

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
March 30, 2026 – 7:00pm
Second Floor Conference Room
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 with prior notice: Althema Goodson

Friends of the Ossining Public Library member present: Nancy Panagacos

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

General public present: Devante Richards

Call to Order

Meghan Huppuch called the meeting to order at 7:01pm.

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.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the February 25, 2026, Regular Meeting; and the March 5, 2026, Special Meeting.

On a motion by Rachel Murphy, seconded by Amanda Curley, and passed unanimously 6-0, the Board accepted the Minutes of the February 25, 2026, Regular Meeting; and the March 5, 2026, Special Meeting.

Public Comment

Devante Richards noted the great weather today.

Director's Report

- Personnel Report

General points of Board discussion related to the Director's report:

- General building project updates regarding status of obtaining NYSED approvals;
- Progress in obtaining owner's agreement from neighboring property owners;
- New civil service position of Superintendent of Buildings position posting will be made first week of April 2026;
- Head of Patron Services Mallory Marinaro's email updates to the community on the status of the building project have received excellent feedback for being highly informative, engaging and entertaining;
- Head of Children's Services Ignayra Lopez's school visits have been well

attended and received;

- Head of Teen Services Suzy Zavarella has partnered with the Harris Project on suicide prevention strategies.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice provided a verbal report noting that the committee had met and reviewed the reports between last meeting and now and all looks good.

- Warrants: Motion to Accept the Warrants dated 03/10/26, 03/18/26, and 03/25/26

On a motion by Rachel Murphy, seconded by Phil Rice, and passed unanimously 6-0, the Board accepted the warrants dated 03/10/26, 03/18/26, and 03/25/26.

Committee Reports

President's Report

Board President Meghan Huppuch reported that she and Library Director Karen LaRocca-Fels will be leaving tomorrow to attend the Public Library Association's weeklong conference in Minneapolis, MN, where they will present a panel discussion on Board best practices, continued education, and related items.

- Friends of the Ossining Public Library Update, Nancy Panagacos, President reported that there are no upcoming book sales in the near term but they are exploring other fund raising options; their next Board meeting is Wednesday, 04/01/26; they are looking forward to the Spring Etsy Market from which they receive a percentage of the proceeds of sold items; and they remain in regular communication with the Foundation and the library to look for ways to coordinate all efforts.

- Ossining Library Foundation Update, Leslie Allen, Chair was not present and no report was provided.

- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 reported that the next meeting is tomorrow.

Policy, Bylaws, and Personnel Committee

- Draft Revised Materials Lending Schedule - Approval

- Employee Handbook – moving along with internal review by Karen LaRocca-Fels and Steve Hamilton. After that, then the Department Heads, and finally legal.

- Programming Policy – The Department Heads are presently reviewing and will provide feedback.

- Public Relations Policy – The Department Heads are presently reviewing and will provide feedback.

- New Required Policies - Disaster policy and financial controls discussed.

Karen LaRocca-Fels contacted WLS regarding a model, best practices financial controls policy and is waiting to hear back.

Building and Grounds Committee

- Update on Building Project

B&G Chair Phil Rice provided a brief update. Important progress is being made on Phase 1. NYSED approval has been received which is necessary first step before receiving funding from the OUFSD. RTU-6 is scheduled to be delivered on-site to the

library the first week of May 2026 and next week, the roof will be prepared to accept the unit.

- General B&G Report

Molly Robbins provided a brief update. B&G staff are encountering some expected, and unexpected, challenges associated with working with an aging building but are holding their own.

- Planning for Temporary Library Space

Board discussion noted that a potential lease for temporary library parking space is nearing finalization. The commercial realtor retained by the library has found a few promising alternate site locations for when the library building, and parking lot will both be closed. Management and staff are working closely with the realtor and have visited a few sites and are narrowing down the available options.

- Updated Project Schedule

Calgi Construction project management's line-by-line review indicates the project remains on schedule and under budget. That said, rising fuel costs will affect cost estimates as the project moves forward.

Finance Committee

- 2026/2027 Budget Proposal

Finance Committee Chair Phil Rice provided a brief update. The proposed budget was reviewed at the last Finance Committee meeting. The budget estimates are reasonable. Some minor adjustments were made. Substantial savings realized on wall monitoring and grounds maintenance. Aware of potential cost increases due to geo-political matters outside our control which are difficult to predict and estimate. General fund will reflect higher balance as construction costs are moved to the bond funds. Acknowledged that on-going, clear, transparent, and timely communication to the public is of utmost importance.

- Treasurer Update

A possible interested candidate has been identified.

- Building Project Payment Schedule

The Board acknowledged the work Rachel Murphy has put into creating a payment schedule.

