

North Castle Public Library

Library Board of Trustee Minutes - November 12, 2013

**In attendance:**

Library Director: Scott Jarzombek

Trustees: David Charney, Jeanne Lapsker, Jerry March, John Naclerio, Sean Ryan, Scott Stopnik

Town Board: Mike Schiliro

The meeting was called to order at 7:35pm.

**Introductory comments:** Sean stated this meeting will focus on (1) a longer term financial plan led by John, (2) discussion on how to jump start a two way conversation with the community to improve our marketing of the library and (3) charge for next month's meeting that David will lead to begin creation of implementable plans for our strategic initiatives.

**Approval of the Minutes:** John moved. Jerry seconded. All were in favor.

**Warrant No. 11** for a total of \$39,464.33 was submitted and approved. The Friends of the North Castle Public Library, Inc. will reimburse the library \$XXX.XX (predominantly for programming expenses). Thank you Friends!!! Scott S. made the motion to approve Warrant No.11 and Jerry seconded. All were in favor. Sean will sign the warrant.

**Financial Report:** John reported that he has reviewed the individual purchase orders and that all is in order. John suggested that our buying in all supplies areas that apply be leveraged with town purchases. Scott to follow up with Joan and Faith and involve John and Sean as required. John reported that he has begun the process of extending our budget process to a five year view. This has introduced evaluation of capital improvements of critical items like the heating/cooling systems and the roof.

Jeanne raised the need to improve our collection, how we can better meet our patrons needs and the amount of money we have budgeted for books. This topic will be included in our December meeting discussion focused on driving our strategy to implementable plans.

**Director's Report:** Scott asked for approval of:

- **Early Closing (5:30PM on 11/27).** Jerry moved. Scott S. seconded. All were in favor.
- **2014 Holiday and Early Closing Schedule:** Jerry moved. Scott S. seconded. All were in favor.

**Committee Reports:**

- **Whippoorwill Hall:** Scott J. reported that formation of the Whippoorwill Hall has begun. Next step is creation of a mission statement. Support may be required from Trustees to enlist required volunteers.

- **Marketing:** Scott J. reported that incremental help will be required for the marketing committee. Discussion involved need to have processes to collect input from the community and more effective communication vehicles for the library to communicate to residents (library users and non-library users). Discussion included need for multiple channels/types of communication. Examples discussed include newsletters and an annual report. Sean agreed to join the committee.

The meeting was adjourned at 9:10pm. Our next meeting will take place December 16, 2013.

Respectfully submitted by,

Sean C. Ryan