

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Reorganization and Regular Meeting
July 7, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Avenue, Ossining, NY 10562

APPROVED MEETING MINUTES

BOT Members physically present: Amanda Curley, Meghan Huppuch, Alice Joselow, Amanda Marsh, Rachel Murphy, Phil Rice, and Althema Goodson (arrived at 7:40pm)

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

Members of the public physically present: Jason Standard (Notary Public who administered the Oaths of Office – left the meeting at 7:30pm), 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.

Reorganization Meeting

- 1) Administration of Oath of Office to the newly elected members of the Board of Trustees: Amanda Curley, Althema Goodson, and Amanda Marsh. (*Public Officer's Law §10; Handbook for Library Trustees, p. 23*). Amanda Curley and Amanda Marsh each took their respective Oaths of Office as Trustees of the OPL, with the Oaths and notarization administered by Jason Standard. Althema Goodson did not arrive to the meeting until 7:40pm and did not take her Oath of Office. At the conclusion of the meeting, she took her Oath of Office form to be administered and notarized offsite and returned to the OPL for filing with the Westchester County Clerk.
- 2) Nomination & Election of Officers – 2025-2026. Amanda Curley nominated Meghan Huppuch to the position of Board President, with the nomination seconded by Alice Joselow. Meghan Huppuch accepted the nomination, and her nomination to the position of Board President was approved unanimously 6-0. Alice Joselow nominated Amanda Curley for the position of Board Vice President, with the nomination seconded by Rachel Murphy. Amanda Curley accepted the nomination, and her nomination to the position of Board Vice President was approved unanimously 6-0. Alice Joselow nominated Rachel Murphy to the position of Board Secretary, with the nomination seconded by Amanda Curley. Rachel Murphy accepted the nomination, and her nomination to the position of Board Secretary was approved unanimously 6-0.
- 3) Administration of Oath of Office to the newly elected 2025-2026 Board Officers. (*Handbook for Library Trustees, p. 23*) All Officers took their respective Oaths of Office, with the Oaths and

notarization administered by Jason Standard.

- 4) Administration of Oath of Office to Library Director, Karen LaRocca-Fels. (*Handbook for Library Trustees*, p. 23) Karen LaRocca-Fels took her Oath of Office, with the Oath and notarization administered by Jason Standard.
- 5) Trustee Code of Ethics and Conflict of Interest Policy Acknowledgment. (*Handbook for Library Trustees, Ethics Statement, P. 105-106*) *Please note: Auditors asked to see these during prior years' audits. All Trustees, excluding Althema Goodson (who was not present), read and signed the Trustee Code of Ethics and Conflict of Interest Policy Acknowledgment. Note: at the conclusion of the meeting, Althema Goodson took the policy with her to be signed offsite.

Reorganizational Meeting (resumes)

6) Committee Appointments

Following is a list of committees to which Board of Trustees members will be appointed for the 2025-2026 fiscal year. The President will be the ex officio member of all committees.

Committees	Chair			
Finance	Phil Rice	Rachel Murphy	Amanda Curley	
Policy & Bylaws/Personnel	Alice Joselow	Amanda Curley	Althema Goodson	
Building and Grounds	Phil Rice	Rachel Murphy	Amanda Marsh	
Ad Hoc Committees				
Community Outreach	Althema Goodson	Amanda Marsh	Alice Joselow	

7) Adoption of Annual Resolutions

It is recommended that the Board of Trustees adopt the following resolutions necessary for the Board and Administration to conduct business during the 2025-2026 fiscal year.

a) **Resolution 1: Setting the Regular Meeting Dates of the Board of Trustees**

Resolved that the regular monthly meetings of the Board of Trustees for the 2025-2026 fiscal year be held starting at 7:00 p.m., in accordance with the following schedule:

2025

July	7	Reorganization and Regular Meeting
August	18	Regular Meeting
September	15	Regular Meeting
October	6	Annual Meeting and Report to the Community (tentative)
October	20	Regular Meeting
November	17	Regular Meeting
December	15	Regular Meeting

2026

January	26	Regular Meeting
February	23	Regular Meeting
March	16	Regular Meeting
April	20	Regular Meeting
May	18	Regular Meeting
June	22	Regular Meeting
July	13	Annual Reorganization Meeting and Regular Meeting

On a motion by Alice Joselow, seconded by Rachel Murphy and passed unanimously 6-0, Resolution 1 was approved.

b) Resolution 2: Designating Depositories

Resolved that the Tompkins Bank and Flagstar Bank be designated as the legal depositories for all monies belonging to the Ossining Public Library, and that amounts not to exceed \$5,000,000 belonging to said library may be deposited in said banks from time to time in the name of the library.

On a motion by Phil Rice, seconded by Meghan Huppuch and passed unanimously 6-0, Resolution 2 was approved.

c) Resolution 3: Approval of Check Signers

Resolved, that the following people be approved as the official check signers for the Ossining Public Library: Meghan Huppuch, President; Amanda Curley, Vice President; Jaime Aguirre, Treasurer; Karen LaRocca-Fels, Director; Molly W. Robbins, Assistant Director.

On a motion by Phil Rice, seconded by Alice Joselow and passed unanimously 6-0, Resolution 3 was approved.

d) Resolution 4: Naming the Official Newspapers of the Library

Resolved that The Journal News and The Gazette be designated as the official newspapers of the Ossining Public Library for the 2025-2026 fiscal year.

