

# North Castle Public Library

## Library Board of Trustee Minutes – Oct. 9, 2017

Sean Ryan called meeting to order at 7:35PM

### In attendance:

**Trustees:** David Charney, Jeanne Lapsker, Jerry March, Jennifer Paulson Lee and Sean Ryan.

**Library:** Edie Martimucci

**Friends:** Marilyn Heimerdinger

### Key Votes/Review

- **Approval of the Minutes** for the September 11, 2017 NCPL Board of Trustees meeting. Jeanne made motion to approve. David seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 9** - Total expenses included in Warrant 9 are \$42,245.96 of which the Friends are paying \$15,441.81. 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 Abbas Sura and Kieya Glaze for their financial support of NCPL. Jerry made motion to approve. Jennifer seconded. All were in favor.
- **Review of NCPL 2017 Revenue and Expense Report** - NCPL YTD financial performance is strong and in line with our 2017 plan and our commitment to the town.
- **Approval of NCPL 2018 Budget** - our recommended budget submission to the town is attached. We voted to approve this budget submission. David made motion to approve the budget. Jerry seconded. All were in favor.
- **Review of our performance metrics** - our monthly performance metrics package through September was distributed. We had a good month with improvement almost across the board, although seasonally, September is one of our slowest most on most measures. Our top three YTY growth metrics are patron visits (up 25.69%), digital circulation (up 16.28%) and adult programming attendance (up 7.32%). Thank you to Virginia Garcia for all her work on performance metrics!!!
- **Review of WLS per capita statistics** - the 2016 WLS Member Library Statistics package was distributed to NCPL trustees and leadership team. NCPL's performance showed excellent improvement in 2016. Additional per capita comparisons of the 38 member libraries on our three key metrics of 1. total circulation (NCPL ranks 13th of 38), 2. programming attendance (NCPL ranks 2nd of 38) and 3. patron visits (NCPL ranks 14th of 38) were also reviewed. All of these metrics represent improvements over 2015 NCPL performance.

### Brainstorming Session –

The following ideas for transforming the Magazine/Gallery Room in the Armonk branch into a space that better serves our community and accelerates implementation of our strategy were discussed. These included:

- Take down walls and frames of bookcases.
- Add soundproofing.
- Leave soffits.

- Add gallery lighting.
- Add “walls” to hang art.
- Add more comfortable furniture.
- Upgrade technology.
- Install “curtain” at front of room.
- Paint doors, walls and trim the same color as the rest of the library (i.e. as in adult circulation area).

The meeting was adjourned at 9:05PM. Our next meeting will be at 7:30pm on November 13, 2017.

Respectfully submitted by,

Jennifer Paulson Lee  
Secretary