Outreach and Engagement Committee

Committee Chair Althema Goodson was not present. The Board discussed creating QR codes to direct the public and patrons to relevant parts of the library website containing important information regarding the building project. Rachel Murphy attended ONE, a recent non-profit exhibition and noted that most attendees were representatives of the exhibiting non-profit organizations. Karen LaRocca-Fels was also in attendance to represent the Ossining Rotary. All agreed that these events are an excellent way to network and share important and relevant information.

OPL Board Goals

- Trustee Annual Goals

Meghan Huppuch noted that communication on the building project; restarting Meet the Trustees events; and sending out draft Long Range Strategic Plan goals are priorities.

The Board also noted that April 19th begins National Library Week.

- Board Retreat / Long-Range Strategic Plan – previously discussed
- PLA Conference Session – previously discussed

Resolutions

RESOLUTION #58 Approval of the Draft Revised Materials Lending Schedule (Date of First Reading – February 25, 2026)

RESOLVED, that the Board approves the draft revised Materials Lending Schedule
(Date of First Reading – February 25, 2026)

On a motion by Rachel Murphy, seconded by Alice Joselow, and passed unanimously 6-0, the Board approved Resolution #58.

RESOLUTION #59

RESOLUTION RATIFYING AGREEMENT WITH SIMPSON GUMPERTZ & HEGER ASSOCIATES, INC. P.C.

WHEREAS, on October 9, 2025, the Board of Trustees of the Ossining Public Library (“Library”) approved the proposal from Simpson Gumpertz & Heger Associates, Inc. P.C. dated August 9, 2024 and revised on April 9, 2025 subject to negotiation of the contract provisions 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 agreement; and

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

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Library hereby ratifies and approves the attached agreement and rider.

On a motion by Phil Rice, seconded by Amanda Marsh, and passed unanimously 6-0, the Board approved Resolution #59.

RESOLUTION #60 Approval to Accept a \$300.00 Donation Received from Gullotta House in Support of Children’s Programming

RESOLVED, that the Board approves the acceptance of a \$300.00 donation received from Gullotta House in support of Children’s Programming

On a motion by Alice Joselow, seconded by Amanda Curley, and passed unanimously 6-0, the Board approved Resolution #60.

RESOLUTION #61

BE IT RESOLVED, that the Board hereby approves the attached notice to bidders for 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.

On a motion by Rachel Murphy, seconded by Amanda Marsh, and passed unanimously 6-0, the Board approved Resolution #61.

Old Business

- New Long Range Strategic Plan – previously discussed – draft goals to be sent to trustees for review shortly.
- Materials Locker Usage – usage stats are now available and included in the monthly library usage report included in the Board packet.
- OPL Art Collection Management – Molly Robbins is leading this initiative and reported that she and staff are in the process of cataloging and cost estimating the library's existing artwork holdings. Thereafter, decisions will need to be made by the Board regarding which items will be retained, which will be sold (for example: by the Friends), and which will be respectfully discarded. All agreed that once renovations are completed in the library building are completed, storage space will be limited. Also, paying for external storage is prohibitively expensive.
- Committee Meetings

The Board restated that trustees who wish to attend committee meetings must do so in person. Trustee Zoom attendance at committee meetings will no longer be allowed.

New Business

- Deaccessioning Library Materials – Molly Robbins is the lead on this project. Like the decisions that need to be made about the library's artwork collection, non-artwork library materials will also need to be culled. She and staff are in the process of cataloging and assessing items. The goal is to determine what items are staying in the newly renovated building; what items can be sold (for example: by the Friends); what items can be donated to local organizations and non-profits (for example: the Sing Sing Prison Library has accepted some small pieces of furniture); and which items will have to be discarded due to poor condition. All agreed that once renovations are completed in the library building are completed, storage space will be limited. Also, paying for external storage is prohibitively expensive.

Public Comment

Devante Richards expressed disappointment that there will not be a Village Fair this 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 Amanda Curley, and passed unanimously 6-0, the Board exited Executive Session at 8:51pm.

Adjournment

On a motion by Alice Joselow, seconded by Amanda Curley, and passed unanimously 6-0, the meeting adjourned at 8:51pm.

Scheduled Upcoming Meetings

Monday, April 6, 2026 – Buildings & Grounds Committee Meeting

Thursday, April 9, 2026 – Work Session Meeting

~~Friday, April 17, 2026 – Policy & Personnel Committee Meeting (Cancelled)~~

Monday, April 20, 2026 – Regular Monthly Meeting and Budget Proposal Hearing

Thursday, April 23, 2026 – Community Outreach Committee Meeting

Friday, April 24, 2026 – Finance Committee Meeting (Rescheduled to Friday, April 17, 2026)