

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
August 26, 2024 – 7:00pm (Rescheduled)
2nd Floor Conference Room
53 Croton Ave., Ossining, NY

DRAFT Meeting Minutes

Board of Trustees members physically present: Meghan Huppuch, Rachel Murphy, Cecilia Quintero, Phil Rice, and Althema Goodson (arrived at 7:05pm)
Board of Trustees members absent with prior notice: Amanda Curley and Alice Joselow
Friends of the OPL and the OPL Foundation members present: Nancy Panagacos and Leslie Allen, respectively.
OPL Staff physically present: Karen LaRocca-Fels and Steve Hamilton (until 8:00pm)
OPL Staff attending remotely via ZOOM: Molly Robbins
Member of the general public present: Devante Richards

Call to Order

At 7:00pm, Meghan Huppuch called the meeting of the Board of Trustees to order.

Meghan Huppuch 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

Phil Rice made a motion to accept the Minutes of the July 8, 2024 Reorganization Meeting, the July 8, 2024 Regular Meeting, the July 11, 2024 Special Meeting, the July 18, 2024 Work Session and the July 23, 2024 Special Meeting. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President reported that the Board of the Friends met on Wednesday, August 28, 2024. Unsold books from prior book sales have been donated to Hudson Link. On September 7, 2024, the Friends will be collecting books for their next book sale, scheduled for October 4-5, 2024. They will be trying a new process for accepting donations whereby the donated books are vetted as they are provided. Those deemed sellable will be kept and those deemed unsellable will be given back to the donor. This should limit the number of books left over after the sale. She also noted that National Friends of Libraries week is October 20 – 26, 2024.
- Ossining Library Foundation Update, Leslie Allen, Chair reported that the Foundation has a new Board Member – Brian Avenious and that the Foundation Board now has five (5) members. There is an upcoming meeting this Fall of local Library Foundation organizations and OPL Foundation members will be attending.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 – no report was provided.

Director's Report

- Personnel Report

The Board had no questions.

- Operating Budget and Revenue Report

Phil Rice, Finance Committee Chair asked if the June 2024 year-to-date financial report would be included in the next meeting's agenda. Karen LaRocca-Fels stated that both the June and July 2024 reports would be ready and provided to him ahead of the next meeting.

Committee Reports

Vice President's Report

Meghan Huppuch in her capacity as head of the Board of Trustees in Board President Amanda Curley's vacation absence requested that Board members serving on existing committees work together to schedule and calendar upcoming meetings, a process that she is willing to assist in facilitating. All Board members present agreed to do so.

Policy, Bylaws, and Personnel Committee

- Use of Meeting Room and Performance Spaces Policy – no update to report
- American Library Association Core Values – no update to report
- Imposing financial fines on patrons who do not return OPL provided museum passes timely:

The Policy, Bylaws, and Personnel Committee has not yet had a chance to meet. However, the one new item that warranted the Board's attention for future reference is a potential assessment of a monetary fine when a patron takes out and returns a museum pass late. There has been increased instances of this recently. The late return of a museum pass renders the pass unavailable for other patrons to use. Karen LaRocca-Fels noted that the OPL does assess fines on the late return of borrowed video games for similar reasons. The proposal will first be discussed in detail at the next Policy, Bylaws, and Personnel Committee meeting before a final proposal is brought before the Board for a vote.

Also, noting that only two (2) Board members are presently on the Policy, Bylaws, and Personnel Committee, both Althema Goodson and Rachel Murphy both joined as committee members, with Althema being willing to take a leading role in sitting Committee Chair Alice Joselow's absence.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Phil Rice reported the following:

- On August 7, 2024, he received an updated cost estimate from the architect and was able to discuss and resolve discrepancies he noted in previous estimates;
- The Board are much closer to having all of the necessary information to make a

final decision on the scope of the building project;

Molly Robbins and Karen LaRocca-Fels reported the following:

- Molly Robbins reported that she had a conversation today with Dominic Calgi of Calgi and that he indicated that by the end of September 2024, he anticipated putting in an RFP for Building Project Consultation;
- Karen LaRocca-Fels reported that she and Molly will schedule a meeting with all involved parties to clarify cost, scope, responsibilities, and make sure that everyone is on the same page regarding the building project;
- Molly reported that she will meet and have a walk-through with Clean Air – the firm that has been involved with the maintenance of our HVAC system to ensure a smooth transition with no service disruptions in light of Building Consultant John Tortoso’s recent retirement;
- Molly reported that she is working on finalizing bilingual signage to be placed throughout entire property - interior and exterior;
- Alarm Specialist proposal to upgrade existing cameras;
- Record retention and destruction project coordinated with the Business Office;
- Circulation office area has been redesigned for better workflow.
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Finance Committee

- Phil Rice will be provided with the June and July 2024 financials before the next meeting;
- Phil reported that review of the financials he has indicated that we are in a solid financial position;
- Phil reported that the building project bond financial adviser is ready to go and just needs the relevant information from us regarding building project scope and cost;
- Phil stated that the Finance Committee have to be more diligent in scheduling regular committee meetings.

