

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Work Session
May 9, 2024 – 4:30pm
Director's Office, 2nd Floor
53 Croton Ave., Ossining, NY;
38 Sunset Dr., Ossining, NY**

APPROVED MEETING MINUTES

Physically present: Board members Amanda Curley, Althema Goodson, Phil Rice; OPL Staff members Karen LaRocca-Fells, Molly Robbins, Steve Hamilton. Attending remotely: Board members Alice Joselow (on the agenda) and Shandi Speller (not on the agenda), and Ian Loehner from Public Sector HR (on agenda). Absent with advance notice: Board members Meghan Huppuch and Cecilia Quintero. The meeting was recorded at the request of Cecilia Quintero.

Call to Order

Board President Amanda Curley called the Work Session to order at 4:39pm. Shandi Speller entered the meeting via Zoom at 4:41pm.

Pledge of Allegiance was not recited.

Board President 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.

Board Discussion

Public Sector HR

Ian Loehner from Public Sector HR proposal to provide the library with both on-going human resources consulting and to create and update periodically, as needed, an employee manual/handbook.

Karen LaRocca-Fels noted that many of the day-to-day human resource matters encountered at the OPL do not rise to the level that requires consultation with the library's attorney. They fall into a gray area that existing staff are not trained to adequately address. Karen noted that the current human resource processes are decentralized with various policy and procedure documents in different formats - many which may require updating, plus other important policy areas that we may be missing. Karen learned of Public Sector HR through a library director colleague, whose library contracted with Public Sector HR and highly recommended their services. Karen and Molly Robbins reached out to Public Sector HR and were also very impressed with the services they offer. At Karen's request, Ian Loehner of Public Sector HR provided two proposals to be presented to the BOT for review: 1) to provide on-going, professional, public sector oriented day-to-day human resources consulting, and 2) to create a comprehensive employee and policy handbook/manual that is fully compliant with

Federal and NYS legal requirements. They will also provide periodic updates at our request to the employee handbook. BOT members were unanimous in their interest in hearing more about the services Public Sector HR can provide. After brief introductions, Ian Loehner from Public Sector HR addressed the BOT and stated that Public Sector HR are in a unique position to assist the library with our HR needs. They have nearly 25 years of experience working with various public sector entities including cities, towns, villages, libraries, and special districts. They understand civil service law and their staff of experts is responsive and knowledgeable. They specialize in providing HR consulting services to employers whose size and budget may not be sufficient to justify the cost of having a full-time, fully trained HR specialist on staff.

Amanda Curley noted that the Policy Committee had already met on the Public Sector HR proposal and were impressed and wanted to bring the matter before the full board.

Alice Joselow stated that the creation of an employee manual has been a goal for several years and that the proposal sounds very promising and interesting. Shandi Speller suggested that a digital version of the manual also be created. Ian Loehner said that a digital employee manual can be created to accompany the hard copy manual and uploaded to the OPL website.

The BOT had no additional questions and Ian Loehner left the meeting at 5:08pm.

The BOT are ready to move forward on the Public Sector HR proposals and will add them to the agenda for the May 20, 2024, regular monthly meeting of the BOT.

Karen will send the recording of the meeting to absent BOT members Meghan Huppuch and Cecelia Quintero.

Long-Range Strategic Plan Board Retreat Agenda

Amanda Curley reported that both she and Althema Goodson had recently met to discuss how best to objectively measure the current progress made on achieving the Long-Range Strategic Plan's stated goals. They came up with two suggested review methodologies: 1) to use one's informed professional judgment, experience and observations on where we are on each of the stated Long-Range Goals; and 2) to use a data-driven approach to determine where we are on each of the stated Long-Range Goals. Amanda and Althema suggested the data-driven approach and asked for BOT feedback. Amanda asked if it would be possible for the trustees to put together the data within a two (2) week time-period. Amanda and Althema stated that this would be a trial run to see if a data-driven review would be feasible. Karen noted that the existing Long-Range Strategic Plan Goals reports are available on the public facing library website. Amanda estimated that it would take 3-4 hours for each board member to review their assigned Long-Range Plan pillars to compile a brief written summary of what has worked, what hasn't worked and why not, what can be improved, and what should be considered for re-evaluation. Shandi Speller questioned the utility of the data-driven review, as described above. Compiling past data will be time-consuming and she was in favor of using one's professional judgment, experience and observations to judge the status of the Long-Range Goals. Going forward, keeping the compiled data measurements up-to-date and in a consolidated location would then better warrant the use of a data-driven review. Amanda asked if the other board members agreed that using observation to review the goals and pillars to draw performance conclusions is practical.

The board agreed with Shandi's suggestion. Amanda said that the next Work Session meeting will be for all to provide initial observational information. She asked that all board members provide via email on or before June 1, 2024, their observations on the pillars they are assigned. The next Work Session is scheduled for June 6, 2024. Althema Goodson made a motion to close the meeting, the motion was seconded by Phil Rice and approved by all and the Work Session of the Board of Trustees was closed at 5:35pm.