

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
July 13, 2026 – 7:00pm
Second Floor Conference Room
53 Croton Ave., Ossining, NY
11 Prince Road, Yarmouth, MA
35 Timothy Drive, Westerly, RI

Approved Meeting Minutes

BOT members physically present: Amanda Curley, Meghan Huppuch, Amanda Marsh, and Phil Rice

BOT members attending remotely via Zoom with advance notice: Alice Joselow (NOTE: she was subsequently unable to attend) and Rachel Murphy

BOT member attending remotely via Zoom without advance notice: Althema Goodson (NOTE: she joined the meeting at 7:15pm and did not participate in any voting)

Friends of the Ossining Public Library: Nancy Panagacos, President was not present

Ossining Library Foundation: Leslie Allen, Chair was not present

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

Member of the public physically present: Devante Richards

Call to Order

Amanda Curley called the meeting to order at 7:01pm.

Amanda Curley 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 May 18, 2026, Regular Meeting; the June 4, 2026, Special Meeting; the June 22, 2026, Regular Meeting; July 6, 2026, Reorganization Meeting; and the July 6, 2026, Special Meeting.

On a motion by Amanda Marsh, seconded by Phil Rice, and passed unanimously 5-0, the Board approved the Minutes of the May 18, 2026, Regular Meeting; the June 4, 2026, Special Meeting; the June 22, 2026, Regular Meeting; July 6, 2026, Reorganization Meeting; and the July 6, 2026, Special Meeting.

Public Comment

Devante Richards hoped that all in attendance had a great 4th of July holiday and remain cool during the current heat wave.

Director's Report

- Personnel Report

The Board noted and commended the library staff's on-going outreach within the community. They noted Spanish speaking staff assisting at the local food pantry in the evenings and staff collaboration with the local Library Field project. Karen LaRocca-Fels advised the Board that there will be additional outreach opportunities in August, which she will share.

Financial Report

- Operating Budget and Revenue Report

Finance Committee Chair Phil Rice noted that the Operating Budget and Revenue Report included in tonight's meeting packet will be reviewed and discussed at the next meeting of the Finance Committee on Friday, July 24th.

- Warrants: Motion to Accept the Warrants dated 06/23/26, 07/02/26, and 07/07/26

On a motion by Meghan Huppuch, seconded by Phil Rice, and passed unanimously 5-0, the BOT approved the acceptance of the Warrants dated 06/23/26, 07/02/26, and 07/07/26.

Committee Reports

President's Report

- Friends of the Ossining Public Library Update, Nancy Panagacos, President was not present. Molly Robbins provided an update on behalf of the Friends. She noted that all the items that the Friends had stored in the library's storage area (the "5000") had been removed; the Friends are brainstorming some new fund-raising ideas, and the next meeting of the Friends will be held in September 2026.

- 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

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

Policy, Bylaws, and Personnel Committee Co-Chair Alice Joselow was not present. Karen LaRocca-Fels provided an update. She noted that the above items remain a work in progress and that she had been in contact with Alice Joselow and the committee members about restarting regular monthly meetings before the end of the summer.

Building and Grounds Committee

- Update on Building Project

Building and Grounds Committee Chair Phil Rice noted that a Resolution to reject the one bid the library received in response to its second bid notice is on tonight's agenda. The current bid would be rejected due to exceeding the amount budgeted for the project. The B&G Committee, the Board, and the library's construction project management company, Calgi Construction, are all in agreement that this is the best decision. A new bid notice will be prepared and published.

- General B&G Report

Molly Robbins indicated that the library's general maintenance team is understaffed. A staff member recently left for an extended trip to visit family and it is unclear when or if she will return. She thanked all library staff, particularly Suzy Zavarella and the Teen Room Staff, with helping. She reported that the newly installed RTU-6 should be ready and up-and-running by the end of this week.

- Planning for Temporary Library Space

Molly Robbins and Karen LaRocca-Fels noted that the library has signed a lease for an alternate location at 127 Main Street in downtown Ossining. The location is ideal for patrons to walk to and from. Alternate parking for when the main library building remains open, but the parking lot is closed due to construction has been secured via an agreement with St. Ann's School. Library staff had also visited Maryknoll and are awaiting floor plans. This space may be primarily for storage and administrative offices. The library continues to work with Rand Commercial Real Estate.

Finance Committee

- Treasurer Update

Finance Committee Chair Phil Rice noted that he has spoken with a strong candidate who is interested in filling the vacant Treasurer position and he is awaiting her contract proposal.

Outreach and Engagement

Ad Hoc Outreach and Engagement Committee Chair Althema Goodson proposed a book swap to be held at upcoming Farmers' Markets. The Board expressed interest and requested that she write up a brief plan for Board review.

OPL Board Goals

- Trustee Annual Goals

Out-going President Meghan Huppuch requested that this be revisited at the August meeting.

- Strategic Plan

The Board noted that they had all received both the AI summary prepared by Amanda Marsh and notes and recommendations prepared by Amanda Curley and Alice Joselow. Amanda Curley asked that the Board members provide written feedback on the material that was given to them.

Resolutions

RESOLUTION #14 Approval of the Agreement Between the Ossining Public Library and Employee I.D.# 675004134 Dated July 13, 2026.

RESOLVED, that the Board hereby ratifies and approves the agreement between the Ossining Public Library and employee I.D.# 675004134 dated July 13, 2026.

On a motion by Meghan Huppuch, seconded by Phil Rice, and passed unanimously 5-0, the Board approved RESOLUTION #14.

RESOLUTION #15

WHEREAS, the Ossining Public Library (the "Library") issued and advertised a Notice to Bidders for the Rebid of Contract 2 – Site Work Construction for the MSE Wall Repairs and Parking Lot Reconfiguration ("the Contract"); and

WHEREAS, on June 9, 2026, at 10:00 a.m., the one 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, to restructure and modify the scope of the work and to obtain pricing more aligned with budgeted funds, and hereby approves the attached notice to bidders for Site Work Construction 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 Amanda Marsh, seconded by Phil Rice, and passed unanimously 5-0, the Board approved RESOLUTION #15.

Old Business

There was no Old Business to discuss.

New Business

There was no New Business to discuss.

Public Comment

Devante Richards was excited about the upcoming summer film series movie at the library and the upcoming St. Augustine's Festival

The Board did not enter 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 and to discuss the proposed lease of real property.

Adjournment

On a motion by Meghan Huppuch, seconded by Amanda Marsh, and passed unanimously 5-0, the meeting was adjourned at 7:48pm.

Scheduled Upcoming Events and Meetings

August 17, 2026 – Regular Monthly Meeting

As per past practice, the BOT will not hold a Work Session meeting in August.