

NORTH CASTLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES

February 11, 2013

Board of Trustees in attendance

Sean Ryan
Jerry March
Jeanne Lapsker
Mary Beth Weisner
Jennifer Lee
David Charney
John Naclerio

Town:

Faith Berland
Michael Schiliro

Friends:

Marilyn Heimerdinger

Cris Ansnes, Director

Sean called the meeting to order at 7:40pm.

Sean Ryan - Opening remarks

We are forming a new management system for the trustees to be more focused and detailed. This is a step in the right direction with pro-active sub-committees attending to the staff analysis and development, financial planning, and community relationships. The goals are to streamline, correct if necessary and serve the community of today incorporating technology to build the library and transform the library to what we will need 5 years plus.

Action items:

1. Staff meeting and assessment sheets are being finalized.
2. A spread sheet with projections has been created with the assistance of Faith.
3. Library dashboard for a one page overview is in process

Next step will include a presentation of all the results to the Town, followed by a budget discussion.

Approval of minutes:

Jeanne made a motion to approve the minutes as submitted in January.
John second. All were in favor.

Jerry March and **Mary Beth Weisner** read the oath of Library Trustees.

Faith Berland - Financial overview

Faith and John took the BOT through a 5 year plan from the Town point of view, walking through the major points of the plan.

This is a live plan - one that will take shape over the course of the plan itself. There may be changes that occur that we can take advantage of should they occur. One of the key questions:

Is there a way to streamline the aggregate to find a cost effective way to reduce our budget?

Different business suppliers may offer obvious savings such as phone savings, materials savings, as well as potential larger scale items. We will need to chip away and be creative to find savings so that our ability to serve the community is not compromised. Technology can be used more widely than it is, etc.

The town is taking a more unified approach to viewing the overall status and financial means of each department. This will make our communication with the town easier as we look forward.

John asked about potential for any increase in revenue. Cris spoke about tutors who use the space; Do we charge for the use of the library as a work space when this is a public facility? Charging more for the use of Whippoorwill Hall is also an option we will look into. Cris noted this is a position that requires significant time and focus to seek out ways to increase revenue. We do have restrictions from the State as a public municipality against actual fund raising.

Also, with our fund balance, we should look at ways to put the money to use such as higher interest bonds and, capital improvements - using the money to put in an elevator. Faith explained the Town is already looking at moving the money into a new bank with higher interest.

David Charney - Dashboard

David has created a format to view activities and goals of the Library which offers a view of overall trending to follow different metrics so that we can, as a Board, evaluate the operations quickly. This will not be a numerical value report system, but more an easy way to view actuals and thoughts so that we move forward based on library use and needs.

Sean made a few comments:

1. We need to look at the measurement requests and make sure they are applicable to our forward plan.
2. There should be a Staff segment with overall measurement umbrellas.

Jeanne Lapsaker - Staff assessment/analysis

We decided as a group to tailor the assessment sheet more to the library.

This will be a 2 week daily record for each staff member. Jeanne implored a need to not only provide a notation of hours, but a quality assessment of the work.

Staff sheets have been refined beautifully by Edie who has built a structure that is fluid for the staff. Interruptions are always noted so that we can get a very clear picture of each staff member's day.

Jennifer observed in meeting with the staff in No. White, Cris and Edie present, that we must also understand the quality of the staff training, their assets such as multi-lingual or areas of expertise which creates an interdependent network of people serving the library. Therefore, we will also ask each staff member to write a biography paragraph and potentially a self-analysis to identify ways to streamline their inner operations and find areas that need improvement.

Next steps -

Looking at the sheets and figuring out what codes to use for each category, as well as suggesting Feb 25th as the start date. Mike Schiliro brought up if there is a way to track the phone call and the nature of the calls, noting that if there is a trend, or repetitious questions, we offer a FAQ section on the library web site.

Scott Stopnik has submitted his application to join the Board. We are excited to include him on the Board and hope to have the Town appoint him within the next 2 weeks.

Warrant No. 2 for \$59,390.13 was dispersed and big ticket items were discussed. Jeanne made a motion to approve Warrant No. 2 as submitted. Jerry second. All were in favor.

Director's Report: Cris Ansnes

Thanks to the Town for their support in the snow Storm of Feb. 8th and the libraries were open by 12:05 Saturday.

Pricing is being collected to install the television screens at the circulation desks and the other 3 larger. Shelving was delivered and will be installed Feb 12. Library items in storage will return asap.

The panic buttons were installed - 7 total at Armonk. 2 in WH and others spread around the library. In the circulation area, there may be a problem with the air vent installation - framing wasn't completed properly. The job has been added to a punch list.

We need to post minutes and the agenda on the web site. All agreed to do that asap.

A Bee Hive reception was discussed to celebrate the recognition the Friends received for their community contributions, especially the Armonk Art Show.

Mike Schiliro: Town Report

He is glad to be able to report back to the Town our date to present our analysis is mid-April, noting the town is pleased to see the momentum within the library.

He will urge the Town Board to add Scott's appointment to the Library Board within the next 2 weeks.

An announcement was made that Sue Snyder resigned from the Recreation Department. Joan Goldberg will look at how to best fill that position and also how to coordinate more effectively with library programming.

Marilyn Heimerdinger: Friend's Report

Friends budget for 2013 was approved. Looking into ways to expand use of Whopporwill Hall.

Talking about potential including a \$25/ticket for a lecture series. Lots of talk about 2013 Arts luncheon. The Friends will discuss a get together to celebrate.

A request was made to like the fb page of the Armonk Art Show.

Sean Ryan: Closing remarks

We will pursue actual signs to both of the Libraries.

Also, we will strive toward improving and acting on our marketing objectives - how to communicate to the public on a regular basis. All About Armonk will make a presentation to the Board at our next meeting. Possibly offer a newsletter directly from the library on a quarterly basis.

The meeting was adjourned at 9:15pm. The next meeting will take place on Monday, March 11, 2013 at 7:30pm.

Submitted by,
Jennifer Lee
Secretary