

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
December 16, 2024 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY

DRAFT MEETING MINUTES

BOT Members physically present: Amanda Curley, Meghan Huppuch, Althema Goodson, Rachel Murphy and Cecilia Quintero

BOT Members absent with prior notice: Alice Joselow and Phil Rice

OPL Staff physically present: Steve Hamilton, Ignayra Lopez and Suzy Zavarella (NOTE: Ignayra Lopez and Suzy Zavarella were present for the Battle of the Books awards presentation only).

OPL Staff attending via Zoom: Karen LaRocca-Fels and Molly Robbins

Friends of the Ossining Public Library member physically present: Nancy Panagacos

Ossining Library Foundation member attending via Zoom: Leslie Allen

Members of the public physically present: Devante Richards, Brian Rohlf, Sarika Rohlf, Jennifer Kang, Paul Jukes, Elisabeth Kang, Evangeline Rohlf, Madelyn Robinson-Lapolla, Chaitan Chimilio, Myra Jukes, Ellie Wells, Cora Bomwell, Sofia Magalhaes, Kristin Jukes, Jessica Wells, Leah Robinson, Sophia Robinson-Lapolla, David Lapolla, Paulo Magalhaes, Bela Magalhaes, and Anika Chimilio (NOTE: all except Devante Richards left the meeting after the presentation of the Battle of the Books awards)

Call to Order

Amanda Curley called the meeting to order at 7:02pm.

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.

Battle of the Books 2024 Participant Recognition

Amanda Curley presented plaques, medals, and certificates to all our Battle of the Books team members and coaches. Team members were asked questions about how they came up with their unique team names (the Mane Characters and the Ossining Orchids respectively) and their experiences in participating.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 14, 2024, Work Session Meeting and the December 5, 2024, Work Session Meeting.

On a motion from Rachel Murphy, seconded by Meghan Huppuch, and passed unanimously 5-0, the Minutes from the November 14, 2024, Work Session Meeting and the December 5, 2024, Work Session Meeting were approved.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President provided a verbal report indicating that the Friends had just wrapped up Friends of the Library Week with gifts of car magnets with their new logo being given out. Update provided on the planning and progress of the Friends' OPL in-door mini-golf fundraiser to be held in the New Year - \$3,000 in funding received so far; 14 sponsors are confirmed with half of the available holes already sold; 15 potential added sponsors have indicated interest; the Friends are still reaching out to the community for additional sponsors and donations; and the Friends' Annual Meeting will be held on Sunday, 01/26/25, at 2pm.
- Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal report. The Foundation is sponsoring a showing of the film Sing Sing on 02/22/25 at 2pm in the Budarz Theater. The showing is 8 days before the Oscars Awards and they hope to sell out all tickets and fill the Budarz Theater. Additionally, the Foundation will meet with members of the OPL BOT on 01/10/25 to discuss library bond outreach and messaging.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2. Alice Joselow was not present. No report was provided.

Director's Report

- Personnel Report
- Operating Budget and Revenue Report

Karen LaRocca-Fels provided a written report ahead of the meeting which was included in the meeting materials. Board discussion focused on the upcoming audit report, the role of the library's Treasurer, the WLS sponsored/proposed Patron Point automated library card renewal computer database, and homebound book deliveries to area nursing/assisted living facilities.

Committee Reports

President's Report

Amanda Curley reminded all Board members that they are required to complete the mandatory yearly New York State online, interactive Sexual Harassment Prevention trainings that they had been previously assigned.

Policy, Bylaws, and Personnel Committee

- First Reading of Bylaws revision dated 12/13/24
- Draft revised Circulation Policy dated 12/13/24

In Committee Chair Alice Joselow's absence, Amanda Curley noted that the approval of the revised Circulation Policy is on tonight's agenda as a resolution.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Finance Committee

Building and Grounds and Finance Committee Chair Phil Rice was not present. However, he provided a written report by email prior to the meeting which was read

aloud by Amanda Curley. The report updated the status of the building project planning as it moves closer to the bond stage and that in early January 2025, a meeting will be held with all involved BOT members, OPL staff, contractors, consultants, and advisors. Molly Robbins also provided updates on the completion of the roof inspection, on-going maintenance work on the HVAC system, and new flooring installed in the Children’s Room program room.

Outreach and Engagement Committee

Committee Chair Althema Goodson reported that the Committee is still working on a Night at the Library event. Tentative scheduling has been moved from February 2025 to March 2025, at the earliest, but likely will be later to account for possible bad weather and to avoid conflicting with the Friends’ mini-golf event scheduled for early March 2025. Cecilia Quintero reported that both she and Phil Rice were the Trustees present at the most recent Meet the Trustees event at the OPL and the event was well received and informative.

Long-Range Strategic Plan (LRSP) Review Committee

Amanda Curley reported that the committee is scheduled to meet at the end of January 2025 and an update and report will then be forthcoming.

OPL Board Goals

Meghan Huppuch reported that in January 2025 the committee plans to shift from seeking a paid vendor to provide the Board with parliamentary procedures training to utilizing available free on-line videos and similar trainings. The Committee will reassess the training needs after then. Board discussion focused on an upcoming NYLA Youth Services’ meeting on April 4, 2025, to be held in Mt. Kisco. Karen LaRocca-Fels reported that some OPL staff will be in attendance. Meghan will reach out to a Mount Kisco Library BOT member she knows to coordinate a Trustee meet-up at the April 4th meeting.

