

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
March 17, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY,
38 Sunset Drive, Ossining, NY

DRAFT MEETING MINUTES

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

BOT Member attending remotely via Zoom (with prior notice): Alice Joselow

Ossining Library Foundation member physically present: Leslie Allen

Friends of the Ossining Public Library member attending remotely via Zoom: Nancy Panagacos

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

Member of the public physically present: Devante Richards

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.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the January 13, 2025, and February 10, 2025, Regular Monthly Meetings and the February 28, 2025, Special Meeting.

On a motion by Rachel Murphy, seconded by Althema Goodson, and passed unanimously 7-0, the BOT approved the meeting minutes of the January 13, 2025, and February 10, 2025, Regular Monthly Meetings and the February 28, 2025, Special Meeting.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President provided a verbal report noting that the recent Friends' sponsored Mini-Golf event held at the OPL was very successful netting \$4,200.00 – feedback from those in attendance was overwhelmingly positive; the Friends were also beneficiaries of the March 2025 Stop & Shop Community Bag program where the Friends will receive \$1.00 for each \$2.50 shopping bag sold – past experience indicates that approximately \$200 may be realized; and the Friends are prepping for both a May 2025 Etsy Craft Fair and a September 2025 book sale.

- Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal report noting that the recent Sing Sing movie showing, and post-movie panel discussion held at the OPL was both well attended and well received; and the Foundation is interested in coordinating and collaborating with the Karen LaRocca-Fels, OPL Staff, and the BOT on further fund-raising initiatives that will increase the profile of and highlight the work done by the Foundation.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 – no report was provided.

- Devante Richards wished all in attendance a Happy St. Patrick's Day.

Director's Report

- Personnel Report

Karen LaRocca-Fels provided a written report. BOT discussion focused on the purchase, installation, and installation location of the Bibliotheca remote materials pickup lockers. This item is on tonight's agenda as Resolution #46.

Financial Report

- Operating Budget and Revenue Report
- Warrants: Motion to Accept the Warrants dated February 18, 2025, February 27, 2025, and March 6, 2025

On a motion by Cecilia Quintero, seconded by Althema Goodson, and passed unanimously 7-0, the BOT accepted the warrants dated February 18, 2025, February 27, 2025, and March 6, 2025.

Committee Reports

President's Report

Board President Amanda Curley provided a verbal report. BOT discussion focused on determining if the current number of sitting committees is productive and beneficial to the BOT. Specific focus was on whether or not BOT members who are members of committees with substantial overlap, for example: Buildings & Grounds, Finance, and Community Outreach (as related to the bond and building project), can facilitate their attendance at overlapping meeting and add to the productivity of the committee meetings.

Policy, Bylaws, and Personnel Committee

- Employee Handbook
- Use of Meeting and Performance Spaces by Outside Organizations Policy

Committee Chair Alice Joselow provided a verbal report indicating that the recent meeting was postponed and rescheduled to April 11, 2025. No updates to report currently.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice provided a verbal report. BOT discussion focused on coordination among the various contractors and timelines related to the bond and building project.

Finance Committee

- 2025/2026 Budget

Committee Chair Phil Rice provided a verbal report. BOT discussion focused on the 2025/2026 Budget proposal that is on tonight's agenda as Resolution # 47.

Outreach and Engagement Committee

Committee Chair Althema Goodson provided a verbal report. BOT discussion focused on planning for the various outreach efforts that will be undertaken related to the bond and building project and their respective target timelines.

Long-Range Strategic Plan (LRSP) Review Committee

- Dissolution of Committee

BOT discussion focused on dissolution of the LRSP Review Committee, effective immediately.

OPL Board Goals

Ad Hoc Committee Chair Meghan Huppuch provided a verbal report. BOT discussion focused on the excellent Mini Golf event and further aligning Meet The Trustees' events with Friends and Foundation events.

On a motion by Althema Goodson, seconded by Rachel Murphy, and passed unanimously 7-0, the BOT agreed to consolidate all resolutions into one vote.

Resolutions

RESOLUTION #45 Approval of the OPL's WLS/NYS 2023/2024 Annual Report.

RESOLVED, that the Board of Trustees approves the OPL's WLS/NYS 2023/2024 Annual Report.

