

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Budget Hearing and Regular Meeting
April 21, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY,

APPROVED MEETING MINUTES

BOT Members Physically Present: Amanda Curley, Althema Goodson, Rachel Murphy, Cecilia Quintero, and Phil Rice

BOT Members Absent with Prior Notice: Alice Joselow and Meghan Huppuch

Friends of the OPL Member Physically Present: Nancy Panagacos

Ossining Library Foundation Member Attending Remotely Via Zoom: Leslie Allen

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 7:01pm.

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.

Budget Hearing

No questions were raised. Karen LaRocca-Fels noted that the budget was complete and waiting on the requested tax impact statements from the Ossining Union Free School District (OUFSD).

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the March 13, 2025, Special Meeting, and the April 10, 2025, Work Session Meeting. On a motion by Althema Goodson, seconded by Cecilia Quintero, and passed unanimously 5-0, the BOT approved the motion to accept the minutes of the March 13, 2025, Special Meeting, and the April 10, 2025, Work Session Meeting.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President provided a verbal report. She noted that the Friends received a little over \$100 from their March 2025 community bag partnership with Stop & Shop; they are preparing for the upcoming Etsy Fair the Saturday before Mother's Day – the Friends will receive a percentage from all sales; their next book sale is scheduled for September 18-19, 2025, with donations being accepted Saturdays, June 7, 2025, and June 14, 2025, and they will continue to review all books at the point of donation to determine if resale is

possible, thereby avoiding collecting books that will not sell; they are coordinating with Molly Robbins on the planning and funding for the Lactation Room that will be located in the Children's Room; and they are coordinating with Karen LaRocca-Fels on having its members attend bond messaging trainings.

- Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal report. She noted that Foundation members will attend the library's bond messaging trainings and that the Foundation has a strong grant writing team that will focus on applying for all available grants.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 was not present and no update or report was provided.

Devante Richards noted the passing of Pope Francis and that he was looking forward to this year's Village Fair.

Director's Report

- Personnel Report

Karen LaRocca-Fels provided a written report. There were no questions or comments.

Financial Report

- Operating Budget and Revenue Report Warrants: Motion to Accept the Warrants dated March 20, 2025, March 27, 2025, April 7, 2025, and April 10, 2025

On a motion by Cecilia Quintero, seconded by Rachel Murphy, and passed unanimously 5-0, the BOT approved the motion to accept the warrants dated March 20, 2025, March 27, 2025, April 7, 2025, and April 10, 2025.

Karen LaRocca-Fels noted that the February 2025 financial statements are available and included in tonight's meeting packet. These reports will be reviewed at this Friday's (April 25, 2025) Finance Committee Meeting.

Committee Reports

President's Report

Amanda Curley noted that the Biennial Trustee Survey is now available on SurveyMonkey and requested that all BOT members take the survey before the next BOT meeting.

Policy, Bylaws, and Personnel Committee

In Committee Chair Alice Joselow's absence, Karen LaRocca-Fels noted that there are two committee meeting dates upcoming.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice asked that Molly Robbins provide an update on current work projects in the building. Board discussion focused on issues with the building's HVAC system that have already caused considerable disruption and cost to date. Issues with

refrigerant and compressors indicate that the summer months may be difficult to regulate temperatures throughout the entire building. Both Clean Air (our current contractor) and OLA (who are involved with the building project) are aware and work is being done to keep the HVAC system operational. The SEQRA resolution to allow the OPL to take the lead on the bond and building project is on tomorrow's (April 22, 2025) OUFSD's Board agenda. In addition to the outreach to the local community leaders on the bond and building project, meetings with adjacent property owners will need to be held with the dates to be determined largely based upon the availability of the adjacent property owners. Electrical lighting upgrades have been made throughout the building replacing non-functioning ceiling fixtures and ballasts and the carpeting in the stadium seating in the Budarz Theater is being replaced.

Finance Committee

Finance Committee Chair Phil Rice provided a verbal report. Board discussion focused on the library being overbudget on architecture and HVAC budget lines, which is understandable given the needed building upgrades and repairs.

Outreach and Engagement Committee

Committee Chair Althema Goodson provided a verbal report. Board discussion focused on planning for the Community Leaders' Breakfast on May 28th. Additional contacts are being gathered and added and engagement letters prepared for mailing.

OPL Board Goals

Ad Hoc Committee Chair Meghan Huppuch was absent. No report or update was provided.

Resolutions

RESOLUTION #50 Approval of Virginia Blake West Consulting's Contract Extension, Option 1, dated April 14, 2025, for the Month-to-Month, Billing of Actualized Hours

RESOLVED, that the Board of Trustees approves Virginia Blake West Consulting's Contract Extension, Option 1, dated April 14, 2025, for the month-to-month, billing of actualized hours

On a motion by Cecilia Quintero, seconded by Rachel Murphy, and passed unanimously 5-0, the Board of Trustees approved RESOLUTION #50 - Virginia Blake West Consulting's Contract Extension, Option 1, dated April 14, 2025, for the month-to-month, billing of actualized hours. Board discussion focused on obtaining a signed and dated version of this proposal on Blake West and Company's letterhead.

RESOLUTION #51 Approval of the Calgi Contract Number _____, Dated _____, in the Amount of _____

RESOLVED, that the Board of Trustees approves the Calgi Contract Number _____, dated _____, in the amount of _____

The Board of Trustees noted that not all the information required for this Resolution has been received. Therefore, RESOLUTION #51 was tabled.

Old Business

- 2025/2026 Budget – Board discussion noted that this topic was addressed earlier in the meeting. The Board is waiting for the tax impact statements from the OUFSD to finalize.
- Treasurer – Phil Rice, Finance Committee Chair noted that this topic will be discussed in greater detail at this Friday's (April 25, 2025) Finance Committee Meeting which will report back to the full Board at the next meeting.
- 2023/2024 Annual Report – Karen LaRocca-Fels noted that although the Board had previously accepted the report, the Westchester Library System (WLS) had subsequently asked for additional information which is being worked on now. Therefore, the amended report may be presented again to the Board for re-approval later.
- SEQRA Review – the Board noted that this item is on tomorrow evening's (April 22, 2025) OUFSD's Board meeting agenda.
- Trustee Candidate Information & Election – there were no comments or questions.
- Community Leaders' Building Project Meeting – May 28, 2025 – the Board noted that this item was discussed earlier during the Outreach & Engagement Committee update.
- Planning for Temporary Library Spaces – there were no comments or questions.

New Business

There were no comments or questions.

Public Comment

Devante Richards asked if the work being done on the Budarz Theater would be completed before this summer's film series. Molly Robbins noted that the work would be completed on or before Monday, April 28, 2025.

Adjournment

On a motion by Rachel Murphy, seconded by Althema Goodson, and passed unanimously 5-0, the meeting was adjourned at 8:00pm.