



AGENDA FOR BOARD OF TRUSTEES MEETING **MONDAY, NOVEMBER 12, 2018 AT 7:30PM**

- ❖ Approval of Minutes – October 8, 2018
- ❖ Approval of 2018 Warrant 10
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of the 2019 NCPL Holiday Schedule
- ❖ Approval of Emergency Repair of Armonk Building
- ❖ Approval to Award NWP Window & Door Project
- ❖ Review of Armonk Children’s Room Expansion Design
- ❖ Approval to Bid Armonk Children’s Room Expansion Project
- ❖ Review of YTD Performance Metrics
- ❖ Review of NWP Bids
 - ❖ North Castle Public Library
 - ❖ Library Board of Trustee Minutes – November 12, 2018

❖ Sean Ryan called meeting to order at 7:32 PM

❖ **In attendance:**

❖ **Trustees:** Lisa Meyer Chorne, Jerry March, Stephanie Paul, Jennifer Paulson Lee, and Sean Ryan

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❖ **Library:** Edie Martimucci

❖ **Town:**

❖ **Friends:** Barbara Vircillo

❖ **Key Votes/Review**

❖ • **Approval of the Minutes for the October 8, 2018 NCPL Board of Trustees meeting.** Jerry made motion to approve the minutes and Stephanie seconded. All were in favor.

❖ • **Approval of NCPL's 2019 Holiday Schedule.** Schedule remains consistent with last year. Weekend hours will be followed when operating on a holiday schedule. Stephanie made the motion to approve and Jerry seconded. All were in favor.

❖ • **Approval of Emergency Repair of Armonk Building from Water Damage.** Emergency repairs required due to recent storm damage. A repair to the roof is completed, and replacement of damaged walls and insulation will occur shortly. Additionally, a discussion was held to address the necessity of replacing the roof and to build this expenditure into our next grant cycle in July of 2019. Jerry made the motion to approve and Lisa seconded. All were in favor.

❖ • **Approval to award the project to replace four NWP library windows and a door to the low bidders for (1) materials and (2) labor.** Jerry made the motion to approve and Jennifer seconded. All were in favor.

❖ • **Review of Lothrop architectural documentation for the Armonk Children's Room Expansion Project.** This project will provide a much needed 511 square feet of new dedicated programming space for children's programming in Armonk. The current design of the back area of the children's room would require an expensive excavation. Lothrop, in concert with the structural engineer, arrived at a cost saving solution to build a cantilevered foundation that will not put weight on Whippoorwill Hall. To comply with fire codes, this space will be a stand alone building that visually appears integrated and incorporated into the existing library structure. It will be a wide open room with large

windows on the back of the building. The fire safety doors will remain open and close automatically in the event of a fire. The project will be added to the Town Board's agenda.

- ❖ • **Approval to bid the Armonk Children's Room Expansion Project.** Approval to bid using Town's bidding process. Town Board approval is required to move forward with project. Lisa made the motion to approve and Jennifer seconded. All were in favor.
- ❖ • **Approval of NCPL 2018 Warrant 10 (AP GL Report).** Total expenses included in Warrant 10 are \$32,696.44 of which the Friends are paying \$9,180.03. 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 Stephanie seconded. All were in favor.
- ❖ • **Review of NCPL 2018 YTD Revenue & Expense Reports (thru November 7, 2018).** YTD 2018 NCPL financials are as expected and remain strong. Building improvement expenditures also continue as expected. Thank you to Steve Gallo for his continued work on the building projects!!!
- ❖ • **Review NCPL Performance Metrics.** October performance metrics were discussed. Armonk performance has been impacted significantly due to the combination of understaffing and construction disruption. Increased spending on digital collection has contributed to uptick in digital circulation. The impending addition of the recently hired children's librarian/Assistant Director II in the Armonk branch should improve children's circulation in both branches. Thank you Virginia Garcia for all her work on performance metrics!!!
- ❖ The meeting was adjourned at 8:55 pm. Our next meeting will be at 7:30 pm on December 10, 2018.
- ❖ Respectfully submitted by,
- ❖ Lisa Meyer Chorne
- ❖ Secretary