

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
May 19, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY**

APPROVED MEETING MINUTES

BOT Members physically present: Amanda Curley, Meghan Huppuch, Althema Goodson, Alice Joselow, Rachel Murphy, Cecilia Quintero, and Phil Rice
OPL Staff physically present: Karen LaRocca-Fels, and Molly Robbins
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 meeting minutes from the March 17, 2025, Regular Meeting, and the April 21, 2025, Budget Hearing and Regular Meeting.

On a motion by Cecilia Quintero, seconded by Rachel Murphy, and passed unanimously 7-0, the BOT approved the above listed meeting minutes.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President Molly Robbins provided a verbal update on behalf of the Friends in Nancy Panagacos' absence. The Friends are collecting books for their September 2025 book sale on June 7th and June 14th from 9:00am to 4:00pm on each day; they do not have Senior scholarships to offer this year; they presently have \$17,640 in available funds; and they have committed \$8,000 to date to assist with the completion of the Lactation Room in the Children's Room.

- Ossining Library Foundation Update, Leslie Allen, Chair was not present. No update was provided.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2
No update was provided.

Devante Richards suggested that there would be early voting for both the School and the Library Boards this year due to conflicting graduation dates.

Director's Report

- Personnel Report

Board discussion focused on the great work being done by the entire staff of the OPL. The Board specifically noted the time-consuming, highly detailed, and specialized work being done on the building project and bond preparation by Karen LaRocca-Fels, Molly Robbins, and Mallory Marinaro.

Financial Report

- Operating Budget and Revenue Report
- Warrants: Motion to Accept the Warrants dated April 21, 2025 (includes warrant and splits), May 1, 2025, and May 8, 2025

The BOT voted unanimously, 7-0, to accept the above referenced Warrants and Splits.

Committee Reports

President's Report

A formal report was not provided. However, BOT discussion focused on encouraging trustees to participate in events.

Policy, Bylaws, and Personnel Committee

- First reading of the draft revised bylaws – revision date April 28, 2025
- First reading of the draft revised Use of Meeting and Performance Space Policy – revision date May 16, 2025

The Board had their first readings of the draft bylaws and Use of Meeting and Performance Space Policy and identified some areas that require editing. The Board agreed to revisit these at the June 2025 meeting.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Board discussion focused on the status of the building project, as well as on-going maintenance issues within the library, particularly the failing HVAC system.

Finance Committee

Board discussion focused on review of the current finances and noted the library is on strong financial footing.

Outreach and Engagement Committee

Board discussion focused on the upcoming Community Leaders' informational breakfast meeting.

OPL Board Goals

Biennial Trustee Survey

The Board discussed the survey, noting that some had already started it. All Board members agreed to complete the entire survey before the next meeting.

Resolutions

RESOLUTION #54

OSSINING PUBLIC LIBRARY

**RESOLUTION APPROVING THE SCOPE OF THE OSSINING PUBLIC LIBRARY
CAPITAL PROJECT**

At a regular meeting of the Board of Trustees of the Ossining Public Library, located in the Towns of Ossining, New Castle and Yorktown, Westchester County, New York, held, at 53 Croton Avenue, Ossining, NY 10562 in the Village and Town of Ossining, on the 19th day of May, 2025, at 7:00 o'clock P.M., Prevailing Time.

The following resolution was offered by _____, seconded by _____, to wit;

WHEREAS, the Ossining Public Library (the “Library”) plans to reconstruct, improve, and repair the interior and exterior of its existing library facility (the “Project”) located at 53 Croton Avenue, in the Village and Town of Ossining, Westchester County, New York that is designated as Town of Ossining tax parcel(s) SBL ## 89.19-2-54 and 89.19-2-6 (the “Project Site”); and

WHEREAS, the Project involves the (1) repair and reconstruction of the existing retaining wall; (2) reconfiguration and repaving of the parking lot including the addition of Americans with Disabilities Act (ADA) accommodations, new landscaping, and stormwater drainage work; (3) conversion of existing canopy space to enclosed vestibules on two exterior entrances to the Library; (4) installation of a new energy efficient HVAC system and other operational improvements to HVAC system; (5) repurposing of the existing mechanical room into usable Library space; (6) developing raw space within the existing building that was originally earmarked for the Library's expansion; (7) infilling double height areas within the Library to increase square footage; (8) other interior and base system improvements including efficient lighting, improved temperature control, and improved ventilation; and (9) acquisition or installation of furnishings, equipment, machinery and apparatus; and

WHEREAS, the Project's scope has been presented to the Library Board of Trustees as generally described in the drawings by Lothrop Associates Architects dated January 28, 2025 and Simpson Gumpertz & Heger dated April 22, 2025, and as generally described in the Budget Estimate for the Project prepared by Calgi Construction Company, Inc. dated April 29, 2025; and

WHEREAS, the Library has deemed the proposed Project to be an unlisted action, pursuant to 6 NYCRR Part 617 and the New York State Environmental Quality Review Act (hereinafter “SEQRA”); and

