

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
June 16, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY

APPROVED MEETING MINUTES

BOT members physically present: Amanda Curley, Alice Joselow, Cecilia Quintero, Phil Rice, and Althema Goodson (arrived at 7:47pm)

BOT members absent with prior notice: Meghan Huppuch, and Rachel Murphy

Friends of the OPL member physically present: Nancy Panagacos

Ossining Library 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

Members of the public physically present: Trustee-elect Amanda Marsh, and Devante Richards

Call to Order

Amanda Curley called the meeting to order at 7:03pm.

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

On a motion by Alice Joselow, seconded by Phil Rice, and passed unanimously 4-0, the Minutes of the May 8, 2025, Special Meeting were approved. On a motion by Cecilia Quintero, seconded by Phil Rice, and passed unanimously 4-0, the Minutes of the June 5, 2025, Work Session Meeting were approved.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President provided a verbal update indicating that the Friends provided the OPL with two additional sewing machines for the sewing program; two desks and six chairs for the study rooms; and continues to provide financial support for the completion of the lactation room located in the Children's Department. Additionally, the past two Saturdays, the Friends collected book donations for their September 19-20, 2025, book sale; and all Friends members participated in the recent bond messaging trainings. The Friends also look forward to having a permanent space at the OPL once renovations are complete.
- Ossining Library Foundation Update, Leslie Allen, Chair provided a verbal update indicating that they are focusing on applying for available grants and that their members have participated in bond messaging trainings.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 indicated that there were no updates to report.

Director's Report

- Personnel Report

Karen LaRocca-Fels provided a written report. Board discussion focused primarily on the on-going HVAC issues resulting in regular closures of the second floor and mezzanine at the library. Karen, Molly, and the Board expressed gratitude for the flexibility of OPL staff accommodating patrons during times of floor closures.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice indicated that the Finance Committee will meet this Friday, 06/20/25, to review the budget and revenue report.

- Warrants: Motion to Accept the Warrants dated May 19, 2025 (Warrant and Splits), June 2, 2025, and June 13, 2025.

On a motion by Cecilia Quintero, seconded by Phil Rice, and passed unanimously, 4-0, the Board accepted the above warrants.

Committee Reports

President's Report – Amanda Curley indicated no report this month due to travel.

Policy, Bylaws, and Personnel Committee

- Second reading of the draft revised bylaws – revision date April 28, 2025
- Second reading of the draft revised Use of Meeting and Performance Space Policy – revision date May 16, 2025
- Contracts for non-union full-time employees

Board discussion - the draft revised bylaws and Use of Meeting and Performance Space Policy are both being added to the Resolutions for full BOT vote this evening, and contracts for non-union full-time employees will be addressed in Executive Session later this evening.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

Committee Chair Phil Rice provided a verbal update. Board discussion focused on the on-going HVAC issues and the status of the building project. Also, the new book lockers will be installed soon.

Finance Committee

Committee Chair Phil Rice provided a verbal update. Board discussion focused on the on-going rising costs associated with regular repairs to the HVAC system, the upcoming bond messaging and vote, and contingency planning.

Outreach and Engagement Committee

- Community Leaders Building Project Information Session

Committee Chair Althema Goodson provided a verbal update. Board discussion focused on engagement and outreach via Trustees, Friends, Foundation members, Staff, and library users creating short videos to be shared on the OPL website and social media stating what they like about the OPL and the BOT's continued outreach to build contacts with community leaders and members.

OPL Board Goals

Ad Hoc Committee Chair Meghan Huppuch was absent. Board discussion noted that the goals have been discussed in depth at recent Work Sessions.

Resolutions

RESOLUTION #58 Approval of the Baldessari & Coster, LLP audit proposal dated April 24, 2025, for audit services through the end of fiscal year June 30, 2025, in the amount of \$12,550.00

RESOLVED, that the Board of Trustees approves the Baldessari & Coster, LLP audit proposal dated April 24, 2025, for audit services through the end of fiscal year June 30, 2025, in the amount of \$12,550.00

On a motion by Cecilia Quintero, seconded by Althema Goodson, and passed unanimously 5-0, Resolution #58 was approved.

