



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, OCTOBER 14, 2019 AT 7:30PM**

- ❖ Discussion with Trustee Candidate
- ❖ Approval of Minutes – September 9, 2019
- ❖ Approval of 2019 Warrant 9
- ❖ Review of YTD Revenue and Expense
- ❖ Financial – NWP Financials
- ❖ Review of YTD Performance Metrics
- ❖ Approval of Armonk Elevator Architect Proposal
- ❖ Approval of NWP Furniture Acquisition
- ❖ Kick-off of 2021-2025 NCPL Long Term Strategy Project

## **North Castle Public Library**

### **Library Board of Trustees Minutes – October 14, 2019**

Sean Ryan called meeting to order at 7:32 PM

#### **In attendance:**

**Trustees:** Jeanne Lapsker, Stephanie Paul, Sean Ryan and Jennifer Paulson Lee (by phone – not voting)

**Library:** Edie Martimucci

**Town:** Steve D'Angelo

**Public:** Diane Borgia, Howie Paul

#### **Key Votes/Review:**

- **Public Comment** – Howie Paul stated that the adult collection in North White Plains is very limited and not as appealing as is the adult collection he would expect of a library. Howie also stated that if the adult collection was expanded it would attract more adults to the North White Plains branch. Lastly, Howie encouraged the board to consider expanding the size of the library in North White Plains to enable this expansion of the adult collection to occur. Howie was asked if he would be willing to meet with Edie and Susan Grieco to discuss specific ideas on how the library could expand the adult collection in the existing space. Steve D'Angelo stated that the town has been working for almost eight years to improve the North White Plains facility including adding more space for the library but have not been able to find an affordable approach. Steve also stated that the town plans to bid in the next few weeks a project to replace the restrooms, HVAC and roof, to renovate the community center room including the kitchen and to add showers and a generator. Sean Ryan stated that the library is committed to working on future improvements to improve the library in the ways that Howie is suggesting but that we have a lot of work to do to define an affordable design and to get the money to fund that work.
- **Approval of Minutes for the September 9, 2019 NCPL Board of Trustees meeting.** Stephanie made the motion to approve the minutes and Jeanne seconded. All were in favor.
- **Approval of NCPL 2019 Warrant 9** - Total expenses included in Warrant 9 are \$49,311.97 of which the Friends are paying \$9,282.48. Thank you, Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL! Jeanne made the motion to approve Warrant 9 and Stephanie seconded. All were in favor.
- **Review of NCPL 2019 YTD Revenue and Expense Reports** - NCPL YTD financial performance remains strong and in line with our 2019 plan and our commitment to the town. As a part of the financial review that after the publication of this month's Revenue & Expense Report, NCPL has received and deposited the completion payment for the NWP renovation (\$5,881) and the initial payments for the 2018-2021 NYS Library Construction Grants in NWP (\$112,000) and Armonk

(\$29,126). These payments total \$147,007 and will be reported in the State Aid Revenue account code until capital accounts are set up for NCPL projects.

- **Review of NCPL Performance metrics** - our monthly performance metrics package through September is attached (three reports). NCPL has YTY growth in two of our three strategic focus areas - library visits and programming attendance but we have challenges in circulation. The majority of NCPL's circulation decline is in physical distribution but there is also an issue in digital circulation - TotalBoox has stopped operation. This is unfortunate as TotalBoox was NCPL's highest volume digital platform in 2017 with nearly nine thousand circulations but has fallen to less than one thousand YTD 2019. We need to evaluate alternatives.
- **Approval of the Arcari + Iovino, P.C. architectural services proposal for the Armonk elevator project** - Services included are development of design and construction documents, creation of bid documents, bid management, help with evaluation of bids, and review of construction work throughout the construction phase. Total cost is \$28,000 which it is recommended be paid from the library's trust accounts. This will also require approval by the town board. Jeanne made the motion to approve the Arcari + Iovino, P.C. proposal for architectural services for the Armonk elevator project and Stephanie seconded. All were in favor.
- **Approval to purchase new furniture from Agati for North White Plains** - This is the same furniture that is in Armonk and it will replace the very worn existing NWP furniture. Edie is working on the fabric. A quote of \$8,303.04 from Agati includes four lounge chairs and one occasional table with surfaced mounted electric. The quote from Agati is on a NYS contract and is at 46% discount. We will pay for this from the library trust accounts. Jeanne made the motion to approve the purchase of the Agati furniture and to pay for it for the library trust accounts and Stephanie seconded. All were in favor.
- **Kick-off of the 2021-2025 Long Term Strategy** - one of the most important projects we will undertake in 2020 will be the creation of the NCPL Long Term Strategy for the following five years (2021-2025). The current strategy document covers the period from 2016 to 2020. The board discussed two major areas of focus that needed to be addressed in this next strategy cycle – the expansion of North White Plains and the strengthening of the marketing of the library we do. The 2021–2025 strategy development project will start in the first quarter of 2020.
- **Approval to transfer the \$52,924 of NYS grant funds that is in the library fund balance to pay for the recent NWP renovations** - This was originally approved by the BOT to be paid for from the library trust accounts (April 2019) to save the \$52,924 in state aid (2016-2019 NYS Library Construction Grant initial payment) currently in the library fund balance for renovation of the expansion of the library into the Community Center Room. With no near-term expansion of the NWP branch planned, this grant money should be used for this year's renovation of the NWP branch which was done as an amendment of this grant. Stephanie made the motion to approve use of the \$52,924 in the library fund balance for the NWP renovation and Jeanne seconded. All were in favor. This will require town board approval.

- **Approval to pass the nomination of Diane Borgia to the town board for appointment as a trustee on the North Castle Public Library** - Stephanie made the motion to approve nomination of Diane Borgia as a library trustee and Jeanne seconded. All were in favor.

The meeting was adjourned at 9:00 PM. Our next meeting will be held at 7:30 PM on November 11, 2019.

Respectfully submitted by,

Sean Ryan  
President