WHEREAS, the Library prepared a Full Environmental Assessment Form in accordance with SEQRA; and

WHEREAS, the Library conducted a coordinated review, designated itself lead agency without any objection from an involved agency, concluded that the Project will not result in any significant adverse environmental impacts, and issued a negative declaration of significance; and

WHEREAS, pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education of the Ossining Union Free School District to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities and the levying of a tax therefor; and

WHEREAS the Library seeks to place the financing of the Project before the school district voters of the Ossining Union Free School District for their consideration at a special district meeting to be held on September 16, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees approves the scope of the Project as generally described in the drawings by Lothrop Associates Architects dated January 28, 2025 and Simpson Gumpertz & Heger dated April 22, 2025, and as generally described in the Budget Estimate for the Project prepared Calgi Construction Company, Inc. dated April 29, 2025, and authorizes and directs the Library Director to take such necessary and desirable steps to proceed with the Project and to execute any and all documents and/or agreements as necessary in connection with the foregoing.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Amanda Curley, President	VOTING _____
Meghan Huppuch	VOTING _____
Althema Goodson	VOTING _____
Alice Joselow	VOTING _____
Cecilia Quintero	VOTING _____
Philip Rice	VOTING _____
Rachel Murphy	VOTING _____

STATE OF NEW YORK)
) ss:

COUNTY OF WESTCHESTER)

I, the Secretary of the Board of Trustees of the Ossining Public Library, located in the Towns of Ossining, New Castle and Yorktown, County of Westchester, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Ossining Public Library held on May 19, 2025, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this ____ day of May, 2025.

Althema Goodson
Secretary

On a motion by Rachel Murphy, seconded by Cecilia Quintero, and passed unanimously 7-0, RESOLUTION #54 was approved.

RESOLUTION #55

OSSINING PUBLIC LIBRARY

**RESOLUTION TO DIRECT THE OSSINING UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION TO CALL A SPECIAL DISTRICT MEETING OF THE
SCHOOL DISTRICT VOTERS TO VOTE UPON A PROPOSITION AUTHORIZING
THE FINANCING AND CONSTRUCTION OF THE OSSINING PUBLIC LIBRARY
CAPITAL PROJECT**

At a regular meeting of the Board of Trustees of the Ossining Public Library, located in the Towns of Ossining, New Castle and Yorktown, Westchester County, New York, held, at 53 Croton Avenue, Ossining, NY 10562 in the Village and Town of Ossining, on the 19th day of May, 2025, at 7:00 o'clock P.M., Prevailing Time.

The following resolution was offered by _____, seconded by _____, to wit;

WHEREAS, the Ossining Public Library (the “Library”) plans to reconstruct, improve, and repair the interior and exterior of its existing library facility (the “Project”) located at 53 Croton Avenue, in the Village and Town of Ossining, Westchester County, New York that is designated as Town of Ossining tax parcel(s) SBL ## 89.19-2-54 and 89.19-2-6 (the “Project Site”); and

WHEREAS, the Project involves the (1) repair and reconstruction of the existing retaining wall; (2) reconfiguration and repaving of the parking lot including the addition of Americans with Disabilities Act (ADA) accommodations, new landscaping, and stormwater drainage work; (3) conversion of existing canopy space to enclosed vestibules on two exterior entrances to the Library; (4) installation of a new energy efficient HVAC system and other operational improvements to HVAC system; (5) repurposing of the existing mechanical room into usable Library space; (6) developing raw space within the existing building that was originally earmarked for the Library's expansion; (7) infilling double height areas within the Library to increase square footage; (8) other interior and base system improvements including efficient lighting, improved temperature control, and improved ventilation; and (9) acquisition or installation of furnishings, equipment, machinery and apparatus; and

WHEREAS, the Project's scope has been presented to the Library Board of Trustees as generally described in the drawings by Lothrop Associates Architects dated January 28, 2025 and Simpson Gumpertz & Heger dated April 22, 2025, and as generally described in the Budget Estimate for the Project prepared by Calgi Construction Company, Inc. dated April 29, 2025; and

WHEREAS, the Library has deemed the proposed Project to be an unlisted action, pursuant to 6 NYCRR Part 617 and the New York State Environmental Quality Review Act (hereinafter “SEQRA”); and

WHEREAS, the Library prepared a Full Environmental Assessment Form in accordance with SEQRA; and

WHEREAS, the Library conducted a coordinated review, designated itself lead agency without any objection from an involved agency, concluded that the Project will not result in any significant adverse environmental impacts, and issued a negative declaration of significance; and

WHEREAS, pursuant to Education Law §260(10), the Library Board of Trustees is authorized to require the Board of Education of the Ossining Union Free School District (the “School District”) to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the School District for construction of library facilities and the levying of a tax therefor; and

