

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Meeting***  
***March 18, 2024***  
***2<sup>nd</sup> Floor Conference Room***  
***53 Croton Ave., Ossining, NY;***  
***41 Secor Rd., Ossining, NY***

***Approved Meeting Minutes***

Attendance

In-Person: Phil Rice, Cecilia Quintero, Amanda Curley, Meghan Huppuch, Althema Goodson (arrived 7:15PM), Karen LaRocca-Fels, Bronwen Pardes, Nancy Panagacos, Devante Richards

Virtual: Shandi Speller, Molly Robbins, Leslie Allen

Not Present: Alice Joselow

Call to Order

Amanda Curley called the March 18, 2024 Regular Meeting to order at 7:02PM.

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.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the February 12, 2024 Regular Meeting and the March 4, 2024 Special Meeting.

Cecilia Quintero moved, Phil Rice seconded. Motion passed 5-0.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President
  - Nancy reports that volunteers are working hard collecting donations and preparing for the upcoming book sale on April 5-6.
- Ossining Library Foundation Update, Leslie Allen, Chair
  - The Foundation board met last week and Nancy Panagacos was introduced to the board.
  - The Foundation is actively recruiting for foundation board members, especially those with social media and events expertise. If you know anyone who would be interested, put them in touch with Leslie.
- Devante Richards
  - Requested copy of the agenda.

- Bronwen Pardes
  - Next door neighbor of Meghan's. She's a big fan of the library and spends a lot of time working from here. She is a sex educator and is often researching about sexuality and has found that websites with accurate and useful information about sexuality are blocked. While she believes that it's valuable to block harmful websites, she is concerned that the library's internet filters are also blocking young people from accessing accurate information about sexuality.
  - Karen explained that because the library receives federal funding for broadband and infrastructure cabling, we are required to implement filters compliant with the Children's Internet Protection Act (CIPA). However, it's possible that the library's filters are also blocking websites that are not in violation of CIPA.
  - Bronwen offered herself as a resource if she can be helpful. Karen asked Bronwen to reach out to her. Karen will speak with the technology librarian to see what they're able to do. It's possible that the library could set the filter with different parameters but at the least should be able to allow certain sites.
    - Amanda – once those sites are whitelisted, anyone coming to the library has access to them.
    - CIPA is not meant to block young people from accessing information about sex education

#### Director's Report and Personnel Report

- Amanda wondered if the webinar that Diana Lennon and others watched about interacting with the public would be useful for the trustees. Karen will ask her for the recording.
- Amanda asked for more information about self-checkout.
  - Karen explained that patrons can checkout materials with the mobile app. However, some are not comfortable with it. Many libraries have self-checkout stations (ex. Greenburgh's is heavily used). This is a patron convenience (especially when staff at the desk are busy). Also might put one in the children's room for parent convenience and child fun.
- Amanda asked to hear more about tech tutoring.
  - Karen shared that it started up again last week, now with a clarified purpose which has been articulated in the materials and to staff so that those signing up understand the program's purpose: to help people with technology issues. Staff found that those signing up were expecting a class or secretarial service or used it so frequently that they prevented others from benefiting. Decided to limit it to 12 tech tutoring sessions for the year and 5 per quarter per patron.
  - Also clarifying and putting same limit on career coaching.
  - Plan to revisit both after this quarter to see how it's going.
- Amanda asked for more information about the purge of expired library cards.
  - Karen explained that WLS is purging any card that has passed its expiration date by 18 months (cards expire after 3 years). The library had

a number of people during Covid, and beyond, who were accessing the library's online resources with expired cards.

- Cards should have been purged starting in 2019 once the new system was implemented. But this was not happening automatically. Staff brought it to WLS's attention, and the code in the system was fixed.
- The library informed the expired care users. However, WLS did the purge a day early and included folks who had been using online resources within the past 1 ½ years. WLS was able to un purge them.
- When the purge happens, the library will lose a little more than half of our patron records. Karen noted in the annual report that the number was inflated due to lack of purging and will make a note next year explaining the change too.

