



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

- ❖ Approval of Minutes – December 10, 2018
- ❖ Approval of 2018 Warrant 12
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of the NCPL 2018 Annual Report
- ❖ Progress Report on In-Process NCPL Projects
- ❖ Election of Officers for 2019
- ❖ Approval of Salary increases for Hourly Employees
- ❖ Review of YTD Performance Metrics

North Castle Public Library

Library Board of Trustee Minutes – January 14, 2019

Sean Ryan called meeting to order at 7:29 PM

In attendance:

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

Library: Edie Martimucci

Town: Steve D'Angelo

Friends: Barbara Vircillo

Key Votes/Review

- **Approval of the Minutes for the December 10, 2018 NCPL Board of Trustees meeting** - Jeanne made motion to approve the minutes and Lisa seconded. All were in favor.
- **Election of Officers for 2019.** Recommendation for same officers in 2018 to continue for 2019. Jeanne made motion to approve and Stephanie seconded. All were in favor.
- **Approval of NCPL 2018 Warrant 12 (AP GL Report).** Total expenses included in 2018 Warrant 12 are \$66,730.58 of which the Friends are paying \$8,715.99. 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 Kieya Glaze for their financial support of the NCPL!!! Jeanne made the motion to approve and Stephanie seconded. All were in favor.
- **Additional huge THANK YOU to the Friends** for approving \$27,000 for the furniture in the new YA Room at their December meeting!!! The YA room looks terrific and the Friends' action allows NCPL to move forward with the replacement of four windows and the emergency door in the North White Plains branch.
- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru January 11, 2019). 2018 NCPL financials were strong and, other than a small number of late 2018 invoices, should be close to NCPL's final YE financial result. NCPL has finished the year well ahead of our revenue plan (driven by this year's NYS Library

Construction Grant award) and will significantly under run our expense plan (driven by us under staffing this year). The net is we will add about \$220,000 to the NCPL Fund Balance.

- **Approval of NCPL 2019 Warrant 1A** (AP GL Report) - Total expenses in 2019 Warrant 1A are \$1,050 to cover the repair of the stairs behind Whippoorwill Theater, which were in an unacceptable condition and will be a significant part of the egress route for the future Children's Room expansion. Stephanie made the motion to approve and Scott seconded. All were in favor.
- **NCPL 2019 YTD Revenue & Expense Reports** (in two formats thru January 11, 2019). YTD 2019 NCPL financials for the first eleven days of the year are included. Major expense is the first 2019 payment to WLS.
- **Approval of NCPL 2019 Board of Trustees Meeting Dates** – Proposed schedule is included at the end of the minutes. There are no known conflicts at this time. Lisa made the motion to approve and Sean seconded. All were in favor.
- **Approval of Salary Increases for Hourly Employees** – Proposed salary increases are included at the end of the minutes. Increases fall into two categories - (1) for merit and (2) to comply with New York State's minimum wage for 2019. Jeanne made the motion to approve and Jennifer seconded. All were in favor.
- **Review NCPL Performance Metrics** - Thank you to Virginia Garcia for all her work collecting and organizing the performance data!!!
- **Progress Report on Current NCPL Projects** - In North White Plains, construction projects include: (1) Library Expansion into Community Room - NCPL's 2016-2019 NYS Library Construction Grant expires June 30, 2019. Completion of project is required by expiration date or NCPL must return \$52,925 to NYS and will forgo an additional \$5,880 completion payment. We await pending Town Board decision on next step(s) for NWP project. (2) Window and door replacement - three windows on the playground side of the building and the bay window in the rear of the library are being replaced. Replacement of windows are part of NCPL's 2018-2021 NYS Library Construction Grant which expires June 30, 2021. Four Marvin windows are on order with delivery scheduled for first half of February. Side window include large window with top vent for circulation, including black trim on outside, wood frame on inside, and window lights at the

top, and brushed nickel hardware. Bay window is of similar design as existing one and matches new side window in appearance. Franzoso Contracting is the low bidder and has been selected for installation. Painting to be done in-house. Replacement of the library emergency door is also part of NCPL's 2018-2021 NYS Library Construction Grant expiring in June 30, 2021. We are evaluating additional vendors for the door which will include a glass center, window lights, and matching hardware. The door will be ordered when low bidder is identified.

