



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, NOVEMBER 14, 2016 AT 7:30PM**

- ❖ Approval of Minutes – October 10, 2016
- ❖ Approval of 2016 Warrant 10
- ❖ Review of Green Initiative
- ❖ Review of YTD Revenue and Expense
- ❖ Review of Project Status
- ❖ Review of Performance Metrics
- ❖ Brainstorming – How can WLS help NCPL reduce overall cost and expand services?

# North Castle Public Library

## Library Board of Trustee Minutes – November 14, 2014

Sean Ryan called meeting to order at 7:32PM

### In attendance:

**Trustees:** Lisa Meyer Chorne, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul, Scott Stopnik, Jerry March and Sean Ryan.

**Library:** Megan Dean, Edie Martimucci

**Town:** Barbara DiGiacinto

**Friends:** Marilyn Heimerdinger

**Approval of Minutes:** A motion to approve the October 10, 2016 minutes was made by Jennifer and Stephanie seconded. All were in favor.

**Approval of Warrant 10:** Warrant 10 includes total expenses of \$26,118.46 of which the Friends are paying \$6,524.96. Thank you Friends for your continuing support!!! Jerry made motion to approve. Lisa seconded. All were in favor.

**Joint Trustee/Friends Meeting:** We will be planning a joint meeting between the Friends and the Board of Trustees. Date – Friends February Meeting – currently scheduled for February 8, 2017. Agenda is to present current strategies and align on how to create an even stronger, more fluid relationship to benefit the library.

**Green Business Partners:** Edie Martimucci has joined the group **Green Business Partners** on behalf of the library and “undertaken the green business challenge” with her staff, which includes commitments to recycling, water saving initiatives, evaluating lighting systems, etc. When an evaluation is made, for example, Con Ed will pay for up to 70% of the costs to change to a more green option. It’s a win/win situation. Stats had been gathered per their requirements to qualify. Edie has also shared this information with the Chamber of Commerce and we are on the road to green certification. Thank you Edie and all our staff for this commitment to going green!!

**Brainstorming Session:** "How can WLS help a member library (like NCPL) improve". The objective is to think about how we can leverage other organizations, like WLS, to help member libraries reduce costs and/or how WLS could provide solutions that would enable a member library to provide new services to patrons. Ideas identified:

- Maintain a collection of textbooks to provide broader access to textbooks. One digital variation is “TechBooks” which would be great to be available to our communities.
- Share best practices across member libraries – such as sharing templates for building children’s programs, saving time and effort.

- Provide advertising and marketing assistance. WLS could promote overall library awareness of changing library service. WLS could also highlight library programs and services across member libraries on their homepage, such as links and a master calendar of events per library. Create new ideas and ways to cross promote all Westchester libraries.
- Share ideas on how best to use facilities – dedicated programming spaces, leverage of other partners (like NCPL's partnership with Hudson Stage Company which offers high quality theater productions).
- Save Costs - WLS could share successful ideas where libraries have re-engineered their organizations from financial and future needs perspectives.
- Leverage WLS' strength in technology to take costs out of libraries across the board. Share ideas on how libraries are streamlining library processes.
- Advertising and Marketing Assistance - WLS could promote library programs and services from across member libraries on their homepage, such as links and a master calendar of events per library. Create new ideas and ways to cross promote all Westchester libraries.
- Fundraise to support the creation of new solutions that can be implemented across member libraries.
- Fundraising methods – Educate trustees to enable required fundraising –for example, assistance in the creation of a Foundation so libraries themselves can be able to raise funds for infrastructure and building renovations.

The meeting was adjourned at 9:17pm. Our next meeting will take place on December 12, 2016.

Respectfully submitted by,

Jennifer Paulson Lee