



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, APRIL 9, 2018 AT 7:30PM

- ❖ Approval of Minutes – March 12, 2018
- ❖ Review of WLS Strategic Initiative
- ❖ Acceptance of Resignation
- ❖ Approval of 2018 Warrant 3
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of new Environmental Policy
- ❖ Review of YTD Performance Metrics
- ❖ Approval of Revised Children’s Expansion Design (from Lothrop)
- ❖ Approval of Budget Revisions – State Aid and Bldg/Equip Repair
- ❖ Brainstorming – Discussion of new/additional 2018 actions to minimize construction disruption

North Castle Public Library

Library Board of Trustee Minutes – April 9, 2018

Sean Ryan called meeting to order at 7:35 PM

In attendance:

Trustees: Stephanie Paul, Lisa Meyer Chorne, Jeanne Lapsker and Sean Ryan

Library: Edie Martimucci

Friends: Marilyn Heimerdinger

Town Liaison: Barry Reiter

Key Votes/Review

- **Approval of the Minutes for the March 12, 2018 NCPL Board of Trustees meeting.** Stephanie made motion to approve the minutes and Jeanne seconded. All were in favor.
- **Review of proposed WLS strategic initiative** - 3 components: (1) solution incubator, (2) institutionalize best of breed sharing and (3) staff development. Major focus on addressing the need for equitable, household-based digital inclusion to support the WLS mission of providing seamless access to library services throughout Westchester County.
- **Acceptance of Gabrielle Madera's resignation** - effective Friday, May 18, 2018. Jeanne made the motion to approve and Stephanie seconded. All were in favor.
- **NCPL 2017 Warrant 3** (AP GL Report). Total expenses included in 2018 Warrant 3 are \$50,960.62 of which the Friends are paying \$12,093.39. Thank yo Friends for your continuing support!!! The March Baker & Taylor invoice for books was paid from the Isabelle Brinkman Fund - all of these books have been labeled to reflect this funding. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Lisa made the motion to approve and Jeanne seconded. All were in favor.
- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru April 6, 2018). NCPL YTD financial results remain strong. Significant progress has been made on the renovation of the new YA Room and the Friends' Gallery. Is completed. Thank you to Steve Gallo for his leadership on these projects!
- **Approval of the new NCPL Environmental Policy** - Implementation of an environmental policy committing NCPL to reduce its environmental footprint and and to promote environmental stewardship at all organizational levels. Many thanks to Edie who created this policy as part of her work to have NCPL certified as part of the NYS Green Initiative!!! Lisa made the motion and Jeanne seconded. All were in favor.

- **Approval of the revised Lothrop design for the Armonk Children's Expansion** - downsize children's room project to 530 square feet of total usable space to control costs. Jeanne made the motion and Stephanie seconded. All were in favor.
- **Approval to add \$120,000 in state aide to revenue line**
Stephanie made the motion and Jeanne seconded. All were in favor.
- **Review of our performance metrics** - March performance metrics were discussed. Armonk performance has been impacted significantly due to the combination of understaffing and construction disruption. North White Plains performance remains strong – thank you to Susan Grieco!!! Thank you also to Virginia Garcia for all her work on performance metrics!!!
- **Youth Services Personnel Strategy Discussion** - Discussed suggestions to address youth services staffing on a structural level. Approved motion to request civil service list for Assistant Library Director II focusing on Youth Services. Jeanne made the motion and Stephanie seconded motion. All were in favor.

Brainstorming Session - identify actions to minimize the impact on Edie and her team during renovation and construction. The following suggestions were made:

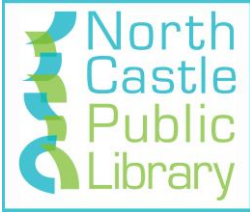
- rent space in off-site facility like a houses of worship or business
- moveable or immobile book mobile or other structure stationed in library or other parking lot
- mini-libraries throughout town such as in town parks, town facilities or businesses
- programming at local houses of worship or businesses, such as holding book club on second floor of Decicco's, Sir John's Plaza, Hergenhan Recreation Center
- speak to Chamber of Commerce about possible spaces
- promote and/or enhance virtual library
- provide buses from North White to Armonk branch

The meeting was adjourned at 8:55 PM. Our next meeting will be at 7:30pm on May 14, 2018.

