

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
February 12, 2024
2nd Floor Conference Room
53 Croton Ave., Ossining, NY;

Draft Minutes

In Attendance

In-Person: Shandi Speller, Cecilia Quintero, Amanda Curley, Phil Rice, Meghan Huppuch, Karen LaRocca-Fels

Remote: Molly Robbins

Public: Alex Lu, Devante Richardson, Dennis Neuberger, Nancy Panagocas (P), Michelle Tagg (Treasurer), Nancy Lutwin (VP)

Absent: Althema Goodson, Alice Joselow

Call to Order

At 7:01PM Amanda Curley called the February 12, 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.

Amanda Curley made a motion to move Resolution #40 to the top of the agenda. No one opposed.

RESOLUTION #40 Recognition of Dennis Neuberger

RESOLVED, that the Board of Trustees of the Ossining Public Library recognizes, with gratitude, the dedicated service of Dennis Neuberger, Vice President and then President of the Friends of the Ossining Public Library from 2017 to 2024, during which time he furthered the mission of the Friends through his leadership and outreach and contributed to the success of the Ossining Public Library's programs and services.

Dennis thanked everyone for recognition for Friends annual meeting in January. His time as President of the Friends of the Ossining Public Library has been a remarkable experience. Everyone – volunteers, the trustees, and the staff – are all wonderful.

Amanda remarked that Dennis's commitment has been exceptional.

Meghan Huppuch moved to approve Resolution #40. Cecilia Quintero seconded. Motion passed 5-0.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the December 18, 2023 Regular Meeting, the January

11, 2024 Work Session, and the January 22, 2024 Regular Meeting.

Meghan Huppuch moved to accept the minutes from December 18, 2023 and January 11 and 22, 2024. Phil Rice seconded. Motion passed 5-0.

December 18 minutes to be amended to reflect Cecilia Quintero's presence.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President
 - New officers – Nancy Panagacos - President, Nancy Lutwin – Vice President, Bonnie Zitofsky - Secretary, Michelle Tagg - Treasurer
 - Cecilia asked about previous comments regarding people not renewing membership to the Friends.
 - Michelle shared that they are contacting members directly on a rolling basis but not hearing back.
 - Nancy explained that there was a precipitous drop in membership with Covid. The Friends will be discussing how to boost membership and plan to reach out to WLA to see if they can get in touch with other Friends groups to share ideas.
- Ossining Library Foundation Update, Leslie Allen, Chair
 - Not present
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2
 - Not present
- Devante Richardson – Town Hall meeting at OPL on environmental issues on Thursday, February 15 at 7PM.

Director's Report and Personnel Report

- Karen invited questions and comments on the report she shared.
- Amanda asked about tech tutoring services.
 - Karen explained that there is an emerging need to be clearer about what can be expected from the service. It's expensive to provide and the library has to consider a reasonable amount that can be provided to an individual (have had similar issues with one-on-one career counseling).
- Shandi asked whether this might call for classes instead of a one-on-one approach.
 - Karen shared that the library has done classes in the past and then shifted to one-on-one tech tutoring in response to the individual questions participants were bringing.
- Amanda asked if the library works with a consultant for career counseling.
 - Karen answered that the library has one consultant and is currently looking for another.
- Cecilia asked if the library is getting a good response rate on the building survey.
 - Karen answered that the survey has received about 260 responses so far. The survey has mostly been completed by people who are over 65 years old but they are continuing to push it out in an effort to reach more age demographics (ex. Parents/families). So far there aren't many surveys that

have been completed in Spanish but Karen noted that doesn't mean that some Spanish speakers haven't filled it out in English.

- There are paper surveys available at the library and there are QR codes around the building.
- Cecilia noted that the Meet the Trustees scheduled for February 26 could be a good opportunity to encourage folks to fill it out.
- Shandi asked for clarification around the baby boxes – they're beautiful but are they instead of the ones that the school district used to do?
 - Karen assured the Board that the library is conscientious of not duplicating other community efforts (ex. Open Door also does baby boxes). The library's baby boxes are different. They are very focused on reading, literacy, using the public library, and other library-related themes.
- Amanda highlighted the panel that Althema spoke on recently at the library – Building Bridges: The Remarkable Story of a Jewish and African American Partnership.
- Amanda mentioned that the large print collection being moved upstairs offers more opportunity to engage patrons.
- Amanda commented on the Little Critics Book Club that Ignayra Lopez leads and wonders if she'd be able to take part as an observer at some point.

Operating Budget and Revenue Report

- Karen will share financial reports next time – Bob Majernik is working on putting them together.

Committee Reports

Vice President's Report – No report. Amanda explained that she intends to share the floor with Althema as VP at this and future meetings.

Policy, Bylaws, and Personnel Committee

- Use of Meeting Room and Performance Spaces Policy – The committee discussed fees/charges and the philosophy behind it. More discussion is needed to reach conclusions about revisions.
- Bylaws review – This was not discussed because it was decided previously that the whole Board would be involved in this discussion.

Shandi raised a concern about the cancellation of the February Work Session. She requested clarification on why we didn't gather to discuss the bylaws as had been planned.

Amanda explained that the discussion of the bylaws was delayed until the Work Session on March 7 because Alice was not able to be present for the February Work Session date and we had set the intention of that discussion being among the full Board.

Finance Committee

- Phil met with Bob Majernik and learned what he does (i.e., reviews bills, prepares

checks, creates monthly budget reports). Phil will begin engaging with him to review monthly budget reports.

