The Board observed that while remote attendees seem more able to hear the Board’s conversation while using the projection system, the projection system’s audio causes issues for those in the room hearing remote attendees.

Board of Trustees 2023-2024 goals

- Meghan Huppuch presented the draft goals. Board members agreed with the goals broadly and provided feedback and edits to the specific language used.
- Meghan Huppuch will make suggested changes and share the revised goals along with a table that outlines action steps to reach each goal.

Library Treasurer

- Jaime Aguirre presented at the beginning of the meeting.

SharePoint training

- Allison Robbins will work with Meghan Huppuch to determine the best way to roll SharePoint out with the Board.

Marketing for building project

- Mallory Marinaro and Karen LaRocca-Fels have started working with Ginny Blake West on communications for the building project. They are requesting trustee involvement in the process. Many Board members expressed interest. Cecilia Quintero and Philip Rice will support this work.

New board calendar

- Meghan Huppuch presented a new Board calendar. It will be updated as necessary.

### Public Comment

Dennis Neuberger thanked the Board for the cake and plans to share the cards with the rest of the Friends.

Devante Richards thanked the Board for the cake and everyone for being part of the community. He reminded everyone to turn their clocks back in November, have a happy Halloween, and don't forget to vote!

Executive Session – Employee Pension System Reporting Issue

Cecilia Quintero made a motion to enter executive session. Althema Goodson seconded. Motion passed 6-0 (abstention due to one Board member having left the room). Executive session entered at 8:52 PM.

Alice Joselow made a motion to leave executive session. Cecilia Quintero seconded. Motion passed 7-0. Executive session ended at 9:00 PM.

Adjournment

Alice Joselow made a motion to adjourn. Cecilia Quintero seconded. Motion passed 7-0. Meeting adjourned at 9:01 PM.