## Operating Budget and Revenue Report

### Committee Reports

#### President's Report

- Amanda proposed having a tabling event in the library – in partnership with Friends and Foundation – for elections and the budget to meet and greet board candidate, gather additional signatures on the petition, and educate the public about the budget. Suggests that the board could see it as extension of outreach/engagement goals and being more public.
- Board sentiment did not support this idea. However, it sparked a conversation about the library board hosting an event prior to the budget and elections for the community – beyond the Village of Ossining – to hear from library board candidates and ask questions about the library budget.
- Amanda will look into hosting this at The Ethical Society.
- Althema will inquire at Bethany Arts Community and will contact the League of Women Voters about identifying a moderator who is not a voter in OUFSD.

#### Policy, Bylaws, and Personnel Committee

- April meeting will include discussion of:
  - Use of Meeting Room and Performance Spaces Policy
  - Bylaws review (to full Board)
  - American Library Association Core Values
  - HR Consultant
- Althema requested that Work Sessions begin later in the evening starting in April.

#### Finance Committee

- 2024/2025 Proposed Budget
  - Phil reported that during the committee meeting on March 4 Karen reviewed the FY24/25 budget line-by-line and compared it to the FY23/24 budget. We didn't see anything that was a big concern – it all looked reasonable and Karen shared good explanations for some items that varied greatly from last year.
- Budget Letter
  - Amanda confirmed that the trustees had reviewed the budget letter.

- Cecilia asked if the library is doing a postcard like last year.
- Karen responded that the library will be doing the same communications approach as last year – postcard, in-house, website communications – all in English and Spanish. She will show the board as they create everything.

#### Building and Grounds Committee

- Chair of Buildings and Grounds Committee
  - Cecilia Quintero asked Phil Rice to chair the Buildings and Grounds Committee. Phil agreed.
- SGH and Lothrop Meetings
  - Phil shared that we received new, more complete costs from Lothrop for various items discussed re: building improvements. These new numbers replace the ones we had for a few months that were just the construction cost (without other associated costs).
  - The new costs are more than what we had discussed to this point but we now have enough information from Lothrop that we can look at the list of all the project elements to understand the 3 possible paths forward: (1) critical/essentials, (2) priorities, (3) and nice to haves. We know what all 3 would cost together, and we know what the critical/essentials would cost alone. Now we need to cost out the middle possibility.
  - SGH – We eliminated the concept that permanently walls off a portion of the parking lot. We are left with 3 concepts. We provided questions and comments about them and we are waiting to hear back from them. We are also still waiting on some of the data from estimators.
- Scope of Building Project
- General B&G Report - Molly
  - Phil review the proposal from Canopy Roofing and provided some questions.
  - Upcoming work:
    - Painting in different areas of the building (ex. damaged walls in children's room)
    - Repairs to the fence in the parking lot
    - Recently received permission from Village and Fire Department to put 4-foot fence along the white wall (aesthetic and safety)
    - New fire lane markings and other parking signage to make exit/entrance clearer
    - Bids for power washing front steps and lower level
    - Window washing
  - New cleaner has started – more targeted outreach was helpful
- Cecilia asked if we closed the building survey. What response rate did we get?
  - Karen confirmed that the building survey has been closed and shared that we received 290 responses.

#### Board of Trustees 2023-2024 goals

- Goal 1
  - Phil and Meghan will follow up about creating a timeline
- Meet the Trustees - March 15 (Meghan and Amanda

