

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Meeting***  
***September 16, 2024 – 7:00pm***  
***2<sup>nd</sup> Floor Conference Room***  
***53 Croton Ave., Ossining, NY***

***Approved Meeting Minutes***

Board of Trustees members physically present: Meghan Huppuch, Althema Goodson, Rachel Murphy, Cecilia Quintero, and Phil Rice

Board of Trustees member absent with prior notice: Amanda Curley

Board of Trustees member present remotely via Zoom: Alice Joselow (not voting, due to her remote location address not being included on the agenda)

OPL Staff physically present: Karen LaRocca-Fels, Steve Hamilton

OPL Staff present remotely via Zoom: Molly Robbins

OPL Foundation member physically present: Leslie Allen

Friends of the OPL member physically present: Vice President Nancy Lutwin (attending due to President Nancy Panagacos' absence)

Member of the public present: Devante Richards

Call to Order

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

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

Althema Goodson made a motion to accept the Minutes of the August 26, 2024, Regular Monthly Meeting and the September 5, 2024, Work Session 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 Update was provided by VP Nancy Lutwin. The Friends have an upcoming book sale on October 4 & 5, 2024. They collected books for the sale on September 7, 2024, and utilized a new collection method by sorting the books at point of donation. This allowed for books deemed sellable to be collected and books deemed unsellable (for ex. due to poor condition) to be left with the donor. The new collection method reduced the number of books that were previously thrown away by approximately sixty percent (60%). Of the approximately 200 cartons of unsold books from prior sales, all but one were donated to Hudson Link. Friends of the Library week is October 20 – 26, 2024, and the OPL Friends have a meet and greet planned. For March 2025 – target dates March 7 & 8 – the Friends are planning a mini-golf event to be held at the OPL. They are looking to

have the March 7<sup>th</sup> event in the evening and will be directed at adults and the March 8<sup>th</sup> event in the early afternoon directed at families. Donations for both events will be solicited from attendees. The Friends are also seeking corporate sponsorship and have contacted local Chambers of Commerce. Request for Karen LaRocca-Fels to provide the Friends with contact information for contractors who have done work for the OPL for possible sponsorship.

- Ossining Library Foundation Update, Leslie Allen, Chair. The Foundation was present at the September 15, 2024, Star of Bethlehem event. A flyer highlighting the work of the Foundation was handed out with donated books at this event. The Foundation planned to replicate this at the Village Fair before it was cancelled. Foundation looking to do more advocacy, like the Friends. Noted that a new Foundation board member works in marketing and plans are to utilize their skills. Two (2) “little libraries” have been set-up. One near the river and one closer to the OPL.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2  
No update was provided.

### Director’s Report

- Personnel Report
- Operating Budget and Revenue Report

The Board accepted the Director’s written report without questions. The Board noted the increased participation numbers and the adult reading program and congratulated OPL staff for the great work. Battle of the Books to be held at the Ossining High School (now at Anne M. Dorner Middle School) on 10/26/24. Requested that volunteer links be sent to all Board members.

### Committee Reports

#### Vice President’s Report

Meghan Huppuch provided a verbal report. She noted that this would be her last report as acting Board President as President Amanda Curley would be back for next month’s Board Meeting. Board discussion focused on the calendar/document Meghan created to facilitate Board members’ sign-up for available Meet the Trustees dates. Meghan encouraged all Board members to review the available dates and sign up. Meghan’s color-coded Board Committee meeting calendar has been finalized with all Committee dates and times entered. She thanked all involved in finalizing the calendar. Banned Books Week is upcoming between 09/22-09/28/24. She noted that NYLA has an online program where one can record a brief video reading from a banned book and upload it to the NYLA website. She encouraged all present to consider doing so.

