

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization and Regular Meeting
July 8, 2024 – 7:00pm
2nd Floor Conference Room
53 Croton Avenue, Ossining, NY 10562

Meeting Minutes

Board of Trustees members present: Amanda Curley, Althema Goodson, Meghan Huppuch, Alice Joselow, Cecilia Quintero, Phil Rice, and Rachel Murphy (upon administration of the Oath of Office).

Ossining Library Foundation - Chair Leslie Allen, present

General public members present: Devante Richards

OPL staff present: Steve Hamilton

OPL staff attending remotely from her office via ZOOM due to illness: Karen LaRocca-Fels

Call to Order – Amanda Curley called the meeting to order at 7:04pm.

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.

Reorganization Meeting

- 1) President Amanda Curley administered the Oath of Office to the newly elected member of the Board of Trustees: Rachel Murphy and to re-elected member of the Board of Trustees: Alice Joselow. (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*)
- 2) Nomination & Election of Officers – 2024-2025. Althema Goodson nominated Phil Rice for President and he declined. Alice Joselow nominated Amanda Curley for President and Althema Goodson nominated Meghan Huppuch for Vice President. Meghan Huppuch nominated Althema Goodson for Secretary. Alice Joselow made a motion that Amanda Curley be re-elected President; Meghan Huppuch be elected Vice President; and Althema Goodson be elected Secretary. After brief discussion clarifying the role of Board Secretary, Althema Goodson agreed to accept nomination. The motion was seconded by Phil Rice. The motion passed unanimously, 7-0.
- 3) Re-elected President Amanda Curley administered the Oath of Office to the newly elected 2024-2025 Board Officers, Vice President Meghan Huppuch and Secretary Althema Goodson. Karen LaRocca-Fels administered the Oath of Office to re-elected President Amanda Curley. (*Handbook for Library Trustees, p. 23*)
- 4) Re-elected President Amanda Curley administered the Oath of Office via ZOOM to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees, p. 23*)

- 5) All members of the Board of Trustees signed and returned the Code of Ethics and Conflict of Interest Policy Acknowledgement. (*Handbook for Library Trustees, Ethics Statement, P. 105-106*)

Reorganizational Meeting (resumes)

- 6) Committee Appointments
 Following is a list of committees to which Board of Trustees members will be appointed for the 2024-2025 fiscal year. The President will be the ex officio member of all committees.

Committees	Chair			
Finance	Phil Rice	Cecilia Quintero	Meghan Huppuch	
Policy & Bylaws/Personnel	Alice Joselow	Cecilia Quintero		
Building and Grounds	Phil Rice	Alice Joselow	Meghan Huppuch	Althema Goodson
Ad Hoc Committees				
Long Range Plan Review	Co-Chaired by: Amanda Curley and Althema Goodson	Alice Joselow		
Community Outreach	Althema Goodson	Meghan Huppuch	Rachel Murphy	

In addition to adding the Community Outreach Committee to the Ad Hoc Committees above, the Board discussed formalizing an interdisciplinary team, tentatively named Bond Outreach and Engagement Team that will consist of Board members, OPL staff, and a public relations professional.

- 7) Adoption of Annual Resolutions
 It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2024-2025 fiscal year.

a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

Resolved that the regular monthly meetings of the Board of Trustees for the 2024-2025 fiscal year be held starting at 7:00 p.m., in accordance with the following schedule:

<u>2024</u>		
July	8	Reorganization and Regular Meeting
August	19	Regular Meeting
September	16	Regular Meeting
October	21	Regular Meeting
November	18	Regular Meeting
December	16	Regular Meeting
<u>2025</u>		
January	13	Regular Meeting
February	10	Regular Meeting

March	17	Regular Meeting
April	21	Regular Meeting
May	19	Regular Meeting
June	16	Regular Meeting
June	23	Annual Meeting and Report to the Community
July	7	Annual Reorganization Meeting and Regular Meeting

Alice Joselow made a motion to approve Resolution 1. The motion was seconded by Meghan Huppuch. The motion passed unanimously, 7-0.

b) Resolution 2: Designating Depositories

Resolved that the Mahopac National Bank and Flagstar Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of the library.

Althema Goodson made a motion to approve Resolution 2. The motion was seconded by Cecilia Quintero. The motion passed unanimously, 7-0.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Amanda Curley, President; Meghan Huppuch, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

Cecilia Quintero made a motion to approve Resolution 3. The motion was seconded by Althema Goodson. The motion passed unanimously, 7-0.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2024-2025 fiscal year.

