

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Budget Hearing and Regular Meeting
May 18, 2026 – 7:00pm
Second Floor Conference Room
53 Croton Ave., Ossining, NY

Agenda

Call to Order

OPL Mission and Vision

The Ossining Public Library enriches, connects, and inspires our community. The Ossining Public Library will be the community's center for lifelong learning.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the March 30, 2026, Regular Meeting; the April 9, 2026, Work Session Meeting; the April 20, 2026, Budget Hearing and Regular Meeting; and the May 7, 2026, Special Meeting.

Public Comment

Director's Report

- Personnel Report

Financial Report

- Operating Budget and Revenue Report
- Warrants: Motion to Accept the Warrants dated 04/21/26, 04/28/26, 05/05/26, and 05/12/26.

Committee Reports

President's Report

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

Policy, Bylaws, and Personnel Committee

- Employee Handbook
- Programming Policy
- Public Relations Policy
- New Required Policies

Building and Grounds Committee

- Update on Building Project
- General B&G Report

- Planning for Temporary Library Space

Finance Committee

- Treasurer Update

Outreach and Engagement Committee

OPL Board Goals

- Trustee Annual Goals
- Strategic Plan

Resolutions

RESOLUTION #65

WHEREAS, the Ossining Public Library (the “Library”) issued and advertised a Notice to Bidders for the MSE Wall Repairs and Parking Lot Reconfiguration Project for Contract No. 2 – Site Work Construction (“the Contract”); and

WHEREAS, on May 6, 2026, at 10:00 a.m., the sealed bid for the Contract that was received by the Library was publicly opened; and

WHEREAS, the Board of Trustees of the Library reserved the right to reject any or all bids if, in its opinion, the best interests of the Library will be promoted; and

WHEREAS, the Board of Trustees has determined that it is in the Library’s best interest to reject the bid received and opened in connection with the Contract because only one bid was received and the sole bid materially exceeded the funds budgeted for the Project;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby rejects the bid received for the Contract, consistent with New York General Municipal Law § 103 and the reservation of rights in the bid documents, finds that rejection and readvertisement are in the best interests of the Library in order to promote competition and obtain pricing more aligned with budgeted funds, and hereby approves the attached notice to bidders for Rebid Contract 2 – Site Work Construction for the MSE Wall Repairs and Parking Lot Reconfiguration and authorizes the Library Director to publish the notice to bidders and take all actions necessary to effectuate the bidding process pursuant to New York General Municipal Law 103.

RESOLUTION #66 Approval to Publish the Following Rebid Listing

NOTICE TO BIDDERS

PUBLIC NOTICE is hereby given that sealed bids will be received by Ossining Public Library, 53 Croton Ave., Ossining, NY 10562 for the REBID of the MSE Wall Repairs and Parking Lot Reconfiguration.

REBID Contract No. 2 – Site Work Construction

The bids shall be in accordance with the Specifications, Drawings and Terms of the proposed Contract. All Proposals shall be enclosed in a sealed envelope bearing the name and address of the Bidder, addressed to Karen LaRocca-Fels, Library Director, Ossining Public Library, 53 Croton Ave., Ossining, NY 10562 and endorsed "**MSE Wall Repairs and Parking Lot Reconfiguration.**" Bids will be accepted until **10:00 AM** prevailing time on **Tuesday, June 9, 2026**, and immediately thereafter the bids will be publicly opened and read aloud in the said office. No proposals will be accepted after the said time and date.

OBTAINING DOCUMENTS

The REBID Contract Documents, including Drawings and Specifications, may be viewed and obtained with a link to an FTP site beginning **Wednesday, May 20, 2026**. No deposit is needed for viewing the drawings and specifications. Link to the FTP site for free downloading of PDF files of the contract documents will be available to bidders upon email request to the Construction Manager. Email: (Dchen@calgiconstruction.com). **If you would like to purchase hard copy sets of the plans and/or specifications please contact the printer for this project. Plans4Less.com Email: plans@plans4less.com Phone: 855-752-6745 Attn. Brian Burke.** For other information please call or email the Construction Manager.

BID SUBMISSIONS

Bids shall be made on the Proposal forms furnished with the Specifications and must be accompanied by a Bid Bond acceptable by Ossining Public Library, in the amount of not less than 5% of the total amount of the Bid. Bidders who submit certified checks must accompany them with a Consent of Surety from a recognized Bonding Company. Checks shall be made payable to Ossining Public Library and are to be held by Ossining Public Library as a guarantee for the proper execution and delivery of the Contract and bonds to secure the faithful performance thereof. In default of such execution and delivery of Contract and Bonds, the amount of the deposit represented by the check shall be forfeited and retained by Ossining Public Library as liquidated damages. No Bidder shall withdraw his bid within **sixty days (60)** after the formal opening thereof.

