

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
October 21, 2024 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY;
54 Pinesbridge Rd., Ossining, NY 10562

DRAFT MEETING MINUTES

OPL BOT Members physically present: Amanda Curley, Meghan Huppuch, Alice Joselow, and Rachel Murphy
OPL BOT Member attending remotely via Zoom (with prior notice): Phil Rice
OPL BOT Member absent with prior notice: Cecilia Quintero
OPL BOT Member absent without prior notice: Althema Goodson
OPL Staff physically present: Karen LaRocca-Fels, and Steve Hamilton
OPL Staff attending remotely via Zoom: Molly Robbins
Friends of the OPL Member physically present: Nancy Panagacos
OPL Foundation Member physically present: Leslie Allen
Members of the public physically present: Devante Richards, Andrea Miller, and Neil Miller

Call to Order

At 7:02pm, Amanda Curley called the meeting to order. At 7:04pm, Rachel Murphy arrived.

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.

Approval of Prior Meeting Minutes

A motion to accept the minutes of the September 16, 2024, Regular Monthly Meeting was made by Meghan Huppuch. The motion was seconded by Rachel Murphy and passed unanimously, 5-0.

Public Comment

Artist Andrea Miller, who will have an art exhibit at the OPL from November 1-30, 2024, asked to speak directly to the Board about her collage artwork which focuses on controversial, current political and world events. The Board informed Ms. Miller that OPL strictly adheres to the American Library Association's (ALA's) Bill of Rights and the OPL's own Gallery Policy.

The Board also informed Ms. Miller that the OPL is an election polling place. Because of this, and particularly because the gallery location is the same physical location where voting will take place, any artwork that a reasonable person could interpret as being

either for or against either Presidential candidate and/or their respective political parties could not be shown on Election Day - Tuesday, November 5, 2024. Otherwise, there are no limitations on the content of the artwork that Ms. Miller intends to show. Ms. Miller acknowledged that she understood and would abide by this very narrow and time-specific limit.

The Board did also note the importance that the local community which the OPL serves understand that the OPL is politically neutral and that the content of any artwork shown in the OPL gallery spaces is solely the responsibility of the exhibiting artist.

Devante Richards noted that with the school bond passage he looks forward to seeing the building upgrades.

- Friends of the Ossining Public Library Update, Nancy Panagacos, President Friends of the OPL President Nancy Panagacos provided a verbal report. She noted that the recent book sale (October 4-5, 2024) had earned \$1,832.00, which is the highest amount they have ever earned for a two-day sale which she attributed to their new book collection practice of vetting and not accepting unsellable books at the point of donation. She noted that this week is the National Friends of the Library Week and that new members have joined the Friends. For additional fundraising, they are having an upcoming Etsy Craft Sale, as well as planning Pop-Up book sales with holiday and seasonal materials. Their Indoor Mini Golf Event at the OPL is planned for March 7-8, 2025. With Friday the 7th being in the evening and directed at adults and Saturday the 8th being during the day and directed at families. They are still seeking financial sponsors and asked that any leads for potential sponsors be forwarded to her. Board discussion on are their different levels for sponsors. Yes: \$100, \$150, \$250. The Friends will approach local golf courses to see if they are interested in sponsorship.

- Ossining Library Foundation Update, Leslie Allen, Chair
OPL Foundation Chair Leslie Allen provided a verbal report. The Foundation is seeking new board members and looking into grant writing.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2
No updates to report.

Director's Report

- Personnel Report
- Operating Budget and Revenue Report

Karen LaRocca-Fels provided a written report. Board discussion focused on the importance of the Finance Committee and Board coming to consensus on the estimated tax impact and bond amount necessary to pay for the required parking lot and building upgrades and repairs. Finance Committee Chair Phil Rice agreed, but noted more discussion was necessary prior to final consensus. Karen noted that the July-August 2024 Operating Budget and Revenue Report that was not included in the Board packet for this meeting will be finalized and ready ahead of the next Finance Committee meeting on Friday, October 25, 2024.

Committee Reports

President's Report

Amanda Curley provided a verbal report with photographs from her visits to three separate libraries during her recent, extended trip to the United Kingdom. Amanda noted that the libraries she visited were sparsely staffed, with most functions being fully automated. Most library materials are available only in digital format. This may be an extension of the general trend in the UK to use credit/debit cards much more frequently than cash. Related to this, there was a very limited collection of physical books available.

Due to lack of staff, the libraries she visited were in general disarray with unshelved books and materials. She spoke with a library director at one of the smaller libraries that she visited who informed her that the only staff at that location were the director, one librarian, and one custodian and that funding for the various libraries in the UK are a blend of taxpayer and private sector. The Board noted the report's informative nature in highlighting the structure and operations of a library abroad, as contrast to the structure and operations of the OPL.