WHEREAS the Library seeks to place the financing of the Project before the School District voters for their consideration at a special district meeting to be held on September 16, 2025.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Education Law §260(10), the Library Board of Trustees hereby directs the Board of Education of the School District to call, give notice of and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the School District for construction of library facilities and the levying of a tax therefor, on September 16, 2025 from the hours of 7:00 a.m. to 9:00 p.m. at the Ossining Public Library located at 53 Croton Avenue, Ossining, NY 10562 in the Village and Town of Ossining, Westchester County, New York (the “Special District Meeting”); and

BE IT FURTHER RESOLVED, that a Proposition be placed before the voters at said Special District Meeting in a form based off of the following, with modifications and revisions as determined by the School District’s bond counsel, subject to review by the Library Director:

LIBRARY BOND PROPOSITION

RESOLVED, that the Board of Trustees of the Ossining Public Library (the “Library”) is hereby authorized to reconstruct, improve, and repair the interior and exterior of the Library’s facility located at 53 Croton Avenue, in the Village and Town of Ossining (Town Tax Map ## 89.19-2-54 and 89.19-2-6), including building system improvements and alterations, acquisition or installation of furnishings, equipment, machinery and apparatus, and retaining wall, parking lot and other site improvements, and other improvements and expenses in connection therewith, at a not to exceed maximum estimated cost of \$30,000,000; and to authorize the Ossining Union Free School District (the “School District”) to borrow or issue obligations in the amount of not to exceed \$30,000,000 (together with renewals thereof), and for the School District to raise not to exceed \$30,000,000 by the levy of a tax upon the taxable real property within the School District’s boundaries, such amount to the School District for the Library as is necessary for the Library to annually pay principal, interest and premium, if any, on such borrowing or obligations.

YES_____

NO_____

; and

BE IT FURTHER RESOLVED, that the Library Director is hereby authorized to take all necessary actions and to execute any and all documents and/or agreements as necessary in connection with the foregoing; and

BE IT FURTHER RESOLVED, that this resolution may be supplemented and/or amended to provide for all necessary action of the Library Board of Trustees as may be required to provide for the scheduling and conducting of said Special District Meeting; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

This question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Amanda Curley, President	VOTING _____
Meghan Huppuch	VOTING _____
Althema Goodson	VOTING _____
Alice Joselow	VOTING _____
Cecilia Quintero	VOTING _____
Philip Rice	VOTING _____
Rachel Murphy	VOTING _____

STATE OF NEW YORK)
) ss:

COUNTY OF WESTCHESTER)

I, the Secretary of the Board of Trustees of the Ossining Public Library, located in the Towns of Ossining, New Castle and Yorktown, County of Westchester, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Ossining Public Library held on May 19, 2025, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees of the Library had due notice of said meeting, (ii) said meeting was in all respects duly held and (iii) pursuant to Article 7 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this ____ day of May, 2025.

Althema Goodson
Secretary

(SEAL)

On a motion by Alice Joselow, seconded by Cecilia Quintero, and passed unanimously 7-0, RESOLUTION #55 was approved.

RESOLUTION #56

OSSINING PUBLIC LIBRARY

**RESOLUTION DECLARING THE OFFICIAL INTENT OF
THE OSSINING PUBLIC LIBRARY TO FINANCE A
CERTAIN CAPITAL PROJECT**

WHEREAS, Ossining Public Library (the "Library") intends to finance a certain capital project involving the (1) repair and reconstruction of the existing retaining wall; (2) reconfiguration and repaving of the parking lot including the addition of Americans with Disabilities Act (ADA) accommodations, new landscaping, and stormwater drainage work; (3) conversion of existing canopy space to enclosed vestibules on two exterior entrances to the Library; (4) installation of a new energy efficient HVAC system and other operational improvements to HVAC system; (5) repurposing of the existing mechanical room into usable Library space; (6) developing raw space within the existing building that was originally earmarked for the Library's expansion; (7) infilling double height areas within the Library to increase square footage; (8) other interior and base system improvements including efficient lighting, improved temperature control, and improved ventilation; and (9) acquisition or installation of furnishings, equipment, machinery and apparatus (the "Project"), at a not to exceed total estimated maximum cost of \$30,000,000; and

WHEREAS, the Library intends to finance costs of the Project, in whole or in part, with proceeds of tax-exempt obligations to be issued on behalf of the Library for this purpose.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Library as follows:

Section 1. Declaration of Intent. The Library hereby declares its official intent to finance costs of the Project with proceeds of tax-exempt obligations to be issued on behalf of the Library for this purpose. The maximum principal amount of such obligations expected to be issued for the Project is \$30,000,000.

Section 2. Effect of Declaration. This resolution is intended to constitute the declaration of the Library "official intent" to reimburse expenditures incurred in connection with the Project with proceeds of obligations issued for that purpose, in accordance with United States Treasury Department Regulation Section 1.150-2(e). The Library shall not incur indebtedness for the Project without final approval of the Library Board of Trustees.

Section 3. Effective Date. This resolution shall take effect immediately.
STATE OF NEW YORK)

Public Comment

Adjournment

On a motion by Phil Rice, seconded by Meghan Huppuch, and passed unanimously 7-0, the meeting adjourned at 8:21pm.