Meghan Huppuch made a motion to approve Resolution 4. The motion was seconded by Alice Joselow. The motion passed unanimously, 7-0.

e) Resolution 5: Naming the Official Radio Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official ~~radio/TV~~ stations of the Ossining Public Library for the 2024-2025 fiscal year.

After discussion, the Board unanimously agreed that the wording "radio/TV" should be struck from Resolution 5. Alice Joselow made a motion to approve the amended Resolution 5. The motion was seconded by Cecilia Quintero. The motion passed unanimously, 7-0.

f) Resolution 6: Naming the Official Social Media Outlet of the Library

Resolved that Facebook and Instagram be designated as the official social media outlets of the Ossining Public Library for the 2024-2025 fiscal year.

After discussion, the Board unanimously agreed to add Instagram to Facebook as the designated official social media outlets of the Ossining Public Library. Cecilia Quintero made a motion to approve the amended Resolution 6. The motion was seconded by Althema Goodson. The motion passed unanimously, 7-0.

g) Resolution 7: Appointing Library Auditor for 2024-2025

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari & Coster LLP as our External Auditor for the year ended June 30, 2024.

After Board discussion clarifying the reason for the given “year ended” date, Alice Joselow made a motion to approve Resolution 7. The motion was seconded by Cecilia Quintero. The motion passed unanimously, 7-0.

h) Resolution 8: Appointing Library Attorney for 2024-2025

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2024-2025 fiscal year.

Alice Joselow made a motion to approve Resolution 8. The motion was seconded by Cecilia Quintero. The motion was passed unanimously, 7-0.

i) Resolution 9: Appointing Consultants for the 2024-2025 fiscal year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2024-2025 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need of Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$3,325
John Tortoso	Building Management	HVAC and B&G Consulting and Safety	\$28 p/hr
Public Sector HR Consultants	Human Resources	HR Consultant	\$300 p/month

After discussion, the Board unanimously agreed to amend the wording of the Descriptive Need of Consultant related to John Tortoso to strike the words “and B&G Consulting and Safety.” Cecilia Quintero asked Karen LaRocca-Fels why an amount was not listed for the ESI Employee Assistance Group consultation fee. Karen LaRocca-Fels explained that we had reached out to ESI a couple of times leading up to this meeting requesting this information but had not yet received a response before this meeting. However, we would promptly notify the Board once the information is received. Cecilia Quintero made a motion to approve the amended Resolution 9. The motion was seconded by Meghan Huppuch. The motion passed unanimously, 7-0. *NOTE: on 07/09/24, ESI Employee Assistance Group emailed Karen LaRocca-Fels their consultation fee amount for the 2024-2025 contract year which is \$3,325.00 and the Board was advised accordingly.*

j) Resolution 10: Regarding the Establishment of Petty Cash Funds

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner’s Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$30</i>	<i>Marie Trapasso</i>

Althema Goodson made a motion to approve Resolution 10. The motion was seconded by Cecilia Quintero. The motion passed unanimously, 7-0.

k) Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 20, 2025, between the hours of 7:00 a.m. and 9:00 p.m. in the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

Cecilia Quintero made a motion to approve Resolution 11. The motion was seconded by Alice Joselow. The motion passed unanimously, 7-0.

l) Resolution 12: to Establish the dates of various 2025-2026 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2025-2026 Fiscal Year Budget and Trustee Election activities (per Bylaws):

January 13, 2025	Presentation of the 2025-2026 Preliminary Budget to Board of Trustees
February 24, 2025	Trustee vacancies announced to the public
March 17, 2025	2025-2026 Proposed Budget adopted by the Board of Trustees
April 21, 2025	Trustee candidates' petition due in District Clerk's Office
April 21, 2025	Budget Hearing: 2025-2026 Budget & Candidates presented to voters
May 20, 2025	2025-2026 Budget Vote and Trustee Election

Althema Goodson made a motion to approve Resolution 12. The motion was seconded by Meghan Huppuch. The motion passed unanimously, 7-0.

m) Resolution 13: to Establish the dates of the 2024-2025 Holiday Closures

Resolved that the following dates be established as the 2024-2025 Holiday Closures:

Independence Day, July 4, 2024	New Year's Day, January 1, 2025***
Labor Day, September 2, 2024	Martin Luther King Jr. Day, January 20, 2025
Columbus Day, October 14, 2024	Presidents' Day, February 17, 2025
Thanksgiving Day, November 28, 2024*	Memorial Day, May 26, 2025
Christmas Day, December 25, 2024**	Independence Day, July 4, 2025

*	Wednesday, November 27, 2024: Library will be open 9am-1pm
**	Tuesday, December 24, 2024: Library will be open 10am-1pm
***	Tuesday, December 30, 31, 2024: Library will be open 10am-1pm
	Easter Sunday, April 20, 2025: <i>Library will be closed</i>

After discussion, the Board unanimously agreed to correct the erroneous date of "December 30, 2024" to the correct date of "December 31, 2024". Alice Joselow made a motion to approve the amended Resolution 13. The motion was seconded by Cecilia Quintero. The motion passed unanimously, 7-0.

