

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Regular Meeting**  
**May 20, 2024 – 7:00PM**  
**2<sup>nd</sup> Floor Conference Room**  
**53 Croton Ave., Ossining, NY**

**APPROVED MEETING MINUTES**

BOT members physically present: Amanda Curley, Alice Joselow, Cecilia Quintero, and Shandi Speller. BOT members absent with prior notification: Meghan Huppuch and Phil Rice. BOT member absent without prior notification: Althema Goodson. Other absent with prior notification: Nancy Panagacos, OPL Friends President. OPL staff physically present: Karen LaRocca-Fels, Steve Hamilton. OPL staff attending remotely via Zoom: Molly Robbins. Others attending remotely via Zoom: Craig Olivo, Esq., and Leslie Allen, OPL Foundation. Member of the public physically present: Devante Richards

BOT President Amanda Curley called the meeting to order at 7:05pm.

Pledge of Allegiance – was not recited.

Amanda Curley read aloud the OPL Mission and Vision statements:

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

Amanda Curley asked for a motion to accept the Meeting Minutes from the prior April 11, 2024 Work Session, and the April 15, 2024 Regular Meeting. Shandi Speller made the initial motion and it was seconded by Cecilia Quintero. Motion passed unanimously 4-0.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President submitted a written report prior to the meeting for inclusion.
- Ossining Library Foundation Update, Leslie Allen, Chair reported that the OPL Foundation continues to seek new board members for various roles and noted that they have a new member who has experience with long-range planning.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 reported no updates.
- Devante Richards noted that both the school and library budgets are up for vote tomorrow (Tuesday, 05/21/24) and that he hoped both would pass.

Director's Report and Personnel Report

Alice Joselow praised the good work done by the library. Alice noted that the concept of a Library Field – where library services are delivered in an open-air environment – as included in Karen's report has already been embraced by the OPL. The BOT discussion

then focused on reaching out to and seeing if it is possible to utilize Teatown as the site for a future OPL Library Field presentation. Alice Joselow praised Karen for her mentoring a junior Library Director colleague. Shandi Speller asked how the Community Network meeting went and Karen reported that Diana Lennon, Head of Adult Services attended on behalf of the OPL. Cecilia Quintero noted the good work that Mallory Marinaro, Head of Patron Services has been doing on library promotion and brand outreach. Amanda Curley stated that she was pleased to learn that the Westchester Library System (WLS) facilitated the computer trainings that were included in Karen's report. Karen stated that there were two cohorts who have gone through the training at the OPL and each received a free Chromebook upon completion: 1) recently incarcerated individuals, and 2) ESL Spanish speakers. Karen noted that there were several other cohorts county wide. Amanda Curley asked if the eight (8) individuals noted to have attended the WLS computer training at the OPL were the maximum number who could attend. Karen stated that ten (10) to twelve (12) individuals could have attended. Shandi Speller asked Karen how circulation stats have been since January 2024. Karen noted that they have been relatively steady month-to-month, with a few months over/under the average. Karen noted that Children's AV has been on the constant decline, but not surprisingly. Alice Joselow agreed noting that most people stream AV media on-line now.

#### Committee Reports

**President's Report** – Amanda noted that budgeting is always difficult due to differing rates that affect the different communities. Noted New Castle at a proposed 13% tax increase. Amanda noted that since only one trustee is running for two vacant seats, the second seat will be filled by a write-in candidate.

#### **Policy, Bylaws, and Personnel Committee**

- Use of Meeting Room and Performance Spaces Policy
- Bylaws: Second Reading of Draft Amended Bylaws dated 4/1/2024
- American Library Association Core Values
- HR Consultant

The BOT members present noted that the Draft Amended Bylaws and the HR Consultant proposal were previously reviewed and were items scheduled for vote on tonight's agenda. The Use of Meeting Room and Performance Spaces Policy and the American Library Association Core Values were both tabled and will be addressed at a future meeting.

Cecilia Quintero requested that all future BOT meeting agendas include at the end of the agenda or appended thereto a listing of upcoming BOT meetings (formal and informal) and work sessions to assist BOT members in better being able to plan their schedules.

#### **Building and Grounds Committee**

- Update on Building Project
- General B&G Report

Amanda Curley asked Molly Robbins for an update on the B&G Committee items. Molly reported the following:

- SGH is waiting on costs from subcontractors and Lothrop is working on integrating the cost estimator's numbers into Lothrop's proposed budget in the format requested by the B&G Committee;
- Repairs to the library's front roof, completed last week, look good with no signs of water leaks;
- The elevator inspection revealed signs of normal wear and tear and the elevator will need servicing before it passes inspection. We are required to use our current elevator contractor – whose proposal is on tonight's agenda – or risk violating our existing service contract if we use another contractor. She noted that one outside contractor provided essentially the same cost estimate as the one our existing service provider did;
- Settling sidewalks in the lower parking lot also brought to attention of Lothrop and SGH. She and a representative from SGH walked and reviewed the site together today;
- \$34,000 to \$37,000 is the estimated cost to investigate to determine what is going on under the sinking sidewalk so that we can then plan for an appropriate repair.

Alice Joselow noted that the bond proposal includes extensive redo of the lower parking lot and asked if the current issue would affect that work. The goal being to avoid multiple repairs to the same location.

