

North Castle Public Library

Library Board of Trustee Minutes – May 8, 2017

Sean Ryan called meeting to order at 7:35PM

In attendance:

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

Library: Megan Dean, Edie Martimucci

Town: Barbara DiGiacinto

Key Votes/Review

- **Approval of the Minutes** for the Apr 17, 2017 Board of Trustees meeting. A motion to approve the minutes was made by Stephanie. Jeanne seconded. All were in favor.
- **Accept Resignation (retirement)** of Ginesia Ryan effective June 1, 2017. A motion to accept the resignation was made by Jennifer. Lisa seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 4** - Total expenses included in Warrant 4 are \$67,095.77 of which the Friends are paying \$40,508.25. The Friends support this month includes funding for the new bookcases in the Elson Room that enabled the Magazine Room to be dedicated to adult programming. Thank you Friends, for your continuing support and help with this important transformation step for the library!!! Scott Stopnik reviewed all invoices in the warrant and supports its approval. Thank you, Scott!!! Thanks also to Kieya Glaze for her financial support of NCPL!!! Motion to approve the warrant was made by Jeanne. Stephanie seconded. All were in favor.
- **Review of NCPL 2017 YTD Revenue and Expense Report** - NCPL YTD financial performance is in line with our 2017 plan. Thank you to Edie and Megan for your strong financial management of our library!!!
- **Review of our performance metrics** - the monthly performance metrics package through April 2017 show we are making progress but we still have some work to do to pick up the pace from our sluggish start of 2017. Our results YTD are highlighted by our top three YTD growth areas – and digital circulation (up 19.59%), and patron visits (up 41.66%), adult programming attendance (up 27.51%) and digital circulation (up 59.69%). Kudos to the entire NCPL staff!!! Thank you to Virginia Garcia for all her work on performance metrics!!!
- **NWP additional projects** – A motion to approve use of up to \$20,000 from the library's trust funds for repairs of the North White Plains branch was made by Lisa giving Sean, Edie and Megan authorization to proceed with needed projects. Potential projects include installing outdoor electrics and window repairs. Stephanie seconded. All were in favor.
- **Brainstorming Session** - We discussed the professional development of our staff, our leadership and our trustees. We would like to do things that benefit all members of our extended library team and our patrons/community. Please note that the NYS Division of Library Development is evaluating additional minimum standards for public libraries in the area of professional development for staff and trustees. Ideas of what we would like to focus on at NCPL are:
 - Develop staff bio information highlighting unique skills and areas of focus to share with public.
 - Identify certifications in program ads.
 - Trustees can shadow our staff for a day or part-day to be able to see how we can better support our staff.
 - Visit other libraries to gain insight.
 - Offer public speaking courses to our staff.
 - Hold leadership skills building classes.
 - Create and execute leadership evaluations annually.

- Offer customer service courses and/or “Verbal Judo” classes to improve skills in dealing with the public.
- Implement cross training wherever possible (i.e. 3D printing).
- Hold staff meetings with staff and trustees.

President’s Update:

The Town has signed 2 contracts with the architectural firm Lothrop Associates LLP for (1) design of the renovation of backroom space to create a new Young Adult room in Armonk and (2) to design the expansion of the North White Plains Community Center and Library.

The Certificate of Compliance for the North White Plains deck has been received and the deck is now open for use by the public.

Outdoor furniture for the North White Plains deck area has been ordered. Thank you Friends for your amazing support and generosity!!!

Our union contract is under negotiation with our union employees (CSEA).

Open House at North White Plains Branch:

The trustees discussed plans for an Open House to be held 1PM – 4PM on Saturday, June 17, 2017 in North White Plains. The objective of the event is to have a well attended community event that builds community pride and involvement while showcasing the progress that the town and library have made in renovating the North White Plains facility and in expanding library services and patron usage in our North White Plains branch. The following ideas were addressed in the discussion:

- We will be organizing the elements needed to support a number of “tables” where demonstrations of varied services will be available.
- There is the potential to have government officials who may want to speak.
- T-shirts with the Library logo for all staff and volunteers will be made. Jennifer will prepare a list of event planning items to be delegated/volunteered for by Trustees and Friends and Staff.
- Jennifer agreed to reach out to local NWP businesses that may have interest in contributing to the event, as well as coordinate refreshment items and overall decorations for the event as needed.
- A banner or sign will be created to publicize the event to car and foot traffic along North Broadway.

The meeting was adjourned at 9:24PM. Our next meeting will be on June 12, 2017.

Respectfully submitted by,

Jennifer Paulson Lee
Secretary