All Resolutions listed above (Resolutions 1-13) passed unanimously, 7-0.

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Draft Meeting Minutes

Call to Order

Amanda Curley called to order the regular monthly meeting of the Board of Trustees at 7:47pm.

Approval of Prior Meeting Minutes

Alice Joselow made a motion to accept the minutes of the June 6, 2024, Work Session, the June 17, 2024, Regular Meeting and the June 20, 2024, Work Session. The motion was seconded by Rachel Murphy. The motion passed unanimously, 7-0.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President was not present and no report was provided.
- The Ossining Library Foundation update was provided by Leslie Allen, Chair who reported that she, Karen LaRocca-Fels and OPL Head of Patron Services Mallory Marinaro recently had a very productive meeting with Doug Kraus, Chair of the David Swope Foundation. Leslie also noted that the Ossining Library Foundation is actively seeking board members.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2. No updates reported.
- Devante Richards noted the importance of everyone getting out to vote in the November 2024 Presidential Election.

Director's Report

- Personnel Report
- Operating Budget and Revenue Report

Karen LaRocca-Fels reported to the Board that the monthly financial statement usually included in her report was not completed in time for inclusion. The Board noted the excellent jobs all department heads and staff are doing with the library's well-attended and diverse programming and outreach efforts. The Board noted that OPL staff had a table at the Ossining Village Juneteenth celebration where staff provided valuable information to residents and attendees on the extensive programs and events offered at the library. Staff also handed out library swag in the form of a reusable canvas bag featuring the OPL logo.

Committee Reports

President's Report

Amanda Curley expressed her appreciation for all the work the Board and library staff has

done in the past and will continue to do moving forward in the new fiscal year. She also singled out Library Assistant James Trapasso for his recent program on Black authors and for the positive feedback his program received. Cecilia Quintero noted that she had read a recent NY Times article on Black librarians. The other Board members requested that she share the article with them, which she agreed to do. The Board discussed taking a professional development field trip to the Schomburg Center for Research in Black Culture in Manhattan.

Policy, Bylaws, and Personnel Committee

- Use of Meeting Room and Performance Spaces Policy
- American Library Association Core Values

Alice Joselow, Chair of the Policy, Bylaws, and Personnel Committee reported that the committee had not met in several months and that there are no updates to report. She did note that she was glad to see from the Director's report that an official OPL Employee Policies/Handbook was being created by consultant Public Sector HR, and that the creation of this handbook has been a long-term goal that is finally coming to fruition.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Phil Rice, Chair of the Building and Grounds Committee, noted that the Board has questions regarding the cost-estimates provided by Lothrop. Phil noted that he ran some numbers regarding cost estimates, and they do not match numbers previously provided by Lothrop. He noted that the upcoming Work Session meeting on 07/11/24 will be attended by SGH via ZOOM and will focus solely and in detail on the three (3) repair options that SGH previously provided. Specifically: firming up the cost estimates; explaining in detail what the three (3) repair options entail; and discussing the estimated length of time to complete the project and the potential impact on neighbors and neighboring properties. Obtaining additional funding for the repair beyond the bond was also discussed by the Board. Related to the building project and the sinking sidewalk near handicap accessible parking, SGH dug three (3) test pits the lower lot today. The first two (2) test pits revealed nothing extraordinary. However, the third test pit revealed a previously unknown (and unrecorded on existing site plans) electrical line, as well as inconsistent fill quality. The first two pits will be closed tomorrow. Also, an electrician is coming tomorrow to verify if the electrical line in the third pit is active and to trace where it goes. The Board discussed the possible need to repair the sinking sidewalk in the lower lot near the handicapped accessible parking before the larger project is started and decided that this would be feasible, if required. The Board questioned if the poor fill quality discovered in the third test pit may indicate a larger issue of generally poor fill quality in the lower lot and discussed the possible need to remove the existing inconsistent fill and replace with higher quality fill. The Board decided that this would be addressed with SGH on 07/11/24.

