

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
February 10, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY,
Brookline Marriott
40 Webster Street,
Brookline, MA 02446**

Draft Meeting Minutes

OPL BOT members physically present: Amanda Curley, Meghan Huppuch, Althema Goodson, Rachel Murphy, and Phil Rice

OPL BOT member scheduled to attend remotely via Zoom: Alice Joselow (subsequently did not attend)

OPL BOT member absent with prior notice: Cecilia Quintero

Friends of the OPL member physically present: Nancy Panagacos

OPL Foundation member attending remotely via Zoom: Leslie Allen

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

OPL Staff member attending remotely via Zoom: Molly Robbins

Member of the general public physically attending: Devante Richards

Call to Order

At 7:04pm, 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 January 9, 2025, Special Meeting.

On a motion by Althema Goodson, seconded by Phil Rice and passed unanimously 5-0, the Minutes of the January 9, 2025, Special Meeting were approved.

Public Comment

Friends of the Ossining Public Library Update, Nancy Panagacos, President provided a verbal update indicating the following:

- On January 26, 2025, the Friends held their annual meeting, and all sitting officers were re-elected.
- For the month of March 2025, the local Stop & Shop supermarket has chosen the Friends to be their Community Bag beneficiary, meaning that for every reusable shopping bag purchased at \$2.50, the Friends will receive a \$1.00 donation.
- The Friends are focused on the upcoming (March 7th and 8th) Mini-Golf at the OPL event. A finalized promotional poster has been created. They have received

over \$5,000.00 in sponsorships to date and are continuing to seek more. They are considering a recommended admission donation fee of \$3.00 for children under 18 years of age, and \$5.00 for adults 18 years of age and older.

- They are seeking donations for a silent auction for the event and will use purchased raffle tickets for the auction.
- The Friends thanked the OPL staff for their assistance in organizing the event. Amanda Curley thanked the Friends for their work on this event, as well as their recently sponsored Life of Thomas Paine event.

Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal report indicating the following:

- They are focused on the upcoming (February 22nd) Sing Sing film screening and post-screening Q&A in the Budarz Theater. The event requires pre-registration and is presently “sold out” with the waiting list also at maximum capacity. NOTE: the event is free. However, donations are being accepted from attendees. Exciting opportunity to raise money for the Foundation and increase the Foundation’s profile.

Westchester Library System Update, Alice Joselow, Board Trustee, District 2 was not present, and no updates were reported.

Devante Richards reminded all in attendance that the Westchester County Executive vote will take place tomorrow and that all be sure to vote.

Director’s Report

- Personnel Report

Karen LaRocca-Fels provided a written report. BOT discussion focused on the Library Field concept.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice provided a verbal update. BOT discussion noted the OPL’s strong financial health and next year’s budget preparation being in progress.

- Warrants: Motion to Accept the Warrants dated January 16, 2025, January 28, 2025, and February 7, 2025

On a motion by Phil Rice, seconded by Rachel Murphy and passed unanimously, 5-0, the motion to accept the warrants dated January 16, 2025, January 28, 2025, and February 7, 2025, was approved.

Committee Reports

President’s Report

Amanda Curley provided a verbal update. BOT discussion focused on the recent Meet the Trustees’ event held in the OPL’s lower level, gallery space. Amanda Curley and Meghan Huppuch attended, and discussion focused on how moving the Meet the Trustees’ location from its usual main floor location to the lower-level gallery space provided a fresh perspective. Moving forward, these events may be held in different

locations around the library.

Policy, Bylaws, and Personnel Committee

Committee Chair Alice Joselow was not present, and no update was provided.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice provided a verbal update. BOT discussion focused on the project schedule, cost estimates, updated parking lot designs, SEQRA, public outreach, and upcoming meetings with the involved contractors. Molly Robbins thanked OPL B&G staff for their work with recent upgrades to the Children's Room and OPL staff in general for their cooperation and assistance in working with the OPL Friends on the layout for the upcoming Mini-Golf event.

Finance Committee

- 2025/2026 Budget

Committee Chair Phil Rice provided a verbal update. BOT discussion focused on next year's budget with the plan being to review and approve it at the next Finance Committee meeting before presenting it for final review and approval by the full BOT at the March 2025 meeting.

Outreach and Engagement Committee

Committee Chair Althema Goodson provided a verbal update. BOT discussion focused on the draft legislative outreach letters previously provided for review by the BOT.

Long-Range Strategic Plan (LRSP) Review Committee

Committee Co-Chair Amanda Curley provided a verbal update that the committee had not met recently and there was no new information to report. BOT discussion addressed including the building project and bond as part of the LRSP moving forward.

OPL Board Goals

Ad Hoc Committee Chair Meghan Huppuch provided a verbal update. BOT discussion focused on the upcoming meeting with the PR firm working with the OPL to discuss bond and building project messaging. Also discussed was the prospect of BOT members preparing another BOT specific presentation at future library association events. Related to BOT membership and attracting other individuals to consider running for a seat, a one-page description of basic trustee duties is being formulated to present to those potentially interested in running for a seat on the BOT.

Resolutions

RESOLUTION #42 Approval of the WLS SLA ILS Maintenance Service and Digital Content Cost Share invoice for \$30,866.72, dated January 1, 2025.

RESOLVED, that the Board of Trustees approves the WLS SLA ILS Maintenance Service and Digital Content Cost Share invoice for \$30,866.72 dated January 1, 2025.

On a motion by Althema Goodson, seconded by Rachel Murphy and unanimously passed

5-0, Resolution #42 was approved.

RESOLUTION #43 Approval of Personnel Change

Employee Name	Civil Service Title	Present Salary	Change Reason	Effective Date
Lidya Aulestia-Recalde	Sr. Library Clerk PT	\$29.40 per hour	Resignation	February 3, 2025

RESOLVED, that the Board of Trustees approves the above listed Personnel Change On a motion by Althema Goodson, seconded by Meghan Huppuch and passed unanimously 5-0, Resolution # 43 was approved.

Old Business

- Continuation of Library Services Team: BOT discussion focused on scheduling another site visit with HORAC for all relevant OPL staff and BOT members to tour the proposed site.
- Legislative Advocacy: BOT discussion noted that this topic was discussed earlier in the meeting and remains a work in progress.
- Immigrants and ICE Inquiries: Karen LaRocca-Fels reported that the OPL's attorney had revisited the library's Law Enforcement Officer (LEO) Inquiry Policy and determined that it is sufficient to cover both LEO and ICE inquiries. The policy is being redistributed to OPL staff, as a reminder. If necessary, ICE specific wording and directions may be added to the existing LEO Inquiry Policy document.

New Business

- 2025/2026 Budget: BOT discussion noted that this topic was discussed earlier in the meeting and remains a work in progress.
- 2025 Trustee Candidates: Karen LaRocca-Fels reported that a draft press release is in progress and will be shared with the BOT for review and approval for release in early March 2025.

Public Comment

Devante Richards stated that it he is hoping that work on the Sing Sing Museum at the prison location was progressing.

On a motion by Meghan Huppuch, seconded by Althema Goodson, the BOT entered Executive Session at 8:18pm.

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.

On a motion by Rachel Murphy, seconded by Althema Goodson, the BOT exited Executive Session at 9:05pm.

Adjournment

On a motion by Rachel Murphy, seconded by Meghan Huppuch, the BOT adjourned the meeting at 9:05pm.