

North Castle Public Library

Library Board of Trustees Minutes – Jan 11, 2021

This meeting was a Zoom meeting due to COVID-19 restrictions. It was recorded and a transcript will be available.

Scott Stopnik called meeting to order at: 7:04 pm

In Attendance :

Trustees: Diane Borgia, Jeanne Lapsker, Stephanie Paul, Scott Stopnik, Kim Longo

Library: Edie Martimucci, Susan Grieco

Friends: Barbara Vircillo – absent

Guest: Brian Harp

Town: Saleem Hussain

Key Votes/Review:

- **Approval of Minutes for the December 14, 2020 NCPL Board of Trustees meeting** (attached). Thank you, Diane!
 - Diane motioned to approve, Stephanie seconded, all approved
- **Approval of NCPL 2020 Warrant 12** (AP GL Reports are attached). Total expenses included in Warrant 12 are \$27,766.99 of which the Friends are paying \$1400.00. Thank you to the Friends for their continuing support! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!
 - Scott motion to approve, Jeanne seconded, all approved
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through December 31, 2020) –
 - Museum passes – virtual programming, our library benefits from this. Remind people about the museum benefits
- **Review of NCPL Performance Metrics** - performance reports are attached.
 - Digital, overdrive, 3m, Flipster, consumer reports – lots of activity. Circulation holding our own. Looking across the months
 - Our programming has doubled during pandemic. Physical circulation is ½.
 - Should we look at the usage of the DVDs? NWP has more circulation of DVD than books.
 - We will determine through the survey what the demand is for DVD.
 - Youth services is the one programming that is suffering.
- **Approval to appoint Stephanie Paul as Treasurer**
 - Scott motion to appoint Stephanie, Jeanne seconded, all approved
 - Scott will continue to get the warrant emails and Edie reviews warrants before submittal to the board.

- **Discussion:** 2020-2025 Long term plan.
 - Tabled until after the survey

- **Discussion:**
 - **Survey** http://survey.constantcontact.com/survey/a07ehgv0po0kirm5dlx/_tmp/questions
 - Distribute sooner rather than later
 - How long to keep this posted? Jeanne suggested a short term
 - Send via email blast
 - We should do this annually
 - Paper copies can be sent in books being picked up with direction to complete on website
 - We can send an email blast from Mike S. the town website, - Saleem will facilitate
 - Parents of children are taking out books