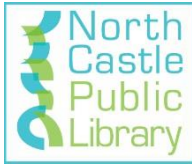




AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, JANUARY 10, 2022 AT 7:00PM

- Approval of Minutes for the 12/13 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 12
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Approval Library Union Holidays
- Revision of Whippoorwill Hall policy
- Review of Armonk Bathroom bids Funding
- Discussion: Native Plant Garden
- Website
- NWP Signage
- Long Term Strategy



[Library Board of Trustees January 10, 2022 meeting](#) Minutes

North Castle Public Library

Jan 10, 2022 at 7:00 PM

EST

Attendance

Members Present (Remote):

Diane Borgia, Brian Harp, Kim Longo, Edie Martimucci, Stephanie Paul, Scott Stopnik

Members Absent:

Farva Jafri

Guests Present:

Barbara Vircillo - Friends of the North Castle Library, Susan Grieco - Library

I. Call to Order

Meeting started 7:04 pm

For the immediate future board meetings will continue to be remote. This will be re-evaluated in subsequent months,

It will be important to discuss long term strategy in

person. If there are any comments or concerns please

email Scott.

II. Approval of Minutes for the December 13, 2021 Meeting

 [Library Board of Trustees December 13th Meeting Minutes.pdf](#)

Kim would like us to highlight items that should be discussed in the future. These should either be listed as action items so we do not lose track for subsequent meetings.

Motion:

Motion to approve minutes

Motion moved by Diane Borgia and motion seconded by Scott Stopnik. All approved

III. Approval of NCPL December 2021 Warrant 12 (APGL)

(AP GL Reports are attached). Total expenses included in Warrant 12 are \$187,475.19 of which the Friends are paying \$6104.32. Thank you to the Friends for their continuing support! Stephanie Paul has reviewed all invoices in the warrant and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!

 [Lib AP GL December 2021.pdf](#)

Edie - if you look at the AP-GL there is a segment of December program vendors that were listed with their amount but are not paid yet. Patrick will be paying at Wednesdays town meeting. the warrant is complete for the expense but payments have not been made. Patrick included all the December expenses to include in the 2021 year.

Programming is done until the end of December. This is predominately programming

Motion:

To approve the minutes

Motion moved by Stephanie Paul and motion seconded by Diane Borgia. All in favor

IV. Review of NCPL 2021 Revenue and Expense

 [Lib Rev Exp Dec 2021.pdf](#)

 [NCPL Revenue & Expense Report \(2018 - 2021\) - Updated 1-05-22-2021.xlsx](#)

The budget is lower than 2020. The expenses deviated from forecast. We are receiving less funding to the library in 2022. This is the same for all libraries in the state. The library expenses have gone down due to the pandemic.

Programming is getting great feedback. the library is not busy evenings. it is open 2 nights in Armonk and 2 in NWP. It might get slower. many libraries are cutting hours and going to curbside. This is under consideration.

Edie would still like to know what the fund balance is. She entered what she believes is the right number but this is not confirmed. She would like to get the accurate figure.

Scott would like a monthly accounting from Abbas to have accurate tracking month to month. Scott requested that a meeting is setup with Abbas to discuss.

Kim - for 2022 there is a budget for fines and charges of \$12000. We are not charging fines so this should be adjusted. Also rentals for Whipperwol Hall are way down. Outside books for the theater have not ben made due to Covid.

Expenses are also not in line with budget due to staff adjustments, These will need to be tweaked, It might not make sense to have hours as long as before especially for evening hours. We are within a safe range for required hours for library operation. This needs to be monitored based on demand.

The door counter statistics are included but they are not on a per day or per hour basis. Scott would like metrics of how many people come in during evening hours. This may be an opportunity to save a little money by reducing hours. Susan says few people come in

after 6pm. The children's room in Armonk closes at 5:30 pm. because no one is coming in,

V. Election of Board Executives: Nomination and Vote

Scott - does anyone want to assume a position on the board. Scott wants to nominate Kim Longo for role of Vice President. Stephanie Paul for Treasurer. Diane Borgia for Secretary.