In the Armonk branch, the construction project is expansion of the Children's Room to add dedicated programming space for children's programs. Children's Expansion is one of five projects in NCPL's 2017-2020 NYS Construction Grant which expires June 30, 2020. The first four projects are complete and include the New YA Room, Friends' Gallery, the new cafe, and asbestos abatement in Friends' Gallery and adjacent areas. Lothrop design/drawings/technical spec/bid document for the children's room expansion were completed in mid-mid-November, 2018, and the Request for Approval to Bid was given to the Town Board in mid-November. The Bid Package will be modified once the Town Board approves NCPL to bid. This project is complex and will have a tight schedule, and may require separate contractors for the foundation and the actual structure. In the interim, we have started preparation work for the back courtyard by separating parts of the expansion project for early implementation to reduce schedule risk. Work already completed includes: replacement of existing rear steps behind Whippoorwill Hall, which will be a required egress route for the new room, removal of a non-operational fan that protruded from courtyard side of Whippoorwill Hall, and removal of a disconnected sensor. Additional prep work includes installing side panels on existing railing for the steps, extension of steps/path to bring it to code as an egress route, and repair of the wall. Discussions with an electrician are underway regarding installation of lighting for the egress path. Additional project components for early implantation are under evaluation. Thank you to Steve Gallo for all his work on these projects!!!

- **Approval of President's NCPL Annual Report** - The key messages in this year's report are aligned with the NCPL Long Term Strategy. In 2018 NCPL paused our growth initiatives to build NCPL's ability to address the long-term needs of our

community. Importantly, 2018 was a year of significant transformation for NCPL as we addressed these strategic challenges for our library. Most significantly, this included the renovation work we did to introduce much needed dedicated programming space - a new YA Room, a new Friends' Gallery (adult programming) and the new cafe - all added in 2018. In addition, while we were in this pause, we made significant progress in further strengthening NCPL's finances. NCPL has now run for six years with near flat budgets while expanding hours of operation by 33%, more than doubling attendance at our library's programs, increasing our spending on new materials and technology by over 50% and investing nearly \$1,000,000 in improving our facilities. Importantly, considering the significant additional work still to be done in both North White Plains and Armonk, in 2018, we also grew NCPL's financial reserves to over \$600,000 - more than double where they were in 2013. Thank you, Jerry, for your edit of this report which our board is required to publish each year!!! Scott made the motion to approve and Jennifer seconded. All were in favor.

The meeting was adjourned at 8:49 pm. Our next meeting will be at 7:30 pm on February 11, 2019. Respectfully submitted by,

Lisa Meyer Chorne

Secretary

Proposed 2019 NCPL Board of Trustee Meeting Dates

- Jan 14
- Feb 11
- March 11
- April 8
- May 13
- June 10
- July 8
- September 9
- October 14
- November 11
- December 9

NCPL Hourly Employee Proposed Salary Increases

The following salary increases are proposed effective January 1, 2019:

Merit Increases

<u>Employee / Title</u>	<u>Current Pay / Hr</u>	<u>Proposed Pay / Hr</u>
Michelle Harvey / Librarian:	\$23.00	\$24.00
Sue Kramer / Librarian:	\$23.00	\$25.00
Michelle McDevitt / Page	\$11.00	\$13.00
Susanne Meccio / Page	\$13.00	\$14.00

Increases to Meet NYS Minimum Wage

<u>Employee/Title</u>	<u>Current Pay / Hr</u>	<u>Proposed Pay / Hr</u>
Genovese, Cynthia / Page:	\$11.00	\$12.00
Giordano, Bonnie / Page	\$11.00	\$12.00
Lazo, Julio / Page	\$11.00	\$12.00
Milani, AnnLee / Page	\$11.00	\$12.00
Salemo, William / Page	\$11.00	\$12.00
Shallcross, Nicolas / Page	\$11.00	\$12.00