Resolutions

Amanda Curley requested a motion that all Resolutions be presented and consolidated into one vote. The motion was put forth by Althema Goodson, seconded by Meghan Huppuch and passed unanimously, 5-0.

RESOLUTION # 31 Approval of Personnel Changes

| Name | Title | Department | Change | Effective Date |
|----------------------|--------------------|-------------------|---|-----------------------|
| Eickler, Lisa | Library Clerk - PT | Circulation | Unpaid Leave Extension | To 01/01/25 |
| Carstensen, Angela | Librarian I - PTA | Adult Services | Probationary Appointment At \$30.00 per hour | 11/21/24 |
| Mayo-Toro, Andres | Library Clerk - PT | Circulation | Probationary Appointment At \$22.15 per hour | 12/07/24 |
| Bracey-Harris, Debra | Library Clerk - PT | Circulation | Resignation for Retirement | 12/29/24 |
| Bracey-Harris, Debra | Library Clerk - PT | Circulation | Appointment at \$26.11 per hour (current pay rate) | 01/04/25 |
| Blaha, Chris | Library Page | Teen Services | \$16.00 to \$16.50 Minimum Wage Increase | 01/01/25 |

| | | | | |
|------------------|--------------|-------------|---|----------|
| Mauri, Vicenta | Library Page | Circulation | \$16.00 to \$16.50 Minimum Wage Increase | 01/01/25 |
| Singh, Clara | Library Page | Circulation | \$16.00 to \$16.50 Minimum Wage Increase | 01/01/25 |
| Washburn, Steven | Library Page | Circulation | \$16.00 to \$16.50 Minimum Wage Increase | 01/01/25 |

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

RESOLUTION #32 Approval of SGH's Proposal for Consulting Engineering Services, MSE Wall Repairs and Parking Lot Drainage System Upgrades, Revised on September 20, 2024, in the amount of \$455,000

RESOLVED, that the Board of Trustees approves SGH's Proposal for Consulting Engineering Services, MSE Wall Repairs and Parking Lot Drainage System Upgrades, Revised on September 20, 2024, in the amount of \$455,000

RESOLUTION #33 Approval of Lothrop's Proposal for Additional Services Request #2 (Rev1), dated November 15, 2024, in the amount of \$296,756.73

RESOLVED, that the Board of Trustees approves Lothrop's Proposal for Additional Services Request #2 (Rev1), dated November 15, 2024, in the amount of \$296,756.73

RESOLUTION #34 Approval to accept artwork donated by Anne Marie Leone

RESOLVED, that the Board of Trustees approves the acceptance of artwork donated by Anne Marie Leone

RESOLUTION #35 Approval of the new process of approving check warrants:

RESOLVED, that each month's check warrants will be included for approval by resolution at the regular monthly meeting. Be it further **RESOLVED** that one trustee will be appointed as the official check warrant reviewer and that trustee will review all checks and invoices and sign off on same

RESOLUTION #36 Approval of the Twinson Electric Proposal to Replace Ballasts and Install LED Lighting, dated November 13, 2024, in the amount of \$14,450.96

RESOLVED, that the Board of Trustees approves Twinson Electric's Proposal to Replace Ballasts and Install LED Lighting, dated November 13, 2024, in the amount of \$14,450.96

RESOLUTION #37 Approval of the Draft Revised Circulation Policy dated 12/13/2024

RESOLVED, that the Board of Trustees approves the Draft Revised Circulation Policy dated 12/13/24

After all Resolutions were read aloud by Amanda Curley, Cecilia Quintero made a motion, seconded by Rachel Murphy that all Resolutions be accepted. The motion passed unanimously, 5-0.

Old Business

- Continuation of Library Services Team

Karen LaRocca-Fels reported that although the Team has not met recently, that starting this Fall she and BOT members have toured four potential locations for the library to

temporarily utilize while the OPL is unavailable during future repairs. The most recent location, seen last week, is the most promising.

- Legislative Advocacy

Althema Goodson reported that after January 1, 2025, is the time to begin reaching out to elected officials – local and other – to see what funds may be available to offset library building repair expenses. Board discussion focused on the format for requesting funds. Althema will provide the Board with examples of prior funding requests she has been involved in preparing.

- Process for approval of check warrants

Cecilia Quintero agreed to remain the primary Board member who reviews the checks and warrants.

New Business

- Circulation Policy Review – changes to late fees and loan periods
- Donation of an art piece by Anne Marie Leone

The Board noted that both items were addressed earlier in the meeting by approved resolutions.

Public Comment

Devante Richards wished all in attendance a Happy Holiday and New Year.

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.

The Board did NOT enter Executive Session.

Adjournment

On a motion by Rachel Murphy, seconded by Cecilia Quintero, and passed unanimously 5-0, the meeting adjourned at 8:10pm.

Scheduled Upcoming Meetings

Tuesday, December 17, 2024 – Community Outreach Committee Meeting

~~Friday, December 27, 2024~~ Date TBD – Finance Committee Meeting

Monday, January 6, 2025 – Buildings & Grounds Committee Meeting

Thursday, January 9, 2025 – Work Session Meeting

Friday, January 10, 2025 – Policy & Personnel Committee Meeting

Monday, January 13, 2025 – Regular Meeting

Tuesday, January 21, 2025 – Community Outreach Committee Meeting

Friday, January 24, 2025 – Finance Committee Meeting

Wednesday, January 29, 2025 – Long Range Strategic Plan Committee Meeting