

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
**Work Session**  
**July 18, 2024 – 6:00pm**  
**2<sup>nd</sup> Floor Conference Room**  
**53 Croton Ave., Ossining, NY;**  
**11 Prince Road, West Yarmouth, MA;**  
**25 Ellis Place, Ossining, NY**

**Meeting Minutes**

BOT members present: Amanda Curley and Meghan Huppuch.

BOT members attending remotely via ZOOM, with advance notice: Alice Joselow and Rachel Murphy.

BOT member attending remotely via ZOOM, without advance notice: Althema Goodson.

BOT member absent with advance notice: Phil Rice.

BOT member absent without advance notice: Cecilia Quintero.

OPL staff present: Karen LaRocca-Fels and Steve Hamilton.

Call to Order – Amanda Curley called the meeting to order at 6:04pm.

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.

Board Discussion

The Board discussed the status of their three (3) previously stated 2023-2024 goals:

**Goal 1: Building Project and Bond** – Board members will support the library in getting the bond to vote in 2024 by participating in time-sensitive discussions and contributing to decisions related to the bond and building project.

**Goal 2: Outreach and Engagement** – Board members will engage in outreach activities to increase the visibility of the Board, share about the library's work, and gather feedback from the public. (Outreach activities include monthly tabling hours at the library, attending library programming, and supporting the library director in scheduling meetings with community groups).

**Goal 3: Professional Development** – The Board of Trustees will use its \$2,000 professional development budget to schedule a training that addresses gaps in knowledge related to library board members' engagement in advocacy and pertinent laws.

And the **measures of success** for each goal:

**Goal 1:** Project decisions are made in a timely manner allowing the bond to move forward; and the library bond will go to vote in 2024.

**Goal 2:** Each trustee will participate in an undefined number of outreach and engagement activities in 2023-2024; trustees will work with the library director to identify five new community organizations/groups – that they have an existing

relationship with – to meet in 2023-2024; and trustees will use those connections to facilitate meetings with new community organizations/groups, including making the introduction to the library director and attending the meeting.

**Goal 3:** The Board will receive professional development related to advocacy; and the Board will receive documentation of their professional development requirement.

And the various relevant **action steps, timelines, responsibilities, and status of each goal.**

The Board decided the following:

- That all existing goals remain relevant and are manageable and attainable.
- That moving forward fiscal years will be used for the goal attainment timeframe. This will replace the current annual years being used, i.e., 2023, 2024, 2025, etc.
- That all existing goals will continue into the 2024-2025 fiscal year.
- That the vote for the bond for the building project will be updated from year 2024 (as presently stated in Goal 1: Building Project) to 2025 which better reflects the current status the building project.
- That the hiring of a project manager to manage the building project related to the bond instead of the Board and the library director doing this work will be added in the action steps in the Building Project and Bond goal.
- That exploring having an afterhours, open house at the library for meeting the trustees and touring the library will be added to the Outreach and Engagement goal and action steps.
- That exploring having “conversation starters” present at Meet the Trustee events will be added to the Outreach and Engagement goal and action steps. The Board noted that while all who attended and met with the Board at these prior events seemed enthusiastic, there is a need to focus the discussion on matters that are important to the community at large and that the Board would like to hear from attendees.
- That the New York Library Association (NYLA) presentation by Meghan Huppuch and Althema Goodson scheduled for November 2024 will be added to both the Outreach and Engagement and Professional Development goals and action steps.
- That several action steps towards successful achievement of the goals will be redefined to better reflect where the Board currently is in the relevant action step process.
- That several action steps will be redesignated as “on-going” to better reflect their fluid status.
- That an easy-to-use diagnostic checklist will be developed by the Board for Board use to objectively measure action step progress towards goal attainment.
- That a similar, easy to use and concise poll will be developed by the Board for consideration to disseminate to individuals attending Meet the Board events to measure community engagement.
- That the Board is cognizant of its \$2,000 per fiscal year professional development budget and that it did not utilize any of its budget during last fiscal year. The Board are actively seeking ways to put its budget to the most efficient and effective use in the upcoming fiscal year.

Althema Goodson left the meeting at 7:14pm, due to a prior commitment.

Adjournment – Amanda Curley asked for a motion to adjourn the meeting. Alice Joselow made a motion to adjourn, and the motion was seconded by Meghan Huppuch and the meeting adjourned at 7:22pm.

Scheduled Upcoming Meetings

Monday, August 5, 2024, 11:00am – Special Meeting for the purpose of approving Project Management Contract

Monday, August 19, 2024 – Regular Meeting

Thursday, September 5, 2024 – Work Session

Monday, September 9, 2024 – B&G Committee Meeting

Monday, September 16, 2024 – Regular Meeting

Monday, October 7, 2024 – B&G Committee Meeting

Thursday, October 10, 2024 – Work Session

Monday, October 21, 2024 – Regular Meeting