#### Policy, Bylaws, and Personnel Committee Report

- Revision to the Circulation Policy

Meghan Huppuch volunteered to chair the committee until Alice Joselow, Committee Chair returned to New York. Meghan noted that the proposed new policy of assessing financial fines on patrons who return museum passes late would be discussed at the next committee meeting prior to presenting it to the full Board for discussion and vote. Board discussion focused on prioritizing policies going forward and involving OPL staff so that the committee has a clearer idea where the policy focus should be. The existing

policy tracking document is out of date and moving forward it is advisable that the committee create a new document. All agreed to re-create one document to list policy focus moving forward. The committee confirmed that the next meeting date is Friday, 10/11 at 10am. Alice will attend virtually from San Francisco.

#### Building and Grounds Committee Report

- Recommendation of Lothrop scope of work
- Recommendation of project manager
- Update on Building Project
- General B&G Report

Phil Rice provided a verbal report. Board discussion focused on advancing the building project. Line by line review of Lothrop's original proposal resulted in deletions, for example: new floor for the Cheever Reading Room, new floor for the Children's Room. The Board decided that since SGH will do the retaining wall work repair work, they should also do the work on the traffic circle and sidewalk in the lower lot. This resulted in an estimated cost reduction of \$1.3 million. The new/revised budget estimate is now \$25.139 million (excluding SGH's work). The Board noted that several items included in Lothrop's recent proposal were not in the original contract and that their contract would need to be amended accordingly. Similarly, SGH's recent proposal will also have to be amended to include changes in work transferred from Lothrop. Thereafter, the committee recommendation is that the project be moved forward by having a proposal prepared for a full Board vote.

The Board noted that all involved parties are clear on the scope of the work. The Board discussed the status of Project Manager. Karen LaRocca-Fels and Molly Robbins met with two possible firms. Of the two firms, Calgi has more experience working with library construction projects. The committee recommendation is that the BOT approve the resolution to appoint Calgi as Project Manager. The Board discussed if there appear to be any availability or timeline issues with our contractors and noted that based upon anticipated timelines and scope of work, there do not appear to be any scheduling conflicts. The Board noted that a clear chain of command for the building project is critical, with clear, on-going communication between Project Manager and the Board so that the Board can appropriately monitor the status of the project. Calgi comes highly recommended - libraries who have previously utilized their services continue to recommend them. Discussion on where the project stands in relation to our Bond Financial Advisor Noah Nadelman. The committee and Board agree that the building project is at the point that requesting tax impact estimates on various projected bond dollar amounts (i.e., \$28m, \$30m, and \$32m) is appropriate. SGH is working on providing an estimate for the repair to the lower-level parking lot sidewalk, as this project cannot wait to be completed as part of the larger retaining wall project. Update on our HVAC system: Clean Air continues to be our contractor. They were on-site today for scheduled repairs. OLA will be on-site on 09/20/24 for a scheduled walk through with Phil, Karen, Molly, and Custodian Steve Garrett to look at our HVAC system. The system is presently operating satisfactorily. OLA will coordinate with SGH, so that their work coincides with SGH.

Cecilia Quintero left the meeting at 7:40pm. She returned to the meeting at 7:44pm.

### Finance Committee Report

Phil Rice stated that the Finance Committee will review last year's Budget numbers and Financial Reports. The Board noted the process improvement created by OPL Treasurer Jaime Aguirre – a form to streamline processes for the OPL bank account check signers.

### Community Outreach Committee Report

Althema Goodson provided a verbal report noting that the committee is scheduled to meet tomorrow. Current committee members are Althema, Meghan Huppuch, and Rachel Murphy.

### Board of Trustees' (BOT) Goals Report

Meghan Huppuch provided a verbal and written report. She reported that action steps will be added to the BOT Goals Report (provided with the meeting agenda) as the Board moves forward. She noted the upcoming panel discussion at NYLA. The panelists (which includes Meghan, Althema, and Karen LaRocca-Fels) and moderator will meet virtually tomorrow. Parliamentary rules training – Meghan has not yet heard back from the training organization so she will follow-up and have an update next meeting.