Community Outreach Committee

Althema Goodson reported that she is working on a document related to Community Outreach and the Long-Range Plan and she will share this document with fellow committee members Meghan Huppuch and Rachel Murphy once it is completed.

Board of Trustees’ (BOT) Goals

Meghan Huppuch requested feedback from the Board on the goals she created, as well as the format of the goals document. Board feedback was positive on both. Meghan advised that the Board should view the goals document as a “living” document, that is flexible and able to evolve and change, as necessary. Furthermore, Board members should refer to the goals document regularly to assess its relevance and feel free to propose changes if need be. Meghan also reminded the Board that the NYLA Conference in Syracuse was upcoming (November 6-9, 2024) where she, Amanda Curley, Althema Goodson, and Karen LaRocca-Fels will be attending and presenting on Board engagement. All Board members are invited to attend, as are the Friends of the OPL and the OPL Foundation.

Resolutions

RESOLUTION #18 Approval of Personnel Changes

07/01/24 Staff Wage Increases Stipulated by Existing Contracts, CSEA and Other – SEE ATTACHED

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Estacio, Shelley	Library Page	Circulation	PT	\$16.00	Resignation	08/17/24

RESOLVED, that the Board of Trustees approves the personnel changes referenced above and attached.

Althema Goodson made a motion to approve Resolution #18. The motion was seconded by Cecilia Quintero and passed unanimously, 5-0.

RESOLUTION #19 Approval to accept a \$60,000.00 Community Resiliency, Economic Sustainability and Technology (CREST) Grant received from the Dormitory Authority – State of New York (DASNY) to reimburse library expenses for work done on the Teen Room’s Offices.

RESOLVED, that the Board of Trustees approves the \$60,000.00 Community Resiliency, Economic Sustainability and Technology (CREST) Grant received from the Dormitory Authority – State of New York (DASNY) to reimburse library expenses for work done on the Teen Room’s Offices.

Althema Goodson made a motion to approve Resolution #19. The motion was seconded by Cecilia Quintero and passed unanimously, 5-0.

Old Business

- Parking Lot – there were no updates to report.

New Business

- With the recent retirement of John Tortoso, HVAC Consultant, the Board requested an update on the status of the pending Civil Service title of Building Superintendent. Karen LaRocca-Fels informed the Board that funds have been allocated in this year’s budget and that the required paperwork to establish the position is with Westchester County Civil Service and that we are waiting on their approval. The position must first be approved before we can move forward in the process.
- Pending 501 c3 organization request to use library meeting room for fundraiser – Karen LaRocca-Fels informed the Board that the organization has provided proof of 501 c3 status and that she has approved their use of a library meeting room, the date of which is still to be determined.
- RFP for building project consulting – discussed in detail earlier in the meeting during the Buildings & Grounds Committee report.
- Imposing financial fines on patrons who do not return OPL provided museum passes timely – discussed briefly earlier in the meeting during the Policy, Bylaws, and Personnel Committee discussion.
- Library van/CREST grant – Karen LaRocca-Fels informed the Board that the library is eligible for a \$50,000 grant through State Senator Pete Harckham’s office and that use of the funds to purchase a small cargo transport van would be

an appropriate use for the funds. The van would be used to transport library equipment to off-site locations where library personnel either provide programming or outreach. Molly Robbins reported that she is in talks with NYS regarding the required bid procedures.

- Recurring Adult Programs changes – Karen LaRocca-Fels informed the Board that the library will be scaling back some of the Adult Programming, for example: once per week programs will be changed to once every other week. This change is not budget related, but a decision to expand upon other library programs that are not presently available at the same frequency as the soon to be scaled back programming.

Public Comment

Devante Richards hoped that all had a pleasant summer, and he is looking forward to a good school year.

At 8:00pm, Althema Goodson made a motion for the Board to enter Executive Session. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

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.

At 8:41pm, Cecilia Quintero made a motion for the Board to exit Executive Session. The motion was seconded by Phil Rice and passed unanimously, 5-0.

Adjournment

At 8:43pm, Althema Goodson made a motion to adjourn the meeting. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

Scheduled Upcoming Meetings

Thursday, September 5, 2024 – Work Session Meeting
Monday, September 9, 2024 – B&G Committee Meeting
Friday, September 13, 2024 – Policy, Bylaws, and Personnel Committee Meeting
Monday, September 16, 2024 – Regular Meeting
Tuesday, September 17, 2024 – Community Outreach Committee Meeting
Friday, September 27, 2024 – Finance Committee Meeting
Monday, October 7, 2024 – B&G Committee Meeting
Thursday, October 10, 2024 – Work Session Meeting
Friday, October 11, 2024 – Policy, Bylaws, and Personnel Committee Meeting
Tuesday, October 15, 2024 – Community Outreach Committee Meeting
Monday, October 21, 2024 – Regular Meeting
Friday, October 25, 2024 – Finance Committee Meeting
Wednesday, October 30, 2024 – Long-Range Strategic Plan Committee Meeting