



AGENDA FOR BOARD OF TRUSTEES
MEETING
MONDAY, JUNE 13, 2016 AT 7:30PM

- ❖ Approval of Minutes – May 9, 2016
- ❖ Approval of 2016 Warrant 5
- ❖ Review of YTD Revenue and Expense
- ❖ Review of Performance Metrics
- ❖ Key Votes:
 - NCPL Classification per NYS Controller
 - NCPL Policy – Volunteer
 - Charging Stations

Brainstorming – NCPL Progress Evaluation
on Long Term Strategy

North Castle Public Library

Library Board of Trustee Minutes – June 13, 2016

Sean Ryan called meeting to order at 7:35PM

In attendance:

Trustees: Lisa Meyer Chorne, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul, David Charney, and Sean Ryan.

Library: Megan Dean, Edie Martimucci

Friends: Marilyn Heimerdinger

Approval of Minutes: A motion to approve the May 2016 minutes was made by Jennifer and seconded by David. All were in favor.

NCPL 2016 Warrant 5 - Total expenses included in Warrant 5 are \$38,917.73 of which the Friends are paying \$7,917.73. Thank you Friends for your continuing support!!! Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Kieya Glaze for her financial support of our library!!! Motion to approve Warrant #5 was made by Stephanie and seconded by Lisa. All were in favor.

Key Votes/Decisions:

- Approval of changing the classification of NCPL with the NY State Comptroller's Office from a "discrete" organization to a "blended" organization. The comptroller expects separate financial reports from all discrete organizations. Since the Town of North Castle has reported and will continue to report NCPL's annual financials to the comptroller we will eliminate this requirement from the library by reclassification to a blended organization. David made motion. Second by Lisa. All were in favor.
- Approve of a new policy concerning volunteers defining clear guidelines of the role of a volunteer (attached). David made motion to approve. Jeanne second. All were in favor.
- Charging stations for patrons – a new charging station service available from EBSCO was presented. Marilyn asked Edie to work with the Friends to see if support for this new service could be accommodated.

Brainstorming – Performance ranking of strategic initiatives and enablers:

The Board, our two directors and the president of the Friends ranked NCPL performance on the seven strategic initiatives and two strategic enablers in our Long Term Strategy. Ranking was done on a scale of 1-5 with 5 being the best. The average of the participants rankings were:

Initiatives:

- Grow our circulation - 3.89.
 - Grow and diversify our library's programming - 4.22.
 - Expand our "Virtual Library" and use of technology - 2.67.

- Extend our community outreach - 2.67.
- Build an “Army of Library Advocates” to better market our library - 2.11.
- Support our employees through robust staff development - 4.00.
- Use measurements to drive our library transformation - 3.44.

Enablers:

- Modernize our facilities and make them more flexible - 3.67.
- Ensure our library is financially strong - 4.67.

Brainstorming – New ideas include:

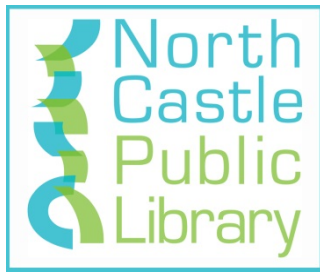
- NCPL Delivers – a delivery service where a licensed employee of the NCPL will drop off and pick up books in order to offer personal service to those unable to come to the library and check out materials. This vehicle could be branded which in turn offers marketing of the library and its services to the immediate community.
- Establish “areas of expertise” – i.e. Art and Technology. Art and Technology are wonderful companions and are linked to our library and to the Friends/Armonk Outdoor Art Show.
- Improve the level of Art within the library/library programming to further support the Friends and the success of the Armonk Art Show.
- Provide space and programming around traveling exhibits.
- Transformation of the magazine room into a gallery.
- Pop Up museums.
- Transforming the lobby into a café? Café - possibly managed by local businesses.
- Offer a Student Art show where patrons are able to buy art (excluding the months around the Armonk annual Art Show).
- Create an art studio for youth
- Art nights.
- Display artist’s work – consignment?
- Hold a Spelling Bee for the community and/or writing contest that is developed in conjunction with the regions schools.
- Other Contests – creative writing, musical talent, poetry, etc.
- Introduce Smartboards like in the schools.
- Establish “areas of expertise” – i.e. art, tech/STEAM – providing deeper levels of knowledge.
- Get any book in 48 hours.
- Drop-box at each branch to enable book pick-up after hours.
- Attract supporters even if they are not users of the library.
- Opt-in services that allow library to see more patron data and, in turn, deliver more services.
- Mobile app – WLS is delivering.
- Infrastructure art – playful outdoor kid’s structure based on childhood story.
- Family literacy workshops.
- Memory jars.
- Innovation center.
- Technology lab/Technology nights.
- Expanded technology education - advanced internet search, backing up data, cloud computing, social media, web development, graphic design, etc.
- Open e-Book App and ConnectEd like services.
- Maker spaces.
- Organize groups and provide space for learners developing specific skills to meet and help one another – potential to grow into business start-ups.

- Website becomes a portal.
- Increased visual content on the website
- Increasing landscaping around both branches.
- Flowers throughout the library.

The meeting was adjourned at 9:24pm. Our next meeting will take place on July 11, 2016.

Respectfully submitted by,

Jennifer Paulson Lee



Volunteering Policy

The North Castle Public Library encourages the use of volunteers to help the library in performing its work. Utilizing volunteers' time, talents, and enthusiasm for libraries helps to fulfill its mission. Volunteering offers a way for community members to contribute, gain new experiences, a sense of satisfaction, and learn more about libraries.

Volunteers will not be used to replace the work done by paid library staff but to enhance the services that the library provides.

All volunteers must go through a process of application and interview to become a library volunteer. Volunteers' hours and responsibilities will be assigned by a supervisor and volunteers are required to follow the Library Code of Conduct, Volunteer Guidelines, and adhere to the library's policies and procedures.

Volunteers may not engage in activities that could reveal confidential patron information and may not use the Integrated Library System. Adult volunteers will be recruited regardless of age, race, ethnicity, religion, nationality, gender, physical limitations, sexual orientation, or any other criteria.

Volunteers under the age of 18 must have parental approval. Generally, the Library will not accept volunteers under the age of 14. Youth volunteers may not work without direct supervision by a staff member.

Volunteers can be released at any time at the discretion of the Library.

The library will check references where procedures call for it and has the authority to decline a volunteer application. Applications remain on file for one year if a suitable assignment is not available at the time of application.

To ensure a positive experience at the Library, the Library will:

- Designate a staff person to administer the volunteer program.
- Make every effort to ensure that volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Provide orientation and training to prepare the volunteers to perform their duties.