



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, JULY 8, 2019 AT 7:30PM

LOCATION – NORTH WHITE PLAINS BRANCH

- ❖ Tour of NWP Renovation
- ❖ Approval of Minutes – June 10, 2019
- ❖ Personnel
- ❖ Approval of 2019 Warrants 5A and 6
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Approval of 2019-2022 NYS Library Construction Grant Application Projects
- ❖ Approval to pursue a sunroom alternative for the Armonk Children’s Room expansion project
- ❖ Armonk Boy Scout Project Update

North Castle Public Library

Library Board of Trustees Minutes - July 8, 2019

Sean Ryan called meeting to order at 7:47 PM

In attendance:

Trustees: Lisa Meyer Chorne, Jeanne Lapsker, Stephanie Paul, Scott Stopnik, and Sean Ryan

Library: Edie Martimucci and Susan Grieco

Town: Steve D'Angelo

Friends: Barbara Vircillo

Key Votes/Review -

- **Approval of the Minutes for the June 10, 2019 NCPL Board of Trustees meeting** - Jeanne made the motion to approve the minutes and Scott seconded. All were in favor
- **Accept resignation of Bonnie Giordano** - Town Board acceptance is also required before resignation is official. Lisa made the motion to approve and Scott seconded. All were in favor.
- **Accept resignation of Nicholas Percello** - Town Board acceptance is also required before resignation is official. Lisa made the motion to approve and Scott seconded. All were in favor.
- **Approval to hire Julia Dorfman as a Page** - (16.5 hours per week as needed) effective July 1, 2019 at an hourly wage of \$12/hour. Town Board approval is also required. Jeanne made the motion to approve and Lisa seconded. All were in favor.
- **Approval to hire Emma Mandella as a Page** - (16.5 hours per week as needed) effective July 1, 2019 at an hourly wage of \$12/hour. Town Board approval is also required. Jeanne made the motion to approve and Lisa seconded. All were in favor.
- **Approval of NCPL Warrant 5A (AP GL Report)** - The library warrant has been transitioned to align with the Town Board

schedule (bi-monthly). Total expenses in 2019 Warrant 5A are \$37,023.67 of which the Friends are paying \$8,721.40. Our board approved \$8,135.20 including \$889.84 paid by the Friends at our June meeting and \$4,484.25 of book expenses (Baker & Taylor) were approved to be paid from the Brinkman library trust account in our May BOT meeting. The incremental expenses we will approve are at our July meeting are \$24,404.22 of which the Friends are paying \$7,831.56. Thank you, Friends for your continued support!!! Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Scott made the motion to approve and Stephanie seconded. All were in favor.

- **Approval of NCPL 2019 Warrant 6** (AP GL Report) - Total expenses in 2019 Warrant 6 are \$106,393.51 of which the Friends are paying \$10,700.10. Thank you, Friends for your continued support!!! In addition, this warrant includes \$1,668.97 of NCPL expense that has been paid from the Brinkman donation (Baker & Taylor books) and \$3,200.00 (one storage unit) that has been paid by from the library's Fullam trust account. All books paid for by the Brinkman donation have a label highlighting the donation. Equipment costing \$53,038.38 (NWP circulation desk, maker space and two storage units) currently charged to the Library Building/Equipment Repair account line will be paid from the Fullam library trust account according to our board's prior approval. This transfer has not occurred yet. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Scott made the motion to approve and Lisa seconded. All were in favor.

- **NCPL 2019 YTD Revenue & Expense Reports** (in two formats thru July 5, 2019). YTD 2019 NCPL financials are as expected and remain strong.

- **Review of NCPL Performance Metrics** - June circulation statistics have not been reported fully because WLS has been enmeshed fighting a malware attack that has recently hit many organizations. The May NCPL circulation results increased by 2,025. Library visits, programming attendance, digital circulation and museum passes continue with YTY growth. This is striking

considering the NWP branch was closed for renovations for six weeks. Congratulations and thanks to Edie and her entire team!!! Thank you to Virginia Garcia for her work on NCPL's performance metrics!!!

- **Approval of projects to be included in NCPL's 2019-2022 NYS Library Construction Grant application submission.**

Submission of grant applications are due to WLS on August 21, 2019. Edie has requested a July 24 review with the Town Board. At our June meeting, we agreed to investigate costs for three projects: (1) replacement of the Armonk roof, (2) installation of an elevator in Armonk, and (3) installation of an automatic door in North White Plains. Steve Gallo is working with contractors to gather estimates for each of these projects. Thanks to Steve for his great progress!!! In addition, a summary of NCPL performance/financial status on NYS Library Construction Grants was discussed. NCPL's track record on grants is excellent and the NYS Library Construction Grant Program has been a game changer for NCPL. Kudos to Edie and her entire team!!! Jeanne made the motion to approve and Stephanie seconded. All were in favor.

- **Approval to pursue rebid of the Armonk Children's Room project.** This is the only remaining project in NCPL's 2017-2020 NYS Library Construction Grant (same grant with new YA Room, Friends' Gallery, cafe and abatement). Steve Gallo has been evaluating a sunroom replacement alternative. Three preliminary estimates have been received from Suburban Sunrooms, Inc. for Four Seasons Sunrooms. Four Seasons is the manufacturer of the existing sunroom. The first estimate is for a standard sunroom that is 32' 8" by 19' 1" (623 square feet). The second is for a standard sunroom that is 27' 4" by 17' (465 square feet). The third option is for replacement of the same size structure as the existing sunroom (120 square feet). The estimates are \$200,000; \$180,000 and \$120,000 respectively for the sunroom only. Additional costs will include the foundation, electric, fire doors and HVAC (as required). The existing sunroom is a Four Seasons product. Town Board approval is also required. Jeanne made the motion to approve the rebid with the \$120,000.00 option and Lisa seconded. All were in favor.

• **Update on Armonk Boy Scout Project** - This project presents us with an opportunity to improve the area around the Whippoorwill Road East entrance. Jeanne has generated ideas to review with the eagle scout, Cole, to create a walkway path that incorporates the “Why” statue we have now. Jeanne will also help with landscaping. Native plants will be utilized. Enhancing this area is an inviting way to encourage people to enter the library and will add to the Town’s beautification. Cole should run plans by the Building Department before he presents to the Town to ensure inspections are unnecessary.

The meeting was adjourned at 8:55 PM. Our next meeting will be held at 7:30 PM on September 9, 2019.

Respectfully submitted by,

Lisa Meyer Chorne
Secretary