- Phil spoke with Jaime Aguirre, Board Treasurer. They introduced themselves, discussed how he supports Karen (i.e., budget, bank accounts, money coming in). Phil and Jaime plan to have the Finance Committee engage with him directly about any concerns we have when looking at the budget.
- Finance Committee will meet February 23 to review draft budget.

Building and Grounds Committee

- Cecilia provided a summary of the last committee meeting:
 - Reviewed MSE wall mitigation proposal from SGH and agreed to remove fourth option to prioritize maintaining parking spots.
 - Next steps involve clarifying timelines with all contractors and pulling together a master timeline for the whole project, discussing marketing priorities, and obtaining further clarity about bond details.
- Shandi thanked Karen, Molly, and Amanda for attending a meeting with the village about the parking lot.

Board of Trustees 2023-2024 goals

1. Outreach & Engagement

- Meet the Trustees
 - Shandi shared that it was a success and observed that there were more people around in the evening hours than she anticipated. She met a few employees and Alex Lu – a community member in attendance tonight – was there as well.
 - The next one is scheduled for February 26 for Cecilia, Phil, and Alice.
 - We will continue to figure dates out as we go.
- Community Groups
 - Molly gave a tour to the Briarcliff Ossining Ministerial Association last week. They shared positive feedback about the library's programs and services.
 - Karen plans to follow up to invite theater group to meet.
 - Cecilia will connect Karen with a local group called Repair discussing the 13th and 14th Amendments.
 - Meghan will reconnect Karen with Sing Sing Family Collective.

2. Supporting Building and Grounds

- Supporting by pulling together a comprehensive timeline.

3. Professional Development

- Two hours of PD per year
 - Amanda proposed doing a training to learn more about safety challenges and best practices since that's a relevant topic at the library.
 - Shandi contacted the Comptroller and there are many resources available to us to do PD around finances.

- Board members agreed to identify a list of possible topics and resources by next month.
- SharePoint
 - Will meet individually/in small groups with Meghan to train and begin using this tool as part of our Board work.

Amanda shared that she and Meghan discussed adding the Board's goals to committee reports in agenda on an ongoing basis.

Resolutions

RESOLUTION #37 Acceptance of Donation of PS5 Playstation

RESOLVED, that the Board of Trustees accepts, with gratitude, the donation by Kevin Sylvester of a new Sony PS5 Playstation.

RESOLUTION #38 Acceptance of Donation of \$50

RESOLVED, that the Board of Trustees accepts, with gratitude, a donation from the League of Women Voters of the Tarrytowns of \$50.

RESOLUTION #39 Approval of Personnel Changes

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Alia Jordan	Library Page	Patron Services	PT	\$16/hr	Termination	2/6/2024

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

Cecilia Quintero moved to accept Resolutions # 37, 38, and 39. Phil Rice seconded. Motions passed 5-0.

Old Business

- Proposed 2024/2025 Budget
 - Karen is working on it with Bob Marjernik.
 - Karen will share a draft with the Finance Committee next week.
 - If possible, the Board could discuss it at the March Work Session.
- Parking Lot
 - Already discussed – will remain here in the agenda until resolved.

New Business

- Trustee Election – May 2024
 - The Board has two seats up for election. Shandi Speller and Alice Joselow's terms are ending.
 - Karen will make petitions available for those interested in running for the seats in the library in the next couple of weeks. These will be followed by a press release explaining the process.
 - Petitions are due on April 22, 2024. The required number of petition signatures is yet to be clarified.

- American Library Association Core Values
 - Amanda shared the American Library Association's newly updated core values. She shared that she found them telling of the times we're in and asked the Board if they would want to go back and revise the ALA Core Values policy that the Board adopted to reflect these values.
 - The Board took turns reading the [updated core values](#) aloud.
 - Shandi observed that these seem focused on library workers and asked how these values will spread outwards from the library.
 - Karen responded that the focus is meant to "articulate the profession's principles and highest aspirations. They guide and unite library workers, including staff, volunteers, trustees, advocates, and others who contribute their talents, expertise, and dedication to furthering the mission of the library."
 - Shandi responded that these are just words. If you use them but the community you're in does not connect with them then how does that change the community?
 - Amanda shared that it's the institution saying that we're behind this.
 - Meghan shared that she sees value in having guideposts to refer to as we're making decisions to ensure that we're holding ourselves accountable to these values.
 - Shandi explained that she hasn't seen changes in behavior following stating values (ex. The long range strategic plan).
 - Amanda calls the Board to sit down together for a day and look at the long range strategic plan to see what's been done. The next step is to set a date.

Public Comment

- Devante Richardson asked where the PS5 in Resolution #37 will go.
 - Karen shared that it will be used for gaming in the library's programming for teenagers and children and maybe adults too at some point. Look on the library's online calendar and social media and posters to see when the gaming programs are happening.

Cecilia Quintero moved to end the public portion of the Regular Meeting. Shandi Speller seconded. Motion passed 5-0 at 8:10PM.

Meghan Huppuch moved to move into Executive Session. Cecilia Quintero seconded. Motion passed 5-0. The Board moved into Executive Session at 8:22PM.

Executive Session: Discussion of union contract negotiations (Craig Olivo)

Cecilia Quintero moved to end Executive Session. Shandi Speller seconded. Motion passed 5-0.

Adjournment

Shandi Speller moved to adjourn. Meghan Huppuch seconded. Motion passed 5-0.

Meeting adjourned at 9:03PM.