On a motion by Rachel Murphy, seconded by Alice Joselow and passed unanimously 6-0, Resolution 4 was approved.

e) Resolution 5: Naming the Official Radio and TV Stations of the Library

Resolved that WHUD, WFAS, and News 12 Westchester be designated as the official radio/TV stations of the Ossining Public Library for the 2025-2026 fiscal year.

On a motion by Meghan Huppuch, seconded by Rachel Murphy and passed unanimously 6-0, Resolution 5 was approved.

f) Resolution 6: Naming the Official Social Media Outlets of the Library

Resolved that Facebook and Instagram be designated as the official social media outlets of the Ossining Public Library for the 2025-2026 fiscal year.

On a motion by Alice Joselow, seconded by Amanda Marsh and passed unanimously 6-0, Resolution 6 was approved.

g) Resolution 7: Appointing Library Auditor for 2025-2026

Resolved that the Board of Trustees authorizes and directs the President to appoint Baldessari

& Coster LLP as our External Auditor for the year ended June 30, 2025.

On a motion by Alice Joselow, seconded by Phil Rice and passed unanimously 6-0, Resolution 7 was approved.

h) Resolution 8: Appointing Library Attorney for 2025-2026

Resolved that Bond Schoeneck & King, PLLC be appointed Labor and Employment Counsel and General Counsel for the 2025-2026 fiscal year.

On a motion by Meghan Huppuch, seconded by Rachel Murphy and passed unanimously 6-0, Resolution 8 was approved.

i) Resolution 9: Appointing Consultants for the 2025-2026 fiscal year

Resolved that the Board of Trustees hereby authorizes the Director to engage the services of the following consultants for the 2025-2026 fiscal year at fees not to exceed the amounts noted below.

Name of Consultant	Brief Description of Expertise	Descriptive Need of Consultant	Consultation Fee
ESI Employee Assistance Group	Employee Referrals	Employee Assistance Program	\$_____ p/_____
Public Sector HR Consultants	Human Resources	HR Consultant	\$300 p/month

At the time of this meeting, the consultation fee charged by ESI Employee Assistance Group was not yet received. Therefore, the vote on approving their consultation fee was tabled. On a motion by Meghan Huppuch, seconded by Alice Joselow and passed unanimously Resolution 9 (re: Public Sector HR Consultants consultation fee) was approved.

j) Resolution 10: Regarding the Establishment of Petty Cash Funds

Resolved that Petty Cash Funds be established pursuant to Section 170.4 of the Commissioner's Regulations.

Be it further resolved that the location and custodian of each fund be as follows:

<i>Business Office</i>	<i>\$500</i>	<i>Robert Majernik</i>
<i>Circulation</i>	<i>\$30</i>	<i>Marie Trapasso</i>

On a motion by Rachel Murphy, seconded by Alice Joselow and passed unanimously 6-0, Resolution 10 was approved.

k) Resolution 11: to Establish the Annual Library Budget Vote and Trustee Election

Resolved that the Annual Library Budget Vote and Trustee Election of the taxpayers of the Ossining Union Free School District be established for Tuesday, May 19, 2026, between the hours of 7:00 a.m. and 9:00 p.m. in the Ossining High School Gymnasium, 29 South Highland Avenue, Ossining, NY.

On a motion by Alice Joselow, seconded by Amanda Marsh and passed unanimously 6-0, Resolution 11 was approved.

l) Resolution 12: to Establish the dates of various 2026-2027 Budget Vote and Trustee Election Activities

Resolved that the following dates be established for the 2026-2027 Fiscal Year Budget and Trustee Election activities (per Bylaws):

January 26, 2026	Presentation of the 2026-2027 Preliminary Budget to Board of Trustees
February 24, 2026	Trustee vacancies announced to the public
March 16, 2026	2026-2027 Proposed Budget adopted by the Board of Trustees
April 20, 2026	Trustee candidates' petition due in District Clerk's Office
April 20, 2026	Budget Hearing: 2026-2027 Budget & Candidates presented to voters
May 19, 2026	2026-2027 Budget Vote and Trustee Election

On a motion by Rachel Murphy, seconded by Phil Rice and passed unanimously 7-0 (NOTE: Althema Goodson had arrived at the meeting at this time), Resolution 12 was approved.

m) Resolution 13: to Establish the dates of the 2025-2026 Holiday Closures

Resolved that the following dates be established as the 2025-2026 Holiday Closures:

Independence Day, July 4, 2025	Martin Luther King Jr. Day, January 19, 2026
Labor Day, September 1, 2025	Presidents' Day, February 16, 2026
Indigenous People's/Columbus Day, October 13, 2025	Memorial Day, May 25, 2026
Thanksgiving Day, November 27, 2025*	Juneteenth, June 19, 2026
Christmas Day, December 25, 2025**	Independence Day, July 4, 2026
New Year's Day, January 1, 2026***	

*	Wednesday, November 26, 2025: Library will be open 9am-1pm
**	Wednesday, December 24, 2025: Library will be open 9am-1pm
***	Wednesday, December 31, 2025: Library will be open 9am-1pm
	Easter Sunday - April 5, 2026: <i>Library will be closed</i>

On a motion by Alice Joselow, seconded by Meghan Huppuch and passed unanimously 7-0, Resolution 13 was approved.

On a motion by Meghan Huppuch, seconded by Rachel Murphy and passed unanimously 7-0, the Reorganization Meeting was adjourned at 7:49pm.