Finance Committee

- Financial Advisor

Phil Rice, Chair of the Finance Committee, reported that the library had retained Noah Nadelson of Munistat as financial advisor for bond preparation. The Board discussed the recent meeting on 07/03/24, at the Ossining Union Free School District's administrative offices, between Finance Committee members, Library Director Karen LaRocca-Fels, Noah Nadelson,

and Ossining School district staff. The Board noted that roles still need to be defined regarding who is responsible for what and when. However, the Board believed that the meeting was productive. Karen reported that she has a ZOOM meeting scheduled for tomorrow morning with Lindsey Crockett, Esq. of the law firm Bond & Schoeneke to discuss retaining Ms. Crockett as the library’s counsel for the building project. Phil Rice noted that Mr. Nadelson of Munistat had begun calculations for potential tax implications related to the bond but added that until the Board chooses one of the three repair options presented by SGH and the scope of Lothrop’s work, what Mr. Nadelson could do would be limited. The Board also discussed the importance that the library’s Treasurer be invited to and attend Board and related meetings regarding the bond.

Board Goals

The Board noted that Board Goals is the sole topic at the upcoming Work Session meeting on July 18, 2024. Meghan Huppuch provided a brief update, indicating that still relevant goals would be continued into the new year, outdated goals would either be removed or repurposed, and that new goals would be added to include the bond and other issues that are of present importance.

Resolutions

Amanda Curley asked if the Board was amenable to voting on all proposed resolutions at one time. The Board agreed unanimously to vote on all resolutions in one vote. Amanda Curley read aloud the following resolutions:

RESOLUTION #14 Approval of Personnel Change

Name	Position	Department	FT/PT	Pay Rate	Change	*Effective Date
Anthony Apollonio	PT Cleaner	Buildings & Grounds	PT	\$22.11	Extended Sick Leave	01/26/2024

*Retroactive to 01/26/2024

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

RESOLUTION #15 Approval to pay the Westchester Library System (WLS) \$29,503.03 (\$24,172.81 for SLA ILS Maintenance Service [Invoice # AR00000293]; and \$5,330.22 for Digital Content Cost Share [Invoice # AR00000255]) for the time-period covering July 1, 2024, to December 31, 2024.

RESOLVED, that the Board of Trustees approves the payment of \$29,503.03 to the Westchester Library System (WLS) as detailed above.

RESOLUTION #16 Extension of the Ossining Public Library’s existing Long-Range Strategic Plan for an additional one (1) year, from December 31, 2024, to December 31, 2025.

RESOLVED, that the Board of Trustees approves the extension of the Ossining Public Library’s existing Long-Range Strategic Plan for an additional one (1) year, from December 31, 2024, to December 31, 2025.

Althema Goodson made a motion to approve all above resolutions. The motion was seconded by Meghan Huppuch. The motion passed unanimously, 7-0 and all motions were approved.

Old Business

- Parking Lot
- RFP for building project consulting

The Board noted that the parking lot project had been discussed in detail earlier in the meeting and required no additional comment. Karen LaRocca-Fels updated the Board on the status of the RFP reporting that the RFP went out to the two interested firms approximately two (2) weeks ago and she was waiting on their replies, due the end of July 2024. The Board has scheduled a Special Meeting on August 5, 2024, to review the RFP responses and choose the firm who will be responsible for project oversight of the lower parking lot retaining wall repair project.

New Business

- August Work Session

The Board noted that last year, no Work Session was scheduled for the month of August. The Board decided that there would be no Work Session scheduled for August 2024.

Public Comment

Devante Richards wished all in attendance a good summer.

Amanda Curley asked for a motion to enter Executive Session. The motion was put forward by Meghan Huppuch and seconded by Alice Joselow and unanimously approved, 7-0. The Board entered Executive Session at 8:42pm.

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.

Meghan Huppuch made a motion to exit Executive Session. The motion was seconded by Althema Goodson and unanimously approved, 7-0. The Board exited Executive Session at 8:55pm.

Adjournment

Amanda Curley asked for a motion to adjourn. Meghan Huppuch made a motion to adjourn the meeting. The motion was seconded by Althema Goodson. The motion to adjourn passed unanimously, 7-0. The meeting was adjourned at 8:55pm.

Scheduled Upcoming Meetings

Thursday, July 11, 2024, 6:00pm – Special Meeting

Monday, July 15, 2024, 11:00am – Building & Grounds Committee Meeting

Thursday, July 18, 2024, 6:00pm – Work Session

Monday, August 19, 2024 – Regular Meeting

Thursday, September 5, 2024 – Work Session

Monday, September 16, 2024 – Regular Meeting

Thursday, October 10, 2024 – Work Session

Monday, October 21, 2024 – Regular Meeting