



## **AGENDA FOR BOARD OF TRUSTEES MEETING** **MONDAY, DECEMBER 9, 2019 AT 7:30PM**

- ❖ Approval of Minutes – November 11, 2019
- ❖ Approval of 2019 Warrant 11
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of NWP Furniture Purchase
- ❖ Approval of NCPL Support of PLDA Call for MacMillan to Reverse Library eBook Embargo
- ❖ Discussion of Options for NWP Operation during Renovation
- ❖ Review of YTD Performance Metrics
- ❖ Discussion - NCPL 2021-2025 Long Term Strategic Plan

## **North Castle Public Library**

### **Library Board of Trustees Minutes – December 9, 2019**

Sean Ryan called meeting to order at 7:30 PM

#### **In attendance:**

**Trustees:** Diane Borgia, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul, Sean Ryan and Scott Stopnik

**Library:** Edie Martimucci, Susan Grieco

**Friends:** Barbara Vircillo

**Town:** Stephen D'Angelo

**Public:** Ginny Magrone, Trish Fontanilla, Gerry March

#### **Public comments:**

Ginny stated that the WLS truck continues to make early deliveries and makes noise on Whippoorwill Road East. Ginny asked if, once the new elevator is installed, could deliveries be made on Kent Place. Sean agreed to speak with the WLS executive director and stated that Kent Place deliveries would be assessed as a part of that project.

Ginny also complimented the new lighting on Whippoorwill Road East but stated that the emergency lights on the side of the building were on all the time and visible from across the street. Sean stated we would look at options for those emergency lights.

**Presentation:** Certificate of Appreciation to Jennifer Lee for thirteen years of service to the NCPL Board of Trustees. All members thanked Jennifer for her amazing contributions to NCPL.

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

- **Approval of Minutes for the November 11 2019 NCPL Board of Trustees meeting.** Jennifer made the motion to approve, Stephanie seconded and all were in favor.
- **Approval of NCPL 2019 Warrant 11.** Total expenses included in Warrant 11 are \$69,463.99 of which the Friends are paying \$12,995.24. 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, Jennifer seconded. All 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. We are underrunning expenses and exceeding revenue
  - Capital will be in separate fund – \$842K – cover all grant like projects from present – 2022 when most existing grants expire. These capital fund have been authorized by town and Edie will ensure right accounts billed. This will give town better visibility of grant expenses.
  - Discussion included question about periodicals being over budget. Edie explained that the other serials and AV materials account codes were used to offset the periodical over run.
  
- **Approval of North White Plains Furniture Purchase** - this purchase which totals \$28,148.26 will be under NYS contract (55% discount) and will be paid for from the library trust accounts. The Library Interiors, Inc. proposal (distributed) includes three adult side unit book shelves, one children's mobile book shelf, tops and end caps for book shelves and three wood shelving units (cabinets with frosted cupboard doors) for the half wall behind the circulation desk. Jennifer made the motion to approve, Diane seconded, all were in favor.

An additional comment was made that NWP needs to be power washed again as it is covered in mildew. This needs to be handled in a more frequent schedule.

- **Approval for NCPL Support of PLDA** and other member libraries in their call for MacMillan to reverse their library eBook Embargo - (PLDA announcement was reviewed). WLS and Westchester are agreeing to not buy e-books from MacMillan until they reverse the eBook Embargo. Also join in to lobby NYS to get same terms for e-books as paper. Jennifer motioned to approve support of the PLDA statement, Stephanie seconded, all in favor.
  
- **Discussion of Options for North White Plains Operation during Renovation of the NWP facility** - this will include what requirements NCPL has for the renovation period and what options NCPL should consider. Bids are due on Jan 8. Construction to start beginning of Feb with 6 to 7 months of work.

Options discussed to stay open and prevent loss of patrons from extended closure. Electricity will be off sporadically, loss of A/C and bathrooms. The gym will not be impacted. Community center room will be closed. We need information on code and usage of building during construction

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- Use porta potty, portable bathrooms.
- Use ramp around the back
- Consider impact on safety and hygiene
- Magic school bus, portable area
- A tent
- Parking considerations – for both construction vehicles etc.
- Bookmobile in neighborhood
- Yoga and other programming moved to Armonk
- Use of bus to go to Armonk

- Use of Holy Name of Jesus building

Sean, Edie and Susan to explore options with Fran Berger for using HNJ

New generator will be around the back of the building on the road side – visible from the street. Are there options to move?

- **Review of NCPL Performance metrics** - our monthly performance metrics package was included in the agenda package along with recently published NYS Report data.
  - Review of Performance Data to help Assess NCPL past Actions and Results - the Excel workbook with performance comparisons of the 38 Westchester County libraries that was shared with you in preparation for our November BOT meeting (attached) has been expanded. The workbook now includes - (1) - from November, NCPL progress on our three priority goals of growth library visits, program attendance, total circulation and the important enabler of increased financial discipline; (2) - New this month - secondary metrics that have contributed to NCPL success on the above strategic goals including total hours open, total materials expense, material expense as a % of operating expense, and total library programs.
  - In the major metrics of goals - visits, programs, circulation, finances we are in 4th tier - up from the bottom
- **Brainstorming of the Process we will use to Create the NCPL 2021-2025 Long Term Strategy** – Discussion included (1) what should NCPL's goals be for the strategic period 2021-2025?; (2) how can we best gather input from patrons about what they want from their library in the near term future (strategic period) that will increase their use of NCPL?; (3) how can we best gather input from non-patrons about what would encourage them to become patrons?; (4) outside of the library staff, trustees and Friends, who else should we engage in the strategy process to gain knowledge of the future direction of libraries/approaches used by other libraries/communities?; and (5) what new areas should we investigate to better understand the future potential of libraries?
  - Should we be in bigger role as library? Thinking differently? Expand role of library to position
  - Stepping Forward – Richard C Harwood – role library's play in it. It was suggested that everyone read this book.
  - Invite people from chamber to present info on business – startups – monthly meeting with CPA, chefs, business people from community. Monthly breakfast.
  - Friends help with strategic planning.
  - Library card signup day – back to school night. School board collaboration.
  - Census – get kids to focus on census. Get better response rate.
  - Visibility of NWP – create a destination for NWP. Pull people in with light, coordination with artists etc.
  - Homework: identify 1 idea for transformative change and email to all participants in tonight's meeting.

- **Review of other Library Strategic Plans** - Lastly, several recent long-term strategic plans developed by other libraries are included: (in Westchester) - Lewisboro (attached) and Harrison at <https://www.harrisonpl.org/strategic-plans> and (outside our county) New Haven, CT at <http://nhfpl.org/strategic-framework/> and Anythink Libraries in Colorado at <https://www.anythinklibraries.org/>.

Thank you to Steve D'Angelo for his contributions to NCPL for his year as town board liaison to NCPL

The meeting was adjourned at 9:09 PM. Our next meeting will be held at 7:30 PM on January 13, 2020.

Respectfully submitted by,

Diane Borgia  
Secretary