RESOLUTION #59 Approval to accept the gift of \$2,500.00 from the Peter and Christine Gallagher Charitable Trust for unrestricted purposes

RESOLVED, that the Board of Trustees approves the acceptance of the gift of \$2,500.00 from the Peter and Christine Gallagher Charitable Trust for unrestricted purposes

On a motion by Cecilia Quintero, seconded by Alice Joselow, and passed unanimously 5-0, Resolution #59 was approved.

RESOLUTION #60 Approval to accept the gift of a painting by Al Dinolfo from Eileen Taxter Farney

RESOLVED, that the Board of Trustees approves the acceptance of the gift of a painting by Al Dinolfo from Eileen Taxter Farney

On a motion by Althema Goodson, seconded by Cecilia Quintero and passed unanimously 5-0, Resolution #60 was approved.

RESOLUTION #61 Approval of the Bond, Schoeneck & King retainer letter dated June 11, 2025, for the provision of general counsel legal services to the library for the time-period of July 1, 2025, through and including June 30, 2026

RESOLVED, that the Board of Trustees approves the Bond, Schoeneck & King retainer letter dated June 11, 2025, for the provision of general counsel legal services to the library for the time-period of July 1, 2025, through and including June 30, 2026

On a motion by Alice Joselow, seconded by Althema Goodson and passed unanimously 5-0, Resolution #61 was approved.

RESOLUTION # 62 Approval of the Revised OPL Board of Trustees' Bylaws dated April 28, 2025 (RESOLUTION # 62 was added at the time of this meeting)

RESOLVED, that the Board of Trustees approves the revised OPL Board of Trustees'

Bylaws dated April 28, 2025

On a motion by Cecilia Quintero, seconded by Alice Joselow and passed unanimously 5-0, Resolution #62 was approved.

RESOLUTION #63 Approval of the Revised Use of Meeting and Performance Spaces by Outside Groups Policy dated May 16, 2025 (RESOLUTION # 63 was added at the time of this meeting)

RESOLVED, that the Board of Trustees approves the revised Use of Meeting and Performance Spaces by Outside Groups Policy dated May 16, 2025

On a motion by Alice Joselow, seconded by Cecilia Quintero and passed unanimously 5-0, Resolution #63 was approved.

Old Business

- Community Leaders' Building Project Meeting – addressed earlier in the meeting.
- Planning for Temporary Library Space – BOT discussion focused on engaging a commercial realtor to assist in locating alternate library space. If the bond passes and work on the existing building and grounds makes occupying and use of the building difficult during construction alternate plans will need to be in place.
- Biennial Trustee Survey – addressed at prior meetings.
- Library Tours by Trustees - A slide deck is being prepared to facilitate Library Tours by Trustees. This remains a work in progress pending renderings from architect, BOT input on the suggested scope of the tours, and BOT members advising of their availability to conduct the tours.

New Business

- Chappaqua Library request – The BOT agreed to meet with their counterparts at the Chappaqua Library to discuss and compare experiences with building project management from a BOT perspective.
- Library Director's Annual Review - Board discussion focused on the format and timing of the Library Director's Annual Review. An online, survey-style format will be used this year.

Public Comment

Devante Richards noted that the St. Ann's Festival is upcoming.

On a motion Alice Joselow, seconded by Althema Goodson and passed unanimously 5-0, the BOT entered Executive Session at 8:20pm.

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 Cecilia Quintero, seconded by Althema Goodson and passed unanimously 5-0, the BOT exited Executive Session at 8:30pm.

Adjournment

On a motion by Alice Joselow, seconded by Phil Rice and passed unanimously 5-0, the meeting was adjourned at 8:30pm.