

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Special Meeting
September 19, 2025 – 10:30am
Library Director's Office
53 Croton Ave., Ossining, NY**

DRAFT MEETING MINUTES

OPL BOT members physically present: Meghan Huppuch, Amanda Curley, Rachel Murphy, Alice Joselow, Amanda Marsh, and Phil Rice
OPL BOT member absent without prior notice: Althema Goodson
OPL Staff members physically present: Karen LaRocca-Fels, and Steve Hamilton

Call to Order

Meghan Huppuch called the meeting to order at 10:41am.

Meghan Huppuch 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.

Resolutions

RESOLUTION #30

Ossining Public Library
Board of Trustees
September 19, 2025

**RESOLUTION APPROVING GRANT APPLICATION, HVAC PROJECT SCOPE,
AND PROJECT FUNDING SOURCES**

WHEREAS, the Board of Trustees of the Ossining Public Library (the "Library") plans to undertake a capital improvement project at the existing Library facility at 53 Croton Avenue, Ossining, New York, a portion of which includes proposed heating, ventilation, and air conditioning ("HVAC") work as described in the HVAC Project Scope document attached hereto; and

WHEREAS, the Library complied with the New York State Environmental Quality Review Act, as set forth in Article 8 of the New York State Environmental Conservation Law, and the requirements of the implementing regulations set forth at 6 NYCRR Part 617 (the "Regulations") (collectively, "SEQRA") and conducted a coordinated SEQRA review adopted a negative declaration on May 8, 2025 for the

capital improvement project, which includes the work detailed in the HVAC Project Scope attached hereto; and

WHEREAS, on August 18, 2025, the Library adopted a resolution approving a Public Library Construction Grant Application and Assurances for the work detailed in the HVAC Project Scope; and

WHEREAS, on September 3, 2025, the Library applied for a building permit from the New York State Education Department (“SED”) We for the work detailed in the HVAC Project Scope (SED Review #25-0357); and

WHEREAS, the Board now wishes to approve a revised Public Library Construction Grant Application and Assurances as attached hereto; and

WHEREAS, the Library plans to fund the work detailed in the HVAC Project Scope with Public Library Construction Grant award funds and, if necessary, funds from the Library’s Fund Balance.

NOW, THEREFORE, BE IT RESOLVED, that the Library declares that:

1. The Library approves the revised Public Library Construction Grant Application and Assurances; and
2. The Library approves the HVAC Project Scope; and
3. The Library will fund the work detailed in the HVAC Project Scope with Public Library Construction Grant award funds and funds from the Library’s budget; and
4. The Library will comply with guidance from SED; and
5. This Resolution shall take effect immediately.

On a motion made by Amanda Curley and seconded by Rachel Murphy. The vote on the foregoing Resolution was passed unanimously 6-0.

HVAC Project Scope

The HVAC unit that serves the Library's second floor and mezzanine space failed. The Library will be installing a new rooftop unit (“RTU”) to provide cooling to this area and new electric duct heaters to provide heating.

The Library's geothermal system has experienced regular failures since its installation 20 years ago. The Library is pursuing the installation of an entirely new, energy-

efficient system as part of its planned capital improvement project. Unfortunately, a portion of the system that serves about 30% of the Library experienced a catastrophic failure and needs to be replaced sooner than expected. The new RTU will rely on new, energy-efficient technologies.

The Library's second floor and mezzanine house the Library's entire adult fiction and nonfiction collections, and the Library's teen collection. It also houses two program spaces, three study spaces, and 90% of the seating for adult and teen study. The Library's adult and teen computers are also located in this area. Since June 2025, the library has had to close the second floor and mezzanine to the public due to extreme heat. The Adult Services Desk and Teen Services Desk have been temporarily relocated to the first floor, as have the adult computers. Library staff retrieve items from the closed floors for patrons many times a day. The Library anticipates having to close the areas again in the winter as the broken unit is responsible for heating and cooling. The installation of a new RTU and electric duct heaters will allow the Library to open the second floor

Adjournment

On a motion by Amanda Marsh, seconded by Amanda Curley and passed unanimously 6-0, the meeting was adjourned at 10:51am.