

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

APPROVED MEETING MINUTES

BOT members physically present: Meghan Huppuch, Amanda Curley, Rachel Murphy, Althema Goodson, Alice Joselow, Amanda Marsh, and Phil Rice
OPL staff members physically present: Karen LaRocca-Fels, and Steve Hamilton
Member of the public physically present: Devante Richards

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President was absent
- Ossining Library Foundation Update, Leslie Allen, Chair was absent
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 –

Alice Joselow reported that the cost of e-books/pay-per-read items are a looming large dollar item for WLS and library budgets. BOT discussion noted that while some formats become more popular and therefore more expensive, other existing content formats tend to become less so and this reduces the impact on the overall budgeting for library materials.

Director's Report

- Personnel Report

Karen LaRocca-Fels did not provide a report due to the short turnaround time between last month's regular meeting and the time required to prepare for the reorganization meeting. The Director's regular monthly report will return in August.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice noted the high cost of phones on the most recent financial statement for May 2025, and that this expense is due to our alarm system needing to be hardwired and Verizon no longer including this service.

- Warrants: Motion to Accept the Warrants dated June 19, 2025, and July 3, 2025.

On a motion by Althema Goodson, seconded by Amanda Curley and passed unanimously 7-0, the motion to accept the above warrants was approved.

Committee Reports

President's Report

No report was provided by new BOT President Meghan Huppuch. However, she noted that she is excited to take on her new role as President and that she has learned much over the last year working as Vice President with former President (now Vice President)

Amanda Curley.

Policy, Bylaws, and Personnel Committee

- Contracts for non-union full-time employees

BOT discussion - this topic will be discussed later in the meeting during Executive Session.

Building and Grounds Committee

- Update on Building Project – B&G Committee Chair Phil Rice reported that a meeting on June 20, 2025, was held where discussion focused on the impact building project on the library's general fund and, if passed, the availability of bond funds and staging for the building project. A meeting was also held this morning to discuss repair/replacement of the dead and offline AC Unit #5. Proposal is forthcoming to replace AC Unit #5 ahead of the bond vote. That would make AC Unit #5 up to specs with what would be required in the bond's building project. Therefore, once installed, no further work or changes will be necessary to AC Unit #5 as part of the building project, if the bond passes.

- General B&G Report – Molly Robbins reported the following:
 - 1) AC Unit #2 lost freon and failed. Temporary repairs got the unit back online and a proposal is forthcoming for a longer term repair;
 - 2) The electrical work necessary to install the outside book locker has been completed;
 - 3) The winch for the flagpole in front of the library building has failed and a replacement has been ordered;
 - 4) The Ossining Union Free School District's Free Lunch program is underway. B&G staff are needed to let the Lunch Program monitor into the building;
 - 5) Five birds have been caught in the building during the past week. They are entering through breaches where the roof and wall meet; and
 - 6) Related to this, Steve Garrett has found and cleared numerous bird nests in the ceiling of the Mezzanine level. This has required additional cleaning and sanitizing of the area beyond what would normally be required.

Finance Committee

- Treasurer

Finance Committee Chair Phil Rice reported that the general job description and work duties required of the Treasurer have been determined. No other updates as of now.

Outreach and Engagement Committee

Outreach and Engagement Committee Chair Althema Goodson noted the upcoming Building Project and Bond Informational Meetings that will be held for the general public.

OPL Board Goals

Ad Hoc Committee Chair Meghan Huppuch advised that she will be emailing revised goals based upon the results of the recent BOT biennial survey to all BOT members.

Resolutions

RESOLUTION #14 Approval of Personnel Change

Employee Name	Civil Service Title	Present Salary	Change Reason	Effective Date
Brandon Fox	Cleaner PT	\$17.79 per hour	Resignation	May 25, 2025

RESOLVED, that the Board of Trustees approves the above personnel change.

On a motion by Amanda Curley, seconded by Rachel Murphy and passed unanimously 7-0, Resolution #14 was approved.

During Executive Session:

On a motion by Althema Goodson, seconded by Rachel Murphy and passed unanimously 7-0, the BOT decided to group Resolution #s 15, 16, 17, and 18 together in one vote.

RESOLUTION #15 Approval of Contract for Employee #675101158

RESOLVED, that the Board of Trustees approves the contract dated July 1, 2025, through June 30, 2028, for Employee #675101158

RESOLUTION #16 Approval of Contract for Employee #675004422

RESOLVED, that the Board of Trustees approves the contract dated July 1, 2025, through June 30, 2028, for Employee # 675004422

RESOLUTION #17 Approval of Contract for Employee # 675101043

RESOLVED, that the Board of Trustees approves the contract dated July 1, 2025, through June 30, 2028, for Employee # 675101043

RESOLUTION #18 Approval of Amendment to the Contract for Employee # 675004134

RESOLVED, that the Board of Trustees approves amendment to the contract dated July 1, 2023, through June 30, 2026, for Employee # 675004134

On a motion by Amanda Marsh, seconded by Althema Goodson and passed unanimously 7-0, Resolution #s 15, 16, 17, and 18 were approved.

RESOLUTION #19 Approval of the Westchester Library System (WLS) Invoice # AR00000591, Dated July 1, 2025, in the Amount of \$30,866.71 for the Provision of IT and Related Services Covering the Time-Period of July 1, 2025, through and including December 31, 2025

RESOLVED, that the Board of Trustees approves the Westchester Library System (WLS) Invoice # AR00000591, Dated July 1, 2025, in the Amount of \$30,866.71 for the Provision of IT and Related Services Covering the Time-Period of July 1, 2025, through and including December 31, 2025

On a motion by Althema Goodson, seconded by Rachel Murphy and passed unanimously 7-0, Resolution #19 was approved.

RESOLUTION #20 Approval of the Lothrop/OLA proposal dated July 3, 2025, in the amount of \$18,590 for the provision of design services for replacement of AC5

RESOLVED, that the Board of Trustees approves the Lothrop/OLA proposal dated July, 3, 2025, in the amount of \$18,590 for the provision of design services for replacement of AC5

On a motion by Rachel Murphy, seconded by Amanda Curley and passed unanimously 7-0, Resolution #20 was approved.

Old Business

- Planning for Temporary Library Space – Karen LaRocca-Fels and Molly Robbins met with a couple realtors to assist in locating future alternate library space necessary during disruptions in service in the existing library building during construction. Will meet with additional commercial realtors. None chosen yet.
- Library Tours by Trustees – Molly Robbins is preparing a deck of slides and is waiting on BOT input regarding scope of tour; who from BOT will be available to conduct tours; and when will the tours be scheduled and conducted.
- Library Director's Annual Review – Rachel Murphy is continuing to work on the on-line survey formatting.

New Business

- Building Project Public Meetings – BOT discussion focused on the messaging and format of the upcoming building project public informational meetings.

Public Comment

On a motion by Althema Goodson, seconded by Amanda Curley and passed unanimously 7-0, the BOT entered Executive Session at 9:12pm.

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 Alice Joselow, seconded by Althema Goodson and passed unanimously 7-0, the BOT exited Executive Session at 9:27pm.

Adjournment

On a motion by Alice Joselow, seconded by Althema Goodson and passed unanimously 7-0, the meeting was adjourned at 9:29pm.