The Contract will be awarded to the lowest responsible bidder(s) as long as the bid is responsive and is in the Owner's best interests. The Owner, however, reserves the right to waive any informality or irregularity in any proposal, or to accept or reject any alternative, to accept any bid in whole or in part, or to reject any or all proposals and to advertise for new proposals. The accepted low bidder(s) will be required to furnish a 100% Performance Bond and a 100% Labor and Material Payment Bond.

PRE-BID MEETING

A Pre-bid meeting is scheduled for **10:00 AM on Tuesday, May 26, 2026**, at Ossining Public Library, 53 Croton Ave., Ossining, NY 10562. **Attendance for this meeting is highly recommended for all bidders.**

Dated: May 20, 2026

**By: Karen LaRocca-Fels,
Library Director**

RESOLVED, that the Board of Trustees approves publication of the above rebid listing.

RESOLUTION #67 Approval to Pay the Following CMTA Invoices: Invoice #801742, Dated 03/31/26, in the Amount of \$15,600.00; Invoice #801876, Dated April 30, 2026, in the Amount of \$14,800.00; and Invoice #801877, Dated April 30, 2026, in the Amount of \$29.73

RESOLVED, that the Board of Trustees approves the payment of the following CMTA Invoices: Invoice #801742, Dated 03/31/26, in the Amount of \$15,600.00; Invoice #801876, Dated April 30, 2026, in the Amount of \$14,800.00; and Invoice #801877, Dated April 30, 2026, in the Amount of \$29.73

RESOLUTION #68 Approval of the Baldessari & Coster, LLP Audit Engagement Letter Dated April 27, 2026, to Provide Financial Auditing Services for the Library for Fiscal Year Ending June 30, 2026, in the Amount of *\$12,550.00 (*Note: Since the Library Has Engaged in a Building Project, it is Possible that Additional Audit Time will be Incurred. If Additional Audit Time is Required, it will be Billed at Their Standard Hourly Rates of: Partner: \$225 to \$270; Staff: \$75 to \$220)

RESOLVED, that the Board of Trustees approves the Baldessari & Coster, LLP Audit Engagement Letter, dated April 27, 2026, to provide financial auditing services for the library for fiscal year ending June 30, 2026, in the amount of *\$12,550.00 (*Note: Since the library has engaged in a building project, it is possible that additional audit time will be incurred. If additional audit time is required, it will be billed at their standard hourly rates of: Partner: \$225 to \$270; Staff: \$75 to \$220)

RESOLUTION #69 Approval of Parking License Agreement

RESOLVED, that the Board hereby authorizes the Library to enter into the License with St. Ann's Church, 25 Eastern Avenue, Ossining, NY 10562 to license the Licensed Premises for the Purpose, and upon terms and conditions which are substantially similar to those in the License attached hereto

RESOLUTION #70 Approval to Pay the Clean Air Quality Service Invoice #171762, in the Amount of \$103,025.79 for RTU-6 HVAC Alterations, as Recommended by the Calgi Construction Letter of Transmittal Dated May 14, 2026

RESOLVED, that the Board of Trustees approves payment of the Clean Air Quality Service Invoice #171762, in the amount of \$103,025.79 for RTU-6 HVAC Alterations, as recommended by the Calgi Construction Letter of Transmittal dated May 14, 2026

RESOLUTION #71 Approval of the Use of Montague's Towing, 18 Pleasantville Road, Ossining, NY, 10562 to Tow Unauthorized Vehicles from the Ossining Public Library's Parking Lot

RESOLVED, that the Board of Trustees approves the use of Montague's Towing, 18 Pleasantville Road, Ossining, NY, 10562 to tow unauthorized vehicles from the Ossining Public Library's parking lot

Old Business

- Parking Spaces Lease

New Business

Public Comment

Executive Session: To discuss the proposed lease of real property.

Adjournment

Scheduled Upcoming Events and Meetings

Tuesday, May 19, 2026 – Library Budget Vote and Trustee Election

Thursday, May 21, 2026 – Community Outreach Committee Meeting

Friday, May 22, 2026 – Finance Committee Meeting