### Long Range Strategic Plan Report

Althema Goodson reported that the next committee meeting date is TBD. Alice Joselow requested that she be informed when the date is set and Althema said she would provide the committee meeting date once it is scheduled.

### Resolutions

#### **RESOLUTION #20 Approval of CSEA Union Contract**

**BE IT SO RESOLVED**, that the Ossining Public Library Board of Trustees hereby ratifies and approves the Memorandum of Agreement between the Ossining Public Library and the CSEA Local 1000, AFSCME, AFL-CIO, covering the period July 1, 2024 – June 30, 2027, and authorizes the expenditure of funds consistent therewith; and

**BE IT FURTHER RESOLVED**, that the President and/or Vice President of the Board and Library Director are authorized to execute a collective bargaining agreement covering the period from July 1, 2024 through June 30, 2027 that is consistent with the Memorandum of Agreement.

Cecilia Quintero made a motion to ratify, approve, and execute Resolution #20. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

#### **RESOLUTION #21 Approval of Lothrop Building Project Scope of Work as Outlined in Lothrop's document dated September 9, 2024.**

**RESOLVED**, that the Board of Trustees accepts the attached scope of work from Lothrop dated September 9, 2024, for renovations to the interior and immediate exterior of the Library Building.

Phil Rice made a motion to accept Resolution #21. The motion was seconded by Cecilia

Quintero and passed unanimously, 5-0.

**RESOLUTION #22 Approval of Project Management Proposal from Calgi**

**RESOLVED**, that the Board of Trustees approves the Project Management Proposal from Calgi dated September 6, 2024, in the amount of \$17,600.00.

Cecilia Quintero made a motion to accept Resolution #22. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

**RESOLUTION #23 Approval of the Westchester Library System (WLS) Information Technology (IT) Service Level Agreement (SLA) in the Amounts of \$50,521.18 (Integrated Library System - ILS) and \$11,212.25 (Digital Content Cost Share) for the Calendar Year 2025**

**RESOLVED**, that the Board of Trustees approves the Westchester Library System (WLS) Information Technology (IT) Service Level Agreement (SLA) in the Amount of \$50,521.18 (Integrated Library System – ILS) and \$11,212.25 (Digital Content Cost Share) for the Calendar Year 2025.

After brief conversation between Board members noting that the rates being charged are lower than they could be since the OPL handles some tech matters internally, for example: email, Rachel Murphy made a motion to accept Resolution #23. The motion was seconded by Cecilia Quintero and passed unanimously, 5-0.

**RESOLUTION #24 Approval of the Project Thrive Program's use of library space**

**RESOLVED**, that the Board of Trustees approves the use of library space at no charge by the Ossining Union Free School District for the Project Thrive program to run a once monthly pop-up thrift store as an educational experience for their students and a fundraiser for their program as outlined in their proposal.

The Board noted that the program in the above resolution will be provided by the Ossining Public Schools at no cost to the OPL and will provide life skills training to an underserved age group (18-22-year-olds with developmental differences) addressing a Long-Range Strategic Plan Goal of the OPL, Althema Goodson made a motion to approve Resolution #24. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

Old Business

- Parking Lot
- Project Management Consulting
- Fines on Late Return of Museum Passes

All the above items were discussed by the Board earlier in the meeting.

New Business

- Westchester Library System (WLS) Information Technology (IT) Service Level Agreement (SLA)
- Project Thrive library space use.

Both items of New Business were addressed and approved via Resolutions #23 and #24.

Public Comment

Devante Richards noted the upcoming U.S. Presidential election and the importance of everyone getting out and voting.

At 8:12pm, a motion to enter Executive Session was made by Althema Goodson. 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 8:30pm, a motion to exit Executive Session was made by Cecilia Quintero. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

#### Adjournment

At 8:32pm, a motion to adjourn the meeting was made by Rachel Murphy. The motion was seconded by Phil Rice and passed unanimously, 5-0.

#### Scheduled Upcoming Meetings

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

Thursday, October 10, 2024 – Work Session

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