

**BOARD OF TRUSTEES**  
**OSSINING PUBLIC LIBRARY**  
***Regular Meeting***  
**November 18, 2024 – 7:00pm**  
**2<sup>nd</sup> Floor Conference Room**  
**53 Croton Ave., Ossining, NY**

**DRAFT MINUTES**

BOT Members physically present: Amanda Curley, Meghan Huppuch, Althema Goodson, Alice Joselow, Rachel Murphy, Cecilia Quintero, and Phil Rice  
Friends of the OPL Member attending remotely via Zoom: Nancy Panagacos, President  
Ossining Library Foundation Member attending remotely via Zoom: Leslie Allen, Chair  
OPL Staff physically present: Karen LaRocca-Fels, and Steve Hamilton  
OPL Staff attending remotely via Zoom: Molly Robbins  
Member of the public physically present: Devante Richards

Call to Order

Amanda Curley called the Meeting to order at 7:03pm.

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

Motion to Accept the Minutes of the October 17, 2024, Special Meeting and the October 21, 2024, Regular Monthly Meeting.

On a motion from Amanda Curley, seconded by Cecilia Quintero, and passed unanimously 7-0, the minutes from the October 17, 2024, Special Meeting were approved. On a motion from Amanda Curley, seconded by Rachel Murphy, and passed 6-0 (with Cecilia Quintero abstaining), the minutes from the October 21, 2024, Regular Monthly Meeting were approved.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President  
Nancy Panagacos provided a verbal report. The Friends had a successful week holding two in-person meet and greets. An Etsy Crafts Fair will be held at the OPL on November 23, 2024, with a portion of the sales proceeds benefitting the Friends. There are some possible new members for the Friends. The planned pop-up holiday book sale has been cancelled due to logistical reasons. Six sponsors are confirmed for the March 2025 Mini-Golf Event to be held in the OPL. They are continuing to seek additional sponsors. Alice Joselow offered for the BOT to sponsor a hole.
- Ossining Library Foundation Update, Leslie Allen, Chair  
Leslie Allen provided a verbal report. No updates to report. However, the Foundation is meeting this week and expects updates after then.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2  
Alice Joselow provided a verbal report noting no updates.

Devante Richards stated that he hoped that all who were eligible to vote in the recent Presidential Election did so.

### Director's Report

- Personnel Report
- Operating Budget and Revenue Report

Karen LaRocca-Fels provided a written report. BOT discussed the significant increase in Young Adult programs. Related to this is how well the OPL monitors - Tiffany, James, and Julian do with welcoming kids to the programs and, when necessary, working to redirect disruptive behaviors to help facilitate the smooth running of these programs. The BOT asked to confirm that the Baby Time program is funded by Swope Foundation funds – it is. The OPL staff has revamped and taken the lead on running in-house a bi-lingual doula program which has been well attended and received.

Recap of the successful presentation by Meghan Huppuch, Althema Goodson, and Karen at the recent NYLA Conference and plans to post information and photos from the conference on the BOT SharePoint page.

### Committee Reports

#### President's Report

Amanda Curley provided a verbal report noting no updates this evening but that she would present more later.

#### Policy, Bylaws, and Personnel Committee

Committee Chair Alice Joselow provided a verbal report indicating that the Committee will be meeting in December 2024 and expect to work on revisions to the BOT Bylaws regarding the duties of the Library Treasurer.

#### Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice provided a verbal report indicating that the regular contact and back and forth with the various contractors involved in the building project has been productive. Project scope, contractor responsibilities, costs, and timelines are coming into focus.

#### Finance Committee

Committee Chair Phil Rice provided a verbal report. As discussed, and agreed upon at the November 14, 2024, Work Session Meeting, \$30m is the proposed bond amount. Timelines and outreach still in progress. The Committee is also working with the Policy, Bylaws, and Personnel Committee on revisions to the BOT bylaws regarding the duties of the Library Treasurer.

Outreach and Engagement Committee

Committee Chair Althema Goodson provided a verbal report. Two Committee meetings were held with discussion focusing on the OPL hosting an afterhours open house, tour, happy hour, meet and greet with stakeholders sometime in January or February 2025.

Long-Range Strategic Plan (LRSP) Review Committee

Committee Chair Amanda Curley provided a verbal report. Draft template for tracking LRSP goals to be revised after reviewing all updates from the recent NYLA Conference. Will look to build off the information provided in Karen’s monthly Director’s Reports to track achievement of goals.

OPL Board Goals

Committee Chair Meghan Huppuch provided a verbal report. November’s updates are being implemented now related to the building project and bond and related outreach. Will seek date soon to reconnect with all involved in the bond outreach.

Resolutions

**RESOLUTION # 29 Approval of Personnel Changes**

Name	Position	Department	FT/PT	Change	Effective Date
SEE	ATTACHED	SPREADSHEET	New CSEA Contract	Salaries	07/01/24

**RESOLVED**, that the Board of Trustees approves the above and attached Personnel Changes

On a motion from Althema Goodson, seconded by Cecilia Quintero, and passed unanimously 7-0, RESOLUTION #29 was approved.

**RESOLUTION #30 Approval of the Bond Schoeneck and King Labor and Employment Services retainer dated October 4, 2024**

**RESOLVED**, that the Board of Trustees approves the Bond Schoeneck and King Labor and Employment Services retainer dated October 4, 2024

On a motion from Alice Joselow, seconded by Cecilia Quintero, and passed unanimously 7-0, RESOLUTION #30 was approved.

Old Business

- Continuation of Library Services Team

Karen LaRocca-Fels reported that although the Team had not met recently, she and other library staff have seen a few potential off-site locations for temporary relocation of some library services during the time-period that access to the OPL may be impossible or severely limited due to repair work being conducted. They will continue to seek out potential off-site locations.

- Legislative Advocacy

Outreach and Community Engagement Committee Chair Althema Goodson reported that sooner rather than later would be best to start outreach to local and state elected officials since after January 1, 2025, they will be beginning legislative sessions both here and in Albany.

### New Business

- Bond Schoeneck and King Labor and Employment Services retainer

The BOT noted that this matter was resolved via approval of Resolution #30 earlier this evening.

- Process for approval of check warrants

The BOT discussed revisions to the BOT bylaws to include the presentation of all check warrants at full BOT meetings for all members review and approval.

### Public Comment

Devante Richards wished all in attendance a Happy Thanksgiving holiday.

On a motion from Alice Joselow, seconded by Cecilia Quintero, the BOT entered Executive Session at 8:50pm.

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.

On a motion from Meghan Huppuch, seconded by Cecilia Quintero, the BOT exited Executive Session at 9:30pm.

### Adjournment

On a motion from Althema Goodson, seconded by Amanda Curley, the meeting was adjourned at 9:30pm.

### Scheduled Upcoming Meetings

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~~ Date TBD – Finance Committee Meeting