Respectfully submitted by,

Lisa Meyer Chorne

Secretary



Environmental Policy

North Castle Public Library is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources. We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation. These efforts will extend to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

Employee understanding, and involvement are essential to the implementation of this environmental policy. All employees will receive a copy of this policy and be educated about our company's efforts to improve our environmental performance. Employees at all levels of the organization will be involved in supporting our goals.

How Can We Help?

Energy

- We need to be mindful of the lights within the building and ensure that they are turned off when they are not in use. Additionally, we need to stay committed to using LED bulbs, and reduce the use of lights when daylight is sufficient.
- Employees should also ensure that they shut down all computers at the end of the business day.

Materials Management (Waste/Recycling & Purchasing)

- We need to make an effort to utilize our recycling bins and ensure that we are using them properly.
- Employees are also encouraged to bring in their own reusable cups to avoid the use of bottled water.
- Employees should also be mindful of their paper usage and try to reuse paper whenever possible.

Transportation

- Employees should also be mindful during their commute to work and participate in fuel-efficient driving practices. Some examples of these practices include: avoiding aggressive driving, driving at a steady speed limit, and avoiding idling your vehicle.

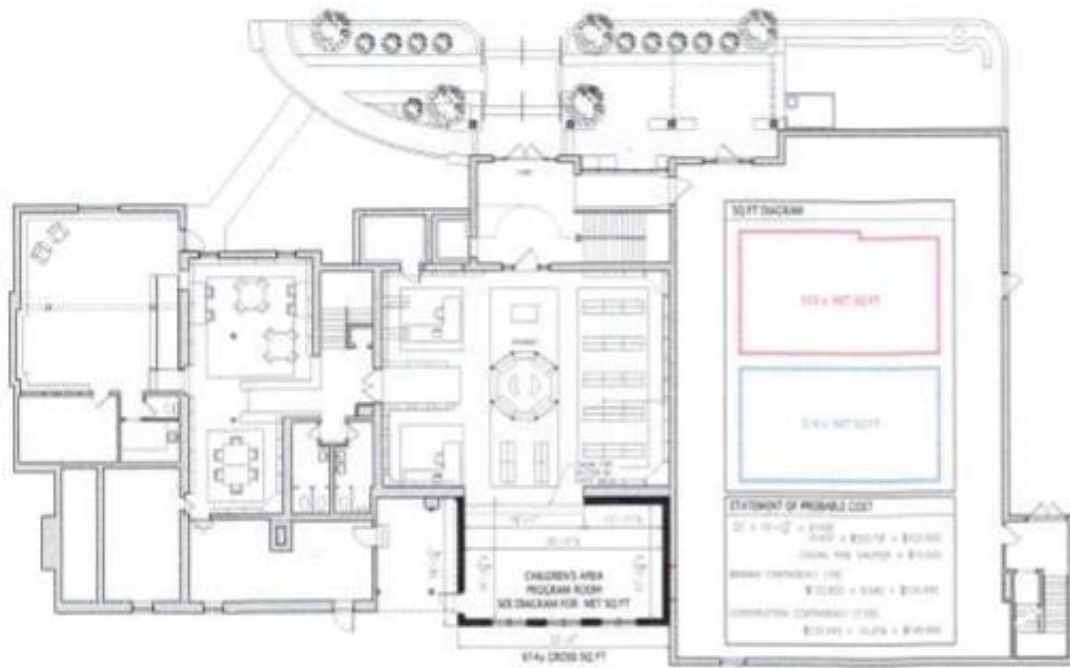
Land Use

- Employees should help keep the parking lot clear of litter and ensure that they are using the bins for recycling and waste located outside.

Water

- Employees should also make sure that they turn off faucets properly and report any leaks.

Approved: 4/8/2018



NORTH CASTLE PUBLIC LIBRARY
PROPOSED CHILDREN'S AREA PROGRAM ROOM

LOTHROP ASSOCIATES, L.P.
APRIL 8, 2014