

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Work Session
Thursday, November 2, 2023, 5:00 PM
2nd Floor Conference Room
Ossining Public Library, 53 Croton Ave., Ossining, NY;
38 Sunset Drive, Ossining, NY

In Attendance

In-Person: Shandi Speller, Philip Rice, Amanda Curley, Karen LaRocca-Fels, Molly Robbins

Remote: Alice Joselow

DRAFT Minutes

Call to Order

At 5:03 PM President Amanda Curley called the November 2, 2023 Work Session to order.

Pledge of Allegiance

Mission and Vision: The Ossining Public Library enriches, connects, and inspires our community and is the community's center for lifelong learning.

Board Discussion

Update from Policy Committee

- First Reading: Draft Revised Social Media Policy
 - This draft incorporates comments from lawyers.
- First Reading: Unlawful Harassment Policy
 - This is a new policy.
 - In response to a trustee's suggestion, Karen LaRocca-Fels will ask Allison Robbins to create an email that goes to all current trustees as an additional option for non-director reporting. It will be added to the policy.

Board of Trustees Goals, Measures of Success, Committee Reference Sheet

- The Board reviewed the committee reference sheet, including current committees and pillar assignments. Meghan Huppuch will add the treasurer's name.
- Amanda Curley shared her appreciation for reviewing financial reports closely with treasurer Jaime Aguirre at October's Regular Meeting. Amanda Curley asked that the Finance Committee take on performing regular close reviews of financial reports and bringing questions to monthly Board meetings.
- Molly Robbins suggested that Karen LaRocca-Fels and Molly Robbins walk the trustees through the budget sheet during a future Work Session to familiarize trustees with the budget and explain which lines have expected irregularities (ex. Some items are budgeted as a monthly amount but are billed quarterly).
- Shandi Speller asked if the library is an organization that gets audited by the

state. Karen LaRocca-Fels said that it happens periodically. Shandi Speller will investigate training offered by NYS Comptroller's office.

Buildings and Grounds Committee Update

- Molly Robbins shared that the first floor meeting room is available for staff meetings, programming, and Board committee meetings. Molly Robbins and Mallory Marinaro will create a weekly schedule to post for patrons to see what's happening in the room.
- Molly Robbins shared the following updates on the building project
 - SGH will present at next B&G meeting to share findings on retention wall
 - Lothrop Associates shared a partial update on costs with concepts, Karen LaRocca-Fels and Molly Robbins will begin regular additional meeting with Lothrop next week to review information before it is shared with trustees.
- Karen and Molly will be asking SGH, Lothrop, OLA to provide regular progress reports summarizing their current work. These reports will be due on the day of the Board's Regular Meetings and will be shared with the Board. This will also act as a heads up for the Building and Grounds committee for the following meeting and will be an opportunity to gather questions.
- Shandi Speller asked why Lothrop provided incomplete information at the last meeting. Karen LaRocca-Fels and Molly Robbins explained that the documents were sent the day of the meeting and they did not have the opportunity to review them for errors/missing pieces/corrections prior to bringing them to the Board. This is part of the inspiration for adding a regular meeting between Lothrop and Karen LaRocca-Fels and Molly Robbins.
- Amanda Curley expressed concerns about not having received a schedule and timeline from Lothrop that meets trustees' expectations. Molly Robbins shared that the library's work with Lothrop is progressing as expected.

Building Survey Discussion

- Karen LaRocca-Fels explained that this building survey was developed with communications consultant Ginny Blake West to share with the community.
- Trustees offered edits and suggestions.
- Karen LaRocca-Fels will make suggested edits and send for translation.
- Once it is finalized, Karen LaRocca-Fels will ask trustees to help promote it within their networks.

Karen LaRocca-Fels shared that she has made progress with the Civil Service positions that the library has been waiting to fill. All vacant civil service positions are moving forward.

Adjournment

Shandi Speller made a motion to adjourn. Philip Rice seconded. Motion passed 5-0. Meeting adjourned at 6:37 PM.