

**BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
January 29, 2026 – 7:00pm
Budarz Theater – Lower Level
53 Croton Ave., Ossining, NY 10562;
60 Denton Lake Rd., Holmes, NY 12531**

APPROVED MEETING MINUTES

BOT members physically present: Meghan Huppuch, Rachel Murphy, Althema Goodson, Amanda Marsh, and Phil Rice

BOT member attending remotely via Zoom with prior notice: Amanda Curley

BOT member absent with prior notice: Alice Joselow

Baldessari and Coster CPAs: Al Coster attended remotely via Zoom

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

Member of the public physically present: Devante Richards

Call to Order

Meghan Huppuch called the meeting to order at 7:00pm.

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.

Mr. Al Coster from Baldessari and Coster CPAs joined the meeting remotely via Zoom to review the library audit. Acceptance of the audit was on the meeting agenda for Board vote and approval as RESOLUTION #46. The Board agreed to have Mr. Coster present a summary of the audit and answer any questions at the beginning of the meeting. The audit indicated that the library is compliant and on solid financial footing. Mr. Coster's verbal summary and Board discussion lasted from 7:00pm to 7:16pm, at which time Mr. Coster left the Zoom meeting.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the November 17, 2025, Regular Meeting; the December 4, 2025, Work Session Meeting; the December 15, 2025, Regular Meeting; and the January 8, 2026, Work Session Meeting.

On a motion by Althema Goodson, seconded by Amanda Marsh, and passed unanimously 6-0, the Board approved and accepted the above listed Meeting Minutes.

Public Comment

Devante Richards mentioned that he has begun receiving mailers from candidates running in the Fall 2026 election.

Director's Report

- Personnel Report

The Board thanked all library staff who worked to make the library an inviting and accessible place despite all the moves necessary to accommodate the closure of the Mezzanine for required construction.

Financial Report

- Operating Budget and Revenue Report
- Warrants: Motion to Accept the Warrants dated 12/17/25, 01/05/25, 01/08/26, 01/15/26, and 01/21/26

On a motion by Althema Goodson, seconded by Rachel Murphy, and passed unanimously 6-0, the Board approved and accepted the above listed warrants.

Committee Reports

President's Report

- Friends of the Ossining Public Library Update, Nancy Panagacos, President – was not present and no update was provided
- Ossining Library Foundation Update, Leslie Allen, Chair – was not present and no update was provided
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 – was not present and no update was provided

Policy, Bylaws, and Personnel Committee

Committee Chair Alice Joselow was absent due to illness. The Committee members will meet tomorrow, as scheduled, with Chair Alice Joselow absent

Building and Grounds Committee

- Update on Building Project
- General B&G Report
- Planning for Temporary Library Space

Committee Chair Phil Rice reported that the Committee last met on January 12th for its regularly scheduled meeting. All involved contractors (including the library's construction project manager – Calgi Construction), Committee members, and library administration attend this meeting. Additionally, weekly meetings for all involved (including the library's construction project manager – Calgi Construction) are held every Wednesday morning to check in and provide regular, real-time updates. These weekly meetings are to ensure that all aspects of the project are being properly managed and moving forward as scheduled. RTU-6 is scheduled to arrive on or about April 27, 2026. All preliminary work to facilitate its installation is moving forward according to plan. Additionally, the library has required that RTU-6 be commissioned once it is installed. This added level of oversight ensures that the unit has been properly installed and is in perfect working order. SGH has done all required preliminary work for submission to the NYSED for approval to begin the retaining wall repairs. They do not anticipate any issues with receiving NYSED approval.

The Board thanked B&G staff for their assisting other library staff in moving books and furniture around to facilitate access to books while the Mezzanine level is closed due to

construction. IT services for the building renovation project will be provided by CMTA (see Resolution #48). Commercial realtor assistance in finding alternate library location(s) during the time-period the library will be closed for internal renovations in 2027 will be provided by Rand Commercial Realty (see Resolution #49).