Kim accepts the nomination.

Edie sent a list of classes. Kim encourages everyone to sign up for these classes.

Motion:

Nomination of Scott Stopnick for President

Motion moved by Kim Longo and motion seconded by Stephanie Paul. All approved

Motion:

Kim Longo for Vice President

Motion moved by Scott Stopnik and motion seconded by Diane Borgia. All approved

Motion:

Stephanie Paul to continue as Treasurer

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All approved

Motion:

Diane Borgia to continue as Secretary

Motion moved by Scott Stopnik and motion seconded by Brian Harp. All approved

VI. Approval of (Unit III) Library Holidays

 [Holidays.Library.2022.docx](#)

 [Holidays 2022 Town of NC \(1\).pdf](#)

There is a typo on Christmas Eve that needs to be corrected. Christmas Eve observed should be Friday 12/23. For New Year's weekend the staffing will be adjusted to avoid a long closure.

There is no acknowledgement of Juneteenth. It is not in the contract. The contract has just ended. There are floater-floaters that allow people to take the Jewish holidays or other because these are not government holidays

Motion:

To approve the calendar with editing the Christmas Eve observed to be Friday 12/23

Motion moved by Scott Stopnik and motion seconded by Diane Borgia. All approved

VII. Executive Session

 [AC recommend letter.docx](#)

VIII. Items for Discussion :

- Revision of Whippoorwill Hall Policy
- Review of Armonk Bathroom Funding
- Native Plant Garden (TE Account setup confirm)
- Status of Website
- NWP Signage
- Long Term Strategy
- Mission and vision for North White Plains Community Center *
- Status of the Community Center*

(* must be in conjunction with Rec Center with focus on the Library as shared space)

- Revision of Whippoorwill Hall Policy: At the last meeting we had discussed having th Town attorney review the policy. There is a concern with the phrasing around outside vendors promoting themselves. The primary purpose to the programming is for the benefit of the library. this is different than using the Hall for activities that do not benefit the library. Maybe the policy needs to state that the hall is "not used for any outside commercial purposes that provide financial gain to any entity other than the library unless otherwise agreed upon by the Library Board. " Barbara V requests a copy of the policy to be sent to her prior to the vote on this.
- Review of Armonk Bathroom Funding - there is 6 months or less to finish this up. the lowest bid was about \$50K. there is \$21 left in the account. We need to determine where we can get the rest. We have passed the deadline to award the contract to the lowest bidder. We will have to contact the bidders. NCPL Restrooms in the Resources on OnBoard has all the bids. \$72K is the lowest. The next is \$79K. the architect had reviewed the 3 lowest bidders and they were approved by the architects. We are running out of time on the grant. Edie suggests we readjust the plans so that it fits within the funds we have and the time required to complete per the grant. We should streamline what we have

and spend what is needed to fulfill the grant and have it look better than it is. We need to get this planned within the week so we can vote on it in February so we do not lose the funding. Edie will speak with Steve and Allison in town to see how to make this happen quicker tomorrow. We all agree on this,

- Native Plant Garden (TE Account setup confirm) - Finance needs to setup a separate account. We have spent the money given last Spring and Fall for the garden. We will have future donations from the Elks. Scott requests that this is setup in time for the February meeting.
- NWP Signage - Jamie has ordered the signage.
- Status of the Community Center* - Work is progressing with hope to complete the end of the month. Kevin and Saleem were planning to go down. Susan has concerns. There is a big mistake in the kitchen, There is no counterspace next to the sink. The floor is scratched badly. The countertop looks very cheap. The counter is hanging off the edge and not finished. Scott suggests Steve also visit and work with them. The bathrooms need a lot of work. Kevin from the parks department needs to be involved. Susan is not sure who to contact. Stephanie also had feedback.

Motion:

Close meeting 8:90 and go into executive session which is not recorded.

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All approved.