

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
December 15, 2025 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY

APPROVED MEETING MINUTES

OPL BOT Members physically present: Meghan Huppuch, Rachel Murphy, Althema Goodson, Alice Joselow, Amanda Marsh, and Phil Rice

OPL BOT Member absent with prior notice: Amanda Curley

Friends of the Ossining Public Library: Nancy Panagacos was absent - Molly Robbins provided an update report on behalf of the Friends

Ossining Library Foundation: None

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

Member of the public present: Devante Richards

Call to Order

Meghan Huppuch called the meeting to order at 7:03pm.

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.

Public Comment

None

Director's Report

- Personnel Report

Board discussion focused on the Annual Meeting and how it was well received. Also, the new book lockers are up and running and getting used.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice reported that the committee met last week and reviewed the September and October 2025 financials line by line. Also present for the review was Bob Majernik, Senior Bookkeeper. The committee review determined that the library is on strong financial footing.

- Warrants: Motion to Accept the Warrants dated 10/22/25, 10/29/25, 11/05/25, 11/12/25, 11/19/25, 11/25/25, 12/03/25, and 12/10/25.

On a motion by Rachel Murphy, seconded by Phil Rice, and passed unanimously 6-0, the Board accepted the warrants dated 10/22/25, 10/29/25, 11/05/25, 11/12/25, 11/19/25, 11/25/25, 12/03/25, and 12/10/25.

Committee Reports

President's Report

Board President Meghan Huppuch stated that the Annual Meeting and Report to the Community was a great success and thanks to all involved in the preparation and presentation, particularly Karen LaRocca-Fels, and Mallory Marinaro.

- Friends of the Ossining Public Library Update, Nancy Panagacos, President In Nancy Panagacos' absence, Molly Robbins provided the Friends' update. The recent book sale was a success raising \$1,104.00. Their annual meeting is scheduled for January 10, 2026, from 2-3pm.
- Ossining Library Foundation Update, Leslie Allen, Chair was not present. No report or update was provided.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 No update was reported.

Policy, Bylaws, and Personnel Committee

Policy, Bylaws, and Personnel Committee Chair

Committee Chair Alice Joselow reported that the committee met recently to review all the library's existing policies to ensure they are up to date and to identify those that are no longer needed, and those that may need to be created. Also discussed was that the draft Employee Handbook is approaching its final revision.

Building and Grounds Committee

- Update on Building Project

Committee Chair Phil Rice reported on the status of both the scheduled January 2026 RTU6 installation, and the larger building project slated to start in May 2026. All involved in both projects meet regularly and are in constant contact. Calgi Construction is the project manager and is taking the lead in creating meeting agendas and their timelines for both projects look good.

- General B&G Report

Molly Robbins reported that new flooring has been installed in the Children's Room toddler area. The flooring is scratch and mark resistant and easy to clean.

Temperatures in the building have been holding steady with contractor on-site for preventive review and maintenance. Until RTU6 is installed and running temperatures will fluctuate in accordance with outside temperatures.

- Planning for Temporary Library Space

Board discussion focused on finalizing an agreement with a commercial real estate agent to assist in locating alternate location(s) for when the library building and parking lot both must be closed for repairs and renovations.

Finance Committee

- Treasurer Update

Committee Chair Phil Rice reported that the committee met last week. To date, there has been no interest in the existing RFP for the position. Therefore, a new RFP may need to be drafted.

- Bond Progress

The committee, including Karen LaRocca-Fels, are in communication with the Ossining Union Free School District and required agreements are being finalized.

Outreach and Engagement Committee

Committee Chair Althema Goodson reported that the committee was unable to meet in November 2025, but does have a meeting scheduled for December 2025. Committee and board discussion focused on a “big picture” outlook for the committee that goes beyond only reporting on and updating the community on the building project status. Board discussion noted that with budget cuts to other agencies, the library may be required to take on more of a role to assist those affected.

OPL Board Goals

- Trustee Annual Goals

Ad Hoc Committee Chair Meghan Huppuch reported that cataloging on-boarding processes and procedures for new board members is a goal. Also, the possible mentoring of new board members by existing board members was discussed.

- NYLA Conference Report

All who attended reported that the presentation was well-received and that attending trustees from other libraries commented on how helpful and informative they found the presented information.

Resolutions

RESOLUTION #40

RESOLUTION RATIFYING THE AMENDMENT TO AGREEMENT WITH CALGI CONSTRUCTION COMPANY, INC.

WHEREAS, on October 9, 2025, the Board of Trustees of the Ossining Public Library (“Library”) approved an amendment to the original May 8, 2025 agreement between Calgi Construction Company, Inc. and the Library to addresses the post-referendum construction management services for the Library 2025 bond project and the HVAC project, and authorized the Library Director, acting on behalf of the Library and with the advice of counsel and the Chair of the Building and Grounds Committee Philip Rice, to finalize, enter into and execute the amendment; and

WHEREAS, the Library Director finalized, entered into and executed the attached Amendment;

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Library hereby ratifies and approves the Amendment.

On a motion by Althema Goodson, seconded by Rachel Murphy, and passed unanimously 6-0, the Board ratified and approved Resolution #40.

RESOLUTION #41 Approval of Personnel Change

Name	Position	Department	FT/PT	Change	Effective Date
Pintado, Alexandra	Library Assistant (Spanish Speaking) Part-time Plus (PT+)	Children's Services	PT to PT +	Promotion (Salary remains \$29.68 p/h – but hours increased)	November 15, 2025

RESOLVED, that the Board of Trustees Approves the Above Personnel Change
On a motion by Alice Joselow, seconded by Amanda Marsh, and passed unanimously 6-0, the Board approved Resolution #41.

Old Business

No comments.

New Business

- New Long Range Strategic Plan

Board discussion noted that the existing Long Range Strategic Plan expires on December 31, 2025, and that conversations about a new Long Range Strategic Plan are underway. The Board is looking to have a facilitated retreat, aiming for some time in January 2026, to formulate the new plan.

Public Comment

Devante Richards stated that he hopes all in attendance will have a happy holiday season and new year.

On a motion by Rachel Murphy, seconded by Amanda Marsh, and passed unanimously 6-0, the Board entered Executive Session at 8:30pm.

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 Rachel Murphy, seconded by Alice Joselow, and passed unanimously 6-0, the Board exited Executive Session at 8:53pm.

Adjournment

On a motion by Althema Goodson, seconded by Phil Rice, and passed unanimously 6-0, the Board adjourned the meeting at 8:53pm.