Molly stated that Lothrop and SGH are aware of this concern and will act accordingly. Amanda Curley inquired about potential legal liability related to the settling sidewalks. Molly said that Lothrop and SGH will include a review to ensure ADA compliance. The OPL will also have our insurance company come out to review and assess. Additionally, OPL B&G staff are regularly sweeping up and removing loose piece of concrete that may pose an immediate hazard.

### **Finance Committee**

- Financial Advisor
- Budget Vote

Karen LaRocca-Fels presented the Finance Committee update on behalf of Phil Rice. The library is continuing to work on getting the tax rates for the bond from the school district. This has proven more difficult than in past years. Regarding the bond, Karen spoke with the school district's financial advisor who subsequently stated he could not represent both the school district and the library due to a conflict of interest. Jerry Nichols, a consultant who works with libraries recommended Noah Nadelson with Munistat. Karen will contact Mr. Nadelson and advise. The next Finance Committee meeting, including Althema Goodson, Meghan Huppuch, and Phil Rice, is scheduled for May 30<sup>th</sup> at 1pm in the Library Director's Office.

All present acknowledged that the library budget is up for vote tomorrow May 21<sup>st</sup>

### **OPL Goals**

Cecilia Quintero asked Karen for an update on the next library marketing meeting.

Karen will follow-up with Meghan Huppuch and Mallory Marinaro and advise.

Amanda Curley asked for a motion to consolidate the separate resolutions on the agenda into one vote. Alice Joselow proposed the motion, seconded by Cecilia Quintero. Motion passed unanimously 4-0.

Amanda Curley read aloud all the proposed resolutions.

Resolutions

**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.

**RESOLUTION #48 Approval of Personnel Changes**

| Name            | Position     | Department            | FT/PT | Pay Rate | Change                   | Effective Date |
|-----------------|--------------|-----------------------|-------|----------|--------------------------|----------------|
| Brandon Fox     | Cleaner      | Buildings and Grounds | PT    | \$17.44  | Probationary Appointment | 4/29/2024      |
| Shelley Estacio | Library Page | Patron Services       | PT    | \$16.00  | Probationary Appointment | 5/6/2024       |

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

**RESOLUTION #49 Approval of TKE Proposal in the amount of \$22,094.68**

**RESOLVED**, that the Board of Trustees approves the TKE Proposal in the amount of \$22,094.68.

**RESOLUTION #50 Approval of Engagement Letter for Baldessari and Coster Auditing Services in the amount estimated to not exceed \$12,300.00**

**RESOLVED**, that the Board of Trustees approves the Engagement Letter for Baldessari and Coster Auditing Services in the amount estimated to not exceed \$12,300.00

**RESOLUTION #51 Approval of the Proposal from Public Sector HR for Human Resources Consulting Services in the amount of \$300.00 per month**

**RESOLVED**, that the Board of Trustees approves the Proposal from Public Sector HR for Human Resources Consulting Services in the amount off \$300.00 per month

**RESOLUTION #52 Approval of the Proposal from Public Sector HR for Employee Handbook Services in the amount of \$5,000.00**

**RESOLVED**, that the Board of Trustees approves the Proposal from Public Sector HR for Employee Handbook Services in the amount off \$5,000.00

**RESOLUTION #53 Approval of the Library's Amended Bylaws**

**RESOLVED**, that the Board of Trustees approves the Library's Amended Bylaws

Amanda Curley asked Karen why the OPL's wireless internet session numbers have decreased per the 2022-2023 Annual Report. Karen noted that the WLS previously

collected this data for the OPL and their software may have inadvertently inflated the previous numbers by “pinging” nearby cell phones, regardless of whether the OPL’s wifi internet was being used. OPL no longer uses the WLS software and our software now captures more accurately those who actually use the OPL’s wifi internet connection. The BOT discussed the importance that all Ossining residents have access to wifi internet and that having such access is essential and a matter of equity.

Amanda Curley asked for a motion to vote to approve all the above listed resolutions. Alice Joselow proposed the motion and motion was seconded by Shandi Speller. All resolutions on this evening’s agenda passed unanimously by 4-0 vote.

#### Old Business

- Parking Lot
- Trustee Election
- Annual Report for Public and Association Libraries
- Public Sector HR Consultant

All BOT members present noted that old business items have been addressed and are in progress and there was nothing new to add.

#### New Business

- TKE Elevator Repair Proposal
- Engagement of Baldessari and Coster for Auditing Services
- Financial Advisor

All BOT members present noted that the new business items have also been addressed and are in progress with nothing new to add.

#### Public Comment

Devante Richards spoke briefly about the importance of the upcoming United States Presidential election in November 2024.

Alice Joselow made a motion to enter Executive Session and the motion was seconded by Cecilia Quintero and at 8:11pm the BOT entered Executive Session.

Executive Session: To discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation AND to discuss collective bargaining negotiations.

Alice Joselow made a motion to exit Executive Session and the motion was seconded by Cecilia Quintero and the BOT exited Executive Session at 9:06pm.

#### Adjournment

Amanda Curley asked for a motion to adjourn the BOT’s meeting. Cecilia Quintero made a motion to adjourn the meeting and the motion was seconded by Shandi Speller. The BOT meeting ended at 9:06pm.