Finance Committee

- Treasurer Update
- Bond Progress
- 2024/2025 Audit Review

Committee Chair Phil Rice reported that there is no new information to share on the Treasurer RFP and that the RFP may need to be revised as there have been no responses. Progress on the bond is moving forward with the library being in regular communication with the OUFSD, who are expected to complete the initial process by mid to late February 2026. The 2024/2025 Audit Review was completed at the beginning of the meeting with Mr. Coster.

Outreach and Engagement Committee

Committee Chair Althema Goodson reported that the Committee met last week on January 20th. Keeping the community regularly apprised of the building project progress as well as the additional professional construction management oversight was discussed. Particularly utilizing the library’s website, social media, and email blasts to consistently and regularly keep the community informed of not just the building project progress, but also the great programs (for example: Black History Month) that remain on-going as the building project moves in parallel.

OPL Board Goals

- Trustee Annual Goals

Ad Hoc Committee Chair Meghan Huppuch reported that the Board is finalizing the details for its upcoming retreat to be facilitated by WLS Executive Director Terry Kirchner, who has provided several suggested readings prior to the retreat date. Board member skills and educational development remains the major goal.

Resolutions

On a motion by Althema Goodson, seconded by Amanda Marsh and passed unanimously 6-0, the Board decided to bundle Resolutions 42-46, and 48-49, respectively, into one vote. It was agreed that Resolution #47 would be voted on separately.

RESOLUTION #42 Approval of Personnel Changes

| Name | Position | Department | FT/PT | Change | Effective Date |
|---------------------|--------------------------------------|------------------|------------|--|-------------------|
| Surovich, Christina | Librarian II - PT | Multi-Department | PT | Resignation | November 1, 2025 |
| Birro, Amanda | Librarian I - PTA | Teen Services | PTA | Resignation | May 1, 2025 |
| Meudt, Jenny | Library Clerk - Part-time Plus (PT+) | Patron Services | PT to PT + | Promotion (Salary remains \$21.29 p/h – but hours increased) | December 27, 2025 |
| Magalhaes, | Library Page - Part- | Patron | PT | New Hire - \$16.50 | December 30, |

| | | | | | |
|----------------------------|-------------------------------|-----------------|----|-------------------------------------|-------------------|
| Celia | time (PT) | Services | | p/h | 2025 |
| Japa Bustamante, Katherine | Library Page - Part-time (PT) | Patron Services | PT | New Hire -\$16.50 p/h | December 30, 2025 |
| Magalhaes, Celia | Library Page - Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Japa Bustamante, Katherine | Library Page - Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Blaha, Christopher | Library Page - Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Gleason, Chris | Library Page – Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Jukes, Myra | Library Page – Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Singh, Clara | Library Page – Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |
| Washburn, Steven | Library Page – Part-time (PT) | Patron Services | PT | Minimum Wage Increase - \$17.00 p/h | January 1, 2026 |

RESOLVED, that the Board of Trustees Approves the Above Personnel Changes

RESOLUTION #43 Approval of the Westchester Library System SLA ILS Maintenance and Digital Cost Share Invoice, Dated January 1, 2026, in the Amount of \$32,129.75

RESOLVED, that the Board Approves the Westchester Library System SLA ILS Maintenance and Digital Cost Share Invoice, Dated January 1, 2026, in the Amount of \$32,129.75

RESOLUTION #44 Acceptance, with Gratitude, of a \$5,000.00 Donation Received from the Maryknoll Fathers and Brothers

RESOLVED, that the Board Accepts, with Gratitude, the \$5,000.00 Donation Received from the Maryknoll Fathers and Brothers

RESOLUTION #45 Acceptance, with Gratitude, of a \$1,000.00 Donation Received from Mr. Robert Monk

RESOLVED, that the Board Accepts, with Gratitude, the \$1,000.00 Donation Received from Mr. Robert Monk

RESOLUTION #46 Approval of the 2024/2025 Audited Financial Statements by Baldessari and Coster

RESOLVED, that the Board Approves and Accepts the 2024-2025 Audited Financial Statements by Baldessari and Coster

RESOLUTION #47

OSSINING PUBLIC LIBRARY

**RESOLUTION DATED JANUARY 29, 2026
RESOLUTION AUTHORIZING THE ARRANGEMENT FOR FINANCING
THE LIBRARY CAPITAL PROJECT**

At a regular meeting of the Board of Trustees of the Ossining Public Library, located in the Towns of Ossining, New Castle and Yorktown, Westchester County, New York, held, at 53 Croton Avenue, Ossining, NY 10562 in the Village and Town of Ossining, on the 29th day of January, 2026 at _____ P.M.