Policy, Bylaws, and Personnel Committee

Committee Chair Alice Joselow provided a verbal report. She reported that the committee had recently met and will continue to utilize the existing Excel Spreadsheet policy tracking document. She noted the importance of involving Karen LaRocca-Fels and OPL staff in the prioritization and formulation of new policies.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Building and Grounds Committee Chair Phil Rice provided a verbal report. He noted that the scope of parking lot and building repairs has been worked out. Next step is proposals from Lothrop. Original proposal did not include extra work, so they submitted a new proposal. SGH has also submitted an updated work proposal. On October 1, 2024, Calgi project meeting took place. Next steps are work assignments for Lothrop and SGH discussed at upcoming meeting. Noted the recent OLA library building walkthrough. Steve Garrett – OPL's Custodian, also attended the OLA walkthrough and Phil noted that he is very knowledgeable and keeps the library going in the near term. Meghan Huppuch reported that at last B&G Committee meeting David Chen of Calgi was present and provided important advice on how to move the project forward. Molly Robbins concurred, adding that the building project will benefit from Calgi's experience. Molly also reported that new picnic tables have been installed and are getting a lot of use with the great weather. She commended the excellent work of the OPL B&G staff who assembled and installed the tables.

Finance Committee

Finance Committee Chair Phil Rice provided a verbal report. The Committee met on September 27, 2024, and reviewed prior financial reports. They are meeting again on Friday, October 25, 2024. Hope to reach consensus on the amount and timing of the

bond and the best way to focus efforts moving forward. Meghan Huppuch recommended that all Board members view the online Trustee continued training video on how to connect and coordinate efforts with the Library's Treasurer.

OPL Board Goals

Meghan Huppuch provided a verbal report. She noted that the goals have not been updated for this meeting and that the plan is to revisit them after the upcoming NYLA Conference presentation. Meghan, Althema Goodson, and Karen LaRocca-Fels are all going to the NYLA Conference in Syracuse, NY the first week of November 2024, to make a presentation on Trustee Engagement. The "Meet the Trustees" for October 2024 has been cancelled and that dates will be scheduled for November 2024. The Board noted that some members are participating in the upcoming Battle of the Books which connects to the Board Goal of increased Community Outreach.

OPL Board Outreach Committee

Althema Goodson, Committee Chair reported no updates. The Board clarified that the Committee also includes Meghan Huppuch and Rachel Murphy as Committee members, and that Amanda Curley will regularly attend its meetings.

Resolutions

RESOLUTION # 27 Approval of the Revised Library Circulation Policy Dated October 3, 2024

RESOLVED, that the Board of Trustees approves the Revised Library Circulation Policy Dated October 3, 2024

A motion was made by Alice Joselow to approve Resolution # 27. The motion was seconded by Meghan Huppuch and passed unanimously, 5-0.

RESOLUTION # 28 Approval of Personnel Change

Name	Position	Department	FT/PT	Change	Effective Dates
Eickler, Lisa	Library Clerk	Circulation	PT	Unpaid Leave of Absence	10/16/24 to 12/16/24

RESOLVED, that the Board of Trustees approves the above Personnel Change

A motion was made by Rachel Murphy to approve Resolution # 28. The motion was seconded by Meghan Huppuch and passed unanimously, 5-0.

Old Business

- Fines on Late Returns of Museum Passes

Board discussion noted that this item of old business was addressed earlier in the meeting via the approval of Resolution # 27.

New Business

- Continuation of Library Services Team

Karen LaRocca-Fels reported that the team's purpose is to ensure the continuation of OPL services during the extended time-period that the OPL building and parking lot will be closed due to repair work. This includes seeking an alternative location to continue

library services, staffing the OPL with personnel to provide curbside services and pull books to be transported to alternate location, and similar. The team consists of OPL staff members Karen LaRocca-Fels, Molly Robbins, James Trapasso – Adult Services, Trish Sabini – Children’s Services, and Mallory Marinaro – who has a dual role of communications and patron services. Board members on team are Amanda Curley, and Alice Joselow. OPL staff team members first met about two months ago. The entire team will convene again, as clearer timeframe for bond and building work comes into focus. The true impact of the disruption in services is yet to be determined.

- Legislative Advocacy

Karen LaRocca-Fels added this item to the agenda to remind the Board to connect with elected officials both prior to and as we move forward with the building project. There may be infrastructure funds available to offset the bond amount.

- November Art Exhibit

Board discussion noted that this item of new business was addressed earlier during public comment.

Public Comment

Devante Richards reminded everyone to vote on Election Day and to remember to set their clocks back for daylight savings.

The Board did not enter Executive Session.

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.

Adjournment

At 8:10pm a motion to adjourn the meeting was made by Meghan Huppuch. The motion was seconded by Alice Joselow and passed unanimously, 5-0.

Scheduled Upcoming Meetings

Friday, October 25, 2025 - Finance Committee Meeting
Wednesday, October 30, 2024 – Long-Range Strategic Plan Committee Meeting
Monday, November 4, 2024 – B&G Committee Meeting
Thursday, November 14, 2024 – Work Session
Friday, November 15, 2024 – Policy & Personnel Committee Meeting
Monday, November 18, 2024 – Regular Meeting
Tuesday, November 19, 2024 – Community Outreach Committee Meeting
Friday, November 22, 2024 – Finance Committee Meeting
Monday, December 2, 2024 – B&G Committee Meeting
Thursday, December 5, 2024 – Work Session
Friday, December 13, 2024 – Policy & Personnel Committee Meeting
Monday, December 16, 2024 – Regular Meeting
Tuesday, December 17, 2024 – Community Outreach Committee Meeting
Friday, December 27, 2024 – Finance Committee Meeting