

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Work Session Meeting
November 14, 2024 – 6:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY,
77 State Street, Ossining, NY**

DRAFT MINUTES

OPL BOT Members physically present: Amanda Curley, Meghan Huppuch, Rachel Murphy, Cecilia Quintero, and Phil Rice

OPL BOT Member on agenda as attending remotely via Zoom: Althema Goodson
(NOTE: Althema Goodson did not attend the meeting)

OPL BOT Member absent with prior notice: Alice Joselow

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

Call to Order

At 6:01pm, Meghan Huppuch called the meeting 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.

Board Discussion

- Bond Vote Amount and Date

The Finance Committee has received from the library's bond advisor Noah Nadelman the scope of the potential tax impact of the various work proposals. The Committee has reviewed these estimates, and the BOT discussed the importance of coming to agreement on a total bond amount that is both realistic and necessary to complete the required work. The BOT decided that \$30 million is the appropriate bond amount. The target date for the bond was also discussed. Coordination of all aspects of work project between the various contractors – Lothrop, SGH, and Calgi – and the BOT was also discussed.

- Trustee Handbook Book Club - <https://midhudson.org/trusteebookclub/>

The BOT discussed the importance that all members of the BOT review the above online program. Those who attended noted that the training addressed important areas of interest to the BOT.

- Treasurer

The BOT discussed the importance of engaging the Library's Treasurer with both the bond vote and building project finances, and for day-to-day financial matters.

- Checks Warrant Procedures

The BOT discussed implementing a new procedure for the BOT to review Library checks that will be more consistent with generally accepted procedures, as outlined in continuing education trainings attended by BOT members. This new procedure will also involve engagement with the Library's Treasurer.

- Friends/Foundation Agreement

The BOT reviewed sample Memorandums of Understanding (MOUs) obtained by BOT members at continuing education trainings. The BOT discussed the potential use of these to clarify and formalize the agreements between the OPL and the Friends/Foundation.

- Discussion about Committee Meetings

The BOT discussed consolidating Committee Meetings that may contain overlapping matters of interest, for example Buildings and Grounds and the Finance Committee related to the building project and bond, and cancelling Committee Meetings if it is determined that no new pressing business matters are at hand.

Adjournment

On a motion by Cecilia Quintero, seconded by Rachel Murphy, the meeting was adjourned at 7:19pm.

Scheduled Upcoming Meetings

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 – Building & Grounds Committee Meeting

Thursday, December 5, 2024 – Work Session Meeting

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~~ Date TBD – Finance Committee Meeting