- Amanda shared that lots of folks came with library service questions (ex. taxes, ESL classes). She suggests that we keep a tally of how many folks stop by and what they're asking about. Amanda will create a sheet to fill out. Althema suggested having a small survey for people who stop by.
- According to Amanda's tally, Meet the Trustees was visited by 12 patrons, 2 people from outside of the community, and 3 staff members. And 3 people stopped by specifically because they read about it in the email blast.
- Meghan shared that one of the people who visited was a board member from the Croton Free Library who was curious about our outreach efforts.
- Meghan shared that she is working a proposal about Meet the Trustees for the annual NYLA conference with a tentative title of "Activating Trustee Leadership". Althema offered to work on it too.
- Althema hopes to continue building out Meet the Trustees by doing the next one on a weekend,
- Althema asked Karen how she would like to schedule meetings with community groups. Karen would prefer to do the meetings with the trustee who is making the connection and asked that the trustee provide a few weeks so she can block off some chunks of time to set up meetings. Grouping them could be nice – 1-3 groups on a day.
- Cecilia mentioned a new documentary about the work of Rehabilitation Through the Arts, which could be good for the library. The organization started in Sing Sing and has programs in 6 locations in NYS.
- Community Outreach
  - Meghan presented the communications framework she designed for bond outreach messaging.
  - Messaging suggestions:
    - Cecilia commented that we have a short timeline and need to make sure we're leading with "thank you" and "this is what your support has brought to the library."
    - Althema suggested highlighting specific things that have been done speaking to different demographics to show our reach.
  - Shandi asked for clarification about the communications consultant's role.
    - Karen explained that the consultant has created structure and framework for how we disseminate messaging and that this communications framework will simply allow that messaging to be utilized by all the messengers.
  - Amanda shared that the Foundation and Friends are only able to support educational outreach efforts, not advocacy.

### Resolutions

#### **RESOLUTION #41 Approval of the 2024/2025 Budget Proposal**

**RESOLVED**, that the Board of Trustees approves the 2024/2025 Budget Proposal in the amount of \$4,977,069.82, of which \$4,511,583 is to be raised by tax levy.

Cecilia Quintero moved, Althema Goodson seconded. Motion passed 6-0.

**RESOLUTION #42 Approval of the 2022/2023 Annual Report for Public and Association Libraries**

**RESOLVED**, that the Board of Trustees approves the 2022/2023 Annual Report for Public and Association Libraries.

Discussion: Karen explained that this report is for last fiscal year. All numbers are good estimates and as precise as possible. Cecilia asserted that she had not had sufficient time to review the report. Karen affirmed that the board could approve it later in the year.

Amanda moved to delay Resolution #42 until the April Regular Meeting. Cecilia seconded. Motion passed 5-1.

**RESOLUTION #43 Approval of Personnel Changes**

| Name             | Position | Department            | FT/PT | Pay Rate   | Change      | Effective Date |
|------------------|----------|-----------------------|-------|------------|-------------|----------------|
| Emilie Dickinson | Cleaner  | Buildings and Grounds | PT    | \$17.44/hr | Appointment | 3/18/2024      |

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

Cecilia Quintero moved, Althema Goodson seconded. Motion passed 6-0.

Old Business

- Proposed 2024/2025 Budget – remove from Old Business
- Parking Lot
  - Karen shared that the retaining wall update was given and will be part of the bond. The closure of parking spaces for safety reasons won't change until the repair is finished. The only advance work we can do is design and planning because the cost of the repair exceeds our ability pre-bond. No short-term mitigation is possible to recover parking spaces.
- Trustee Election
  - Karen reported that one petition had been picked up and encouraged anyone who needs one or knows someone hoping to run, to pick up a petition.

New Business

- Annual Report for Public and Association Libraries – move into Old Business

Public Comment

Devante asked a question about expired library cards.

- Karen explained that if a patron is using a library card that expires, they need to update it by that expiration date to log on to the computers.

Cecilia Quintero moved to close the public meeting, and Althema Goodson seconded. Motion passed 6-0 at 9PM.

Cecilia Quintero moved to go into Executive Session. Meghan Huppuch seconded. Motion passed 6-0 at 9:03PM.

Executive Session: Discussion of progress of Staff Assistant recruitment

Althema Goodson moved to leave Executive Session. Cecilia Quintero seconded. Motion passed 6-0 at 9:09PM.

Adjournment

Althema Goodson moved to adjourn the meeting. Cecilia Quintero seconded. Motion passed 6-0 at 9:09PM.