



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, JANUARY 13, 2020 AT 7:30PM**

- ❖ Approval of Minutes – December 9, 2019
- ❖ Approval of 2019 Warrant 12
- ❖ Review of YTD Revenue and Expense
- ❖ Election of NCPL Board of Trustee Officers for 2020
- ❖ Approval of Amendment of NCPL Bylaws
- ❖ Review of YTD Performance Metrics
- ❖ Review of NCPL 2019 Draft Annual Report
- ❖ Discussion - NCPL 2021-2025 Long Term Strategy

## **North Castle Public Library**

### **Library Board of Trustees Minutes – January 13, 2020**

Sean Ryan called meeting to order at 7:35 PM

#### **In attendance:**

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

**Library:** Edie Martimucci

**Friends:** Barbara Vircillo

**Town:** Saleem Hussain

**Public:** None

#### **President's Comments:**

Welcome to Saleem Hussain as the new Town Liaison.

NWP Renovations:

Seven bidders have responded to the Town's bid request for NWP renovation. Sean conveyed the disappointment of the Board to Saleem regarding the scope of the renovation work. In 2016, the Board requested help addressing the space constraints of the library in North White Plains. NCPL committed \$250K to the project that would add space to the library. Current town plans do not include added library space.

NCPL has requested the community center room be dedicated to the library to enable it to move bookshelves there.

Previous bids included a room behind the gym for a new community center room. The lowest bid was \$2.1M. The current lowest bid for the reduced scope is \$1.4M and does not address the space needs.

The NCPL Board questions if we are better off with \$1.4M for a renovation versus \$2.1M which will provide the extra space for a long-term enhancement. There is a great demand from residents in NWP which needs expansion.

Armonk Children's Room:

The sunroom work has started. A substandard foundation was found during demolition of the sunroom. A structural engineer was consulted and a solution to this issue was designed. The contractor estimates approximately \$10K to address. A cost estimate

will be obtained. We are currently \$40K under budget which allows the library room to address this incremental expense.

#### Other Projects in Planning Process:

The following additional projects are being defined:

- Abatement for bath, cubby area, back office – estimate \$16K.
- Adult bathroom
- Replacement of the roof over the Elson Room/Whippoorwill Hall where there are leaks. Two grants have been received and a third bid is in process.

#### Key Votes/Review:

- **Approval of Minutes** for the December 9, 2019 NCPL Board of Trustees meeting – Jeanne made motion, Stephanie seconded, all approved
- **Approval of NCPL 2019 Warrant 12** - Total expenses included in Warrant 12 are \$160,301.48 of which the Friends are paying \$11,799.33. 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!!! Scott motioned to approve, Jeanne seconded, all approved
- **Review of NCPL 2019 YTD Revenue and Expense Reports** - NCPL YTD financial results are as expected including a modest beat on revenue and a significant under run of expense which in combination will add an estimated \$110,000 to the NCPL fund balance. In addition, the NCPL capital fund (library reserves) grew dramatically in 2019 due to new grants and a large donation. Creation of a library capital fund has been approved by the town board. The starting balance, because of the above financial actions is over \$1,000,000. This will provide better visibility of the financials associated with library grant projects
- **Approval to Amend NCPL'S Bylaws** - The proposal is to change the second sentence in Article IV (a) to "The Board shall consist of *five* to nine members appointed by the Town Board..." This new wording conforms to the NCPL Charter. Scott motioned to approve, Jeanne seconded, all approved.
- **Review of NCPL Performance metrics** – Total circulation is down by 18K. This related to loss of TotalBoox and the competition of streaming platforms available in the marketplace. We are doing well on visits considering the impact of facility closings for renovations. Programming attendance grew in 2019 with 200 less programs – a great sign of the popularity of current programs.
- **Review of Draft 2019 NCPL Annual Report** The first draft of the 2019 annual report was distributed with the performance metric package. Jerry March will edit.
- **Election of NCPL BOT Officers for 2020** - positions of president, vice president, treasurer and secretary are called for by NCPL bylaws. Sean announced that 2020 will be his last as a NCPL Trustee. Scott was nominated as President for 2020 and Diane as Secretary. Vice President and Treasurer are open. Sean will perform Treasurer review for Jan 2020. It was noted that the Board needs new members to compensate for Trustees that will be rolling off in upcoming years. Motion to approve slate of officers with 2 open positions – Jeanne motioned to approve, Stephanie seconded, all approved.

- **Friends** - the Friends have their second concert on January 25 in their new music series. This one will be with the Isaac Raz Ensemble playing hits from the Great American Songbook. All were encouraged to attend and to bring friends.

The meeting was adjourned at 9:13 PM. Our next meeting will be held at 7:30 PM on February 10, 2020.

Respectfully submitted by,

Diane Borgia  
Secretary