RESOLUTION #46 Approval of the bibliotheca Proposal Dated March 3, 2025, for the OPL to Purchase Two (2) Remote Materials Pickup Lockers, Including Shipping Costs, Training, Tech Support and Maintenance Agreements in the amount of \$30,729.00

RESOLVED, that the Board of Trustees approves the bibliotheca proposal dated March 3, 2025, for the OPL to purchase two (2) remote materials pickup lockers, including shipping costs, training, tech support and maintenance agreements in the amount of \$30,729.00

RESOLUTION #47 Approval of the OPL's 2025/2026 Proposed Annual Budget in the amount of \$5,071,027, of which \$4,612,399 is to be raised by tax levy

RESOLVED, that the Board of Trustees approves the OPL's 2025/2026 Proposed Annual Budget in the amount of \$5,071,027, of which \$4,612,399 is to be raised by tax levy

RESOLUTION # 48 Approval of the Preliminary SEQRA Capital Improvement Project Resolution Dated March 17, 2025

**Ossining Public Library
Board of Trustees
March 17, 2025**

**PRELIMINARY SEQRA RESOLUTION
CAPITAL IMPROVEMENT PROJECT**

WHEREAS, the Board of Trustees of the Ossining Public Library (the “Library”) seeks to undertake a capital improvement project (the “Project”) at the existing Library facility at 53 Croton Avenue, Ossining, New York, with both interior and exterior work as described in the Project Scope document set forth in **Exhibit A**, attached hereto; and

WHEREAS, the Library desires to comply with the New York State Environmental Quality Review Act, as set forth in Article 8 of the New York State Environmental Conservation Law, and the requirements of the implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”) (collectively, “SEQRA”); and

WHEREAS, pursuant to SEQRA, the Library has considered the Project in light of the actions included on the Type I list specified in section 617.4 of the Regulations and in light of the actions included on the Type II list specified in section 617.5 of the Regulations; and

WHEREAS, Part 1 of the Full Environmental Assessment Form (“FEAF”)¹ has been prepared by the Library, a copy of which is attached hereto as **Exhibit B**; and

WHEREAS, the Library has identified potentially involved and interested agencies in regard to the Project as set forth in **Exhibit C**, attached hereto; and

NOW, THEREFORE, BE IT RESOLVED, that the Library declares that:

1. Based on the record before it, including Part 1 of the FEAF, and under the applicable standards of SEQRA, the Project is preliminarily classified as an “Unlisted action,” as that term is defined in the Regulations; and
2. Under the applicable standards of SEQRA, and having completed Part 1 of the FEAF, the Library intends to assume the role of lead agency for the coordinated SEQRA review of the Project; and
3. The Library shall circulate a Notice of Intent to serve as lead agency and Part 1 of the FEAF to the potentially involved and interested agencies identified in Exhibit B; and

¹ Note that the Library used the new draft model FEAF, as allowed per New York State Department of Environmental Conservation Guidance, to fully evaluate potential impacts to disadvantaged communities in compliance with the Environmental Justice Siting Law (Chapter 840 of the Laws of 2022, as amended by Chapter 49 of the Laws of 2023).

4. The Library will comply with guidance issued by the New York State Education Department; and

5. This Resolution shall take effect immediately and the Library administration is authorized to take whatever steps are necessary to carry out this Resolution.

RESOLVED, that the Board of Trustees approves the Preliminary SEQRA Capital Improvement Resolution Dated March 17, 2025

RESOLUTION #49 Approval of Personnel Changes

Employee Name	Civil Service Title	Present Salary	Change Reason	Effective Date
Anthony Apollonio	Cleaner (Part-Time)	\$22.56 per hour	Resignation	02/03/2025
Marion Moreno	Library Clerk (PT)	\$25.45 per hour	Resignation	02/09/2025
Myra L. Jukes	Library Page (PT)	\$16.50 per hour	New Hire	03/03/2025
Debra Bracey-Harris	Library Clerk (PT)	\$26.11 per hour	Resignation	03/10/2025

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

Amanda Curley read aloud Resolution #s 45 through 49. On a motion by Cecilia Quintero, seconded by Phil Rice, and passed unanimously 7-0, the BOT approved Resolution #s 45 through 49.

Old Business

- 2025/2026 Budget
- Remote materials pickup lockers

Board discussion noted that these items have been addressed via Resolutions #s 46 and 47, respectively.

New Business

- 2023/2024 Annual Report

Board discussion noted this item was addressed via Resolution #45.

- SEQRA

Board discussion noted that this item was addressed via Resolution # 48.

- Trustee Candidate Information and Election

Board discussion focused on the trustee candidate packet and election press release are prepared ready for immediate release.

- Community Leaders Building Project Informational Meeting

Board discussion focused on creation of a timeline for outreach.

- Planning for temporary library space

Board discussion focused on the library retaining the services of a licensed commercial real estate broker to assist in locating an appropriate potential alternate space for when the library will need to close due to necessary repairs.

Public Comment

Devante Richards expressed his concern that Federal funds and grants may be difficult to obtain.

On a motion by Althema Goodson, seconded by Meghan Huppuch, and passed unanimously 7-0, the BOT entered Executive Session at 8:25pm.

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 Cecilia Quintero, and passed unanimously 7-0, the BOT exited Executive Session at 9:07pm.

Adjournment

On a motion by Althema Goodson, seconded by Cecilia Quintero, and passed unanimously 7-0, the BOT adjourned the meeting at 9:07pm.