



AGENDA FOR BOARD OF TRUSTEES MEETING
MONDAY, OCTOBER 8, 2018 AT 7:30PM

- ❖ Discussion with Assistant Director II Candidate
- ❖ Approval of Minutes – September 17, 2018
- ❖ Approval of 2018 Warrant 9
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of Preliminary 2019 Budget - Revised
- ❖ Review of YTD Performance Metrics
- ❖ Review of NWP Bids

North Castle Public Library

Library Board of Trustee Minutes – October 8, 2018

Sean Ryan called meeting to order at 7:30 PM

In attendance:

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

Library: Edie Martimucci

Town: Barry Reiter

Friends:

Guest: Stephanie Hartwell-Mandella

Key Votes/Review

- **Discussion with Assistant Director II Candidate** Stephanie Hartwell-Mandella. Stephanie fielded questions from Trustees about her involvement with library activities and programs in her current library placement, and her philosophy, vision and ideas about library programming, customer service and community involvement. Stephanie had an opportunity to ask questions of her own.
- **Approval to hire Stephanie Hartwell-Mandella for position of Assistant Director II.** Jeanne made motion to approve and Jerry seconded. All were in favor.
- **Approval of the Minutes for the September 17, 2018 NCPL Board of Trustees meeting.** Stephanie noted minor error in last month's minutes which will be corrected. Lisa made motion to approve the minutes and Stephanie seconded. All were in favor.
- **NCPL 2018 Warrant 9** (AP GL Report). Total expenses included in Warrant 9 are \$33,194.04 of which the Friends are paying \$8,898.81. Thank you, Friends for your continuing support!!! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and

Kieya Glaze for their financial support of the NCPL!!! Jerry made the motion to approve and Jeanne seconded. All were in favor.

- **Approval of Revised Preliminary Budget for 2019** - Jeanne made the motion to approve and Jerry seconded. All were in favor.
- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru October 4, 2018). NCPL YTD financial performance remains strong and exceeds our 2018 plan and commitment to the town. We are over running revenue and under running expenses and will add significantly to our library fund balance at year end.
- **Review NCPL Performance Metrics** - September 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!!!
- **Review of NWP Bids** - It was noted that this is the third cycle of the bid process with 10 bids made covering a wide range. Removed from bid package was work on doors, windows and electric. Additional work excluded was demolition of walls between current library and community center. Demolition work could be done in-house, saving town money. Sheetrock and ceiling work can be out sourced.

The meeting was adjourned at 9:00 pm. Our next meeting will be at 7:30 pm on November 12, 2018.

Respectfully submitted by,

Lisa Meyer Chorne

Secretary