

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
January 13, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY

DRAFT MEETING MINUTES

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

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 Lutwin, Vice President (attending in place of Nancy Panagacos, President)

Ossining Library Foundation Member physically present: Leslie Allen, Chair

Member of the public physically present: Devante Richards

Call to Order

At 6:58pm, Amanda Curley called the meeting to order.

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 November 18, 2024, Regular Meeting, and the December 16, 2024, Regular Meeting.

On a motion by Cecilia Quintero, seconded by Rachel Murphy and passed unanimously 6-0, the BOT approved the Minutes of the November 18, 2024, Regular Meeting, and the December 16, 2024, Regular Meeting.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Lutwin, Vice President provided a verbal report indicating that the Friends are focused on the March 7-8, 2025, mini-golf event to be held in the OPL. To date, \$3,575 has been received which exceeds the target amount of \$2,695. Advertising has begun with a sample hole displayed in front of the OPL main entrance desk. The Friends are still seeking donations for the event – both cash and in-kind – for raffle prizes. Also noted is that the Friends Annual Meeting is upcoming on January 26, 2025, at 2:00pm.
- Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal report indicating that on February 22, 2025, the Foundation will be hosting a screening of the film “Sing Sing” in the OPL’s Budarz Theater. There will be an after-

screening Q&A with Sean Pica. Tickets must be reserved and are free, although the Foundation will be accepting donations. Also noted is that the Foundation now has eight Board Members, double the number since November 2024.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 did not provide a report.
- Devante Richards wished all in attendance a Happy New Year.

Director's Report

- Personnel Report

Karen LaRocca-Fels provided a written report. Board discussion focused on the OPL's planned acquisition and implementation of Quipu, which is a secure, on-line incident reporting system that will allow for better tracking of future OPL incident reports. Also discussed was the progress being made on finalizing the initial draft of the OPL Employee Handbook.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice provided a verbal report indicating that review of the most recent financial report covering the month of November 2024 looks good and under budget.

- Warrants: Motion to Accept the Warrants dated December 19, 2024, December 30, 2024, and January 9, 2025.

On a motion by Rachel Murphy, seconded by Cecilia Quintero and passed unanimously 6-0, the BOT accepted the Warrants dated December 19, 2024, December 30, 2024, and January 9, 2025.

Committee Reports

President's Report

Amanda Curley provided a verbal report. BOT discussion focused on limiting discussions at meetings to the topics at hand; limiting the total numbers of meetings – including canceling the Feb. 6th Work Session that is close to February's Regular Meeting on Feb. 10th; and that Committees should decide if their standing monthly meetings are required (for ex. is there new business to discuss?) and if there is no need to meet, or they chose to meet virtually, they should do so to reduce the burden of so many meetings.

Policy, Bylaws, and Personnel Committee

Committee Chair Alice Joselow provided a verbal report. BOT discussion focused on updating Bylaws to institute a three (3) minute limit for public comments. Also discussed was a paid Treasurer position, which will likely require Civil Service approval prior to being created.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice provided a verbal report. BOT discussion focused on the comprehensive meeting that will include all the contractors involved in the building project tomorrow to coordinate all efforts to move the project and bond forward.

Finance Committee

Committee Chair Phil Rice provided a verbal report. BOT discussion focused on the most recent financial report for November 2024 which looks good and under budget.

Outreach and Engagement Committee

In Committee Chair Althema Goodson's absence, Amanda Curley provided a verbal report. BOT discussion focused on legislative outreach to explore and apply for all available funding.

Long-Range Strategic Plan (LRSP) Review Committee

Committee Co-Chair Amanda Curley noted that the current focus of the LRSP is the building and bond, which were already discussed.

OPL Board Goals

- Parliamentary Procedure/Trustees Handbook Book Club Training

Ad Hoc Committee Chair Meghan Huppuch provided a verbal update. The BOT discussed the need to balance strengthening Parliamentary Procedures to facilitate more effective, efficient meetings with avoiding the loss of collegiality and being too rigid and scripted.

Resolutions

RESOLUTION #38 Approval of the 2023/2024 Audit Report Completed by Baldessari & Coster LLP, dated June 30, 2024

RESOLVED, that the Board of Trustees approves the 2023/2024 Audit Report Completed by Baldessari & Coster LLP, dated June 30, 2024

RESOLUTION #39 Approval to Accept, with Gratitude, the \$5,000.00 Donation from the Fathers and Brothers of Maryknoll

RESOLVED, that the Board of Trustees approves acceptance, with Gratitude, the \$5,000.00 Donation from the Fathers and Brothers of Maryknoll

RESOLUTION #40 Approval to Accept, with Gratitude, the \$100.00 Donation from the Bolnick Family Revocable Trust

RESOLVED, that the Board of Trustees approves acceptance, with Gratitude, the \$100.00 Donation from the Bolnick Family Revocable Trust

RESOLUTION #41 Approval to Accept, with Gratitude, the \$200.00 Donation from Henry Bonapace in Memory of his Wife, Marilyn

RESOLVED, that the Board of Trustees approves acceptance, with Gratitude, the \$200.00 Donation from Henry Bonapace in Memory of his Wife, Marilyn

Amanda Curley asked if all above Resolutions could be consolidated, and all BOT members approved. Amanda Curley read aloud all above Resolutions. On a motion by Meghan Huppuch, seconded by Cecilia Quintero and passed unanimously 6-0 the above Resolution #s 38 through 41 were approved.

Old Business

- Continuation of Library Services Team – Karen LaRocca-Fels indicated that there are no updates to prior information to report.
- Legislative Advocacy – The BOT noted that this item was discussed in detail at the previous Work Session Meeting.

New Business

The BOT discussed review of the OPL's existing Law Enforcement Policy for sufficiency related to possible immigration enforcement activities at the OPL and coordinating staff trainings with Neighbor's Link regarding same.

Public Comment

Executive Session: To discuss legal matters regarding proposed, pending, or current litigation.

The BOT did NOT enter Executive Session.

Adjournment

On a motion by Alice Joselow, seconded by Cecilia Quintero and passed unanimously 6-0, the meeting was adjourned at 8:25pm.