



AGENDA FOR BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 17, 2018 AT 7:30PM

- ❖ Approval of Minutes – July 9, 2018
- ❖ Approval of 2018 Warrants 7 and 8
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of NCPL’s Preliminary 2019 Budget
- ❖ Personnel Approvals
- ❖ Approval of Automatic Renewals
- ❖ Approval of 2018-2021 NYS Library Construction Grant Applications
- ❖ Review of Potential Elevator Project
- ❖ Review of Traffic Study of Whipoorwill Road East
- ❖ Review of YTD Performance Metrics
- ❖ Executive Session

North Castle Public Library

Library Board of Trustee - Minutes
September 17, 2018

Sean Ryan called meeting to order at 7:35 PM

In attendance:

Trustees: Jeanne Lapsker, Stephanie Paul, Jennifer Paulson Lee and Sean Ryan

Library: Edie Martimucci

- **Approval of the Minutes** for the July 9, 2018 NCPL Board of Trustees meeting (attached). Thank you, Lisa!!! Jeanne made motion to approve. Stephanie seconded. All were in favor.
- **Approval of NCPL 2018 Warrant 7** - Total expenses included in Warrant 7 are \$61,132.53 of which the Friends are paying \$9,687.01. Warrant 7 also includes the payment of \$2,451.41 from the Brinkman Fund. All books purchased through this fund have labels recognizing this donation. Jennifer made motion to approve. Jeanne seconded. All were in favor.
- **Approval of NCPL 2018 Warrant 8** - Total expenses in Warrant 8 are \$36,397.74 of which the Friends are paying \$7,722.62. Thank you, Friends for your continuing support in both warrants!!! Scott Stopnik reviewed the invoices in both warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Stephanie made motion to approve. Jennifer seconded. All were in favor.
- **Review of NCPL 2018 YTD Revenue and Expense Reports** - NCPL YTD financial performance remains strong and in line with our 2018 plan and commitment to the town. This month we received the first 90% payment for NCPL's 2017-2020 NYS Library Construction Grant. This payment will be primarily used for the expansion of the Armonk Children's Room which will occur in 2019. We are under running expenses due to current under staffing.
- **Approval of NCPL's 2019 Preliminary Budget** - This submission includes three items warranting explanation: (1) request to use \$150,000 from the library's fund balance. The fund balance is expected to increase to approximately \$360,000 at year end 2018 with \$185,000 of that amount being unspent NYS construction grant funds. This use of the fund balance will be primarily used for the Armonk Children's Room expansion, (2) we are proposing holding our materials spend at \$180,000 including \$18,000 from the Brinkman Fund which will leave the Brinkman Fund with \$2,200 at year end 2019, and (3) we have included salary for three new hires - an assistant director II for youth services, a librarian I for youth services and a library assistant for cross library support including technology. Jeanne made motion to approve. Jennifer seconded. All were in favor.
- **Approval to hire the following hourly employees: Angela Cooke** as an hourly Librarian I with a start date of August 20 and a salary of \$23 per hour. Stephanie made motion to approve. Jennifer seconded. All were in favor. **Jane Rothschild** as an hourly Librarian I with a start date of September 5 and a salary of \$23 per hour. Jeanne made motion to approve. Jennifer seconded. All were in favor. **Annlee F. Milani** as an hourly Page with a start of August 20 and a salary of \$11 per hour. Jeanne made motion to approve. Jennifer seconded. All were in favor.
- **Approval to implement Automatic Renewal** - as proposed by WLS and as a customer service we can implement automatic renewals in situations where items are not on hold. Jennifer made motion to approve. Jeanne seconded. All were in favor.
- **Approval of the 2018-2021 NYS Library Construction Grant Application for North White Plains** - The grant application for NWP includes HVAC replacement, window/door replacement, restroom renovation, convenience electric in the community center room and

additional fire protection. The total cost of the NWP is \$248,890 and we have requested a grant of \$124,445. Jennifer made motion to approve. Stephanie seconded. All were in favor.

- **Approval of the 2018-2021 NYS Library Construction Grant Application for Armonk** - The grant application includes replacement of three of our five public restrooms and has a total cost of \$64,726. We have requested a grant of \$32,363. Jeanne made motion to approve. Jennifer seconded. All were in favor.
- **Approval for Additional Structural Engineering Services for Children's Room Expansion** - After completion of the geo-technical assessment of the courtyard area, it has been recommended that we remove all the fill in that area. This is an extremely costly undertaking. Instead, a different design has been recommended by our architect and structural engineer that will avoid removing all the fill. This design is incremental engineering work (\$4,000) when compared to the original proposal but will save us significantly more cost in excavation. Jeanne made motion to approve the incremental expense. Stephanie seconded. All were in favor.
- **Review potential donor opportunity for Armonk building Elevator** - a donor has come forward with an offer to donate up to \$100,000 (willing to do as a matching transaction). Lothrop Associates has estimated the cost of an elevator at \$225,000. I have recommended that we plan this project such that we can apply for a NYS Library Construction Grant (July, 2019 will be the next opportunity). Additional fundraising may be necessary.
- **Review of the Traffic Study of Whippoorwill Road East and the Library vicinity** - the town hired consultant Frederick P. Clark Associates, Inc. to study traffic and related matters on Whippoorwill Road East and the library vicinity. The study's recommendations were reviewed.
- **Review of NCPL Performance metrics** - The significant drop in circulation was discussed. Edie is working on increasing spending on both digital and AV materials. It is believed that this spending, which is currently running at 92% of last year's AV spending and 37% of last year's digital, will raise circulation in the final months of 2018 and, more importantly provide momentum into 2019. Thank you to Virginia Garcia for all her work on performance metrics!!!
- **Executive Session** was held to discuss personnel matters.
- **Approval of a payment of \$5,000 to Susan Greico** - for her work beyond her assigned responsibilities due to the resignation of our Assistant Library Director II in the second half of 2018. Stephanie made the motion to approve. Jeanne seconded. All were in favor.
- **Approval of a 3% salary increase for Edie Martimucci effective October 1, 2018** – Jennifer made motion to approve. Stephanie seconded. All were in favor.

The meeting was adjourned at 9:30PM. The next NCPL Trustees meeting will be October 8, 2018.

Respectfully submitted by,

Jennifer Paulson Lee
Vice President