The following resolution was offered by _____ who moved its adoption, seconded by _____, to-wit:

WHEREAS, the Ossining Union Free School District (the "School District") is responsible to arrange for financing of the capital project of the Ossining Public Library ("the "Library") approved by the voters on September 16, 2025 (the "Library Capital Project") in accordance with the requirements of the applicable provisions of the Education Law; and

WHEREAS, the Board of Trustees of the Ossining Public Library (the "Board of Trustees") wishes to arrange for said financing of the Library Capital Project; and

NOW THEREFORE, BE IT RESOLVED, that arranging bond anticipation note and bond financing of the Library Capital Project with the School District is hereby authorized; and

BE IT FURTHER RESOLVED, that the Library Director is hereby authorized to prepare, execute and deliver on behalf of the Ossining Public Library, or in her absence, the President or Vice-President of the Board of Trustees are each hereby authorized to prepare, execute and deliver, any and all agreements, certificates and documents, as necessary or appropriate to obtain bond anticipation note and bond financing for the Library Capital Project, including, but not limited to, preparing and executing required Tax Questionnaire(s) and Tax Certificate(s) (collectively, the "Tax Documents") and delivering the Tax Documents to the School District.

On a motion by Phil Rice, seconded by Althema Goodson, and passed unanimously 6-0, the Board approved Resolution #47.

RESOLUTION #48 Approval of the CMTA IT Infrastructure, Security, and Audiovisual Services Fee Proposal Dated January 20, 2026, in the Amount of

\$81,000.00. Note: CMTA May Provide Additional IT Services. If so, CMTA Will Submit Either a Separate Proposal or an Amendment to This Proposal for Said Additional Services Which Shall be Subject to Review and Approval by the Library Board of Trustees and Voted on as a Separate Resolution.

RESOLVED, that the Board approves the CMTA IT Infrastructure, Security, and Audiovisual Services Fee Proposal Dated January 20, 2026, in the amount of \$81,000.00.

RESOLUTION #49 Approval of the Rand Commercial Exclusive Right to Represent Agreement for the Purchase or Lease of Commercial Property Effective January 30, 2026, at a Commission Rate of Three Percent (3%) of the Gross of the Lease Term

RESOLVED, that the Board approves the Rand Commercial Exclusive Right to Represent Agreement for the Purchase or Lease of Commercial Property Effective January 30, 2026, at a Commission Rate of Three Percent (3%) of the Gross of the Lease Term.

On a motion by Althema Goodson, seconded by Rachel Murphy, and passed unanimously 6-0, the Board approved Resolution #s 42, 43, 44, 45, 46, 48, and 49.

Old Business

- New Long Range Strategic Plan
- Materials Locker Usage - Tabled for next meeting to prepare usage stats.

New Business

- OPL Art Collection Management – The Board briefly discussed the need to create a framework to decide how best to manage what donated art objects can realistically be kept after the building has been renovated and current storage space has been repurposed as useable library space. The Board noted the importance to have a respectful plan for those donated objects that cannot be kept. Molly Robbins will be the lead on this project.

Public Comment

Devante Richards inquired if the library had current monthly calendars as part of its collection for patrons to use. The Board indicated that we do not.

On a motion by Althema Goodson, seconded by Phil Rice, and passed unanimously 6-0, the Board entered Executive Session.

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 Amanda Marsh, seconded by Althema Goodson, and passed unanimously 6-0, the Board exited Executive Session at 8:23pm

Adjournment

On a motion by Phil Rice, seconded by Althema Goodson, and passed unanimously 6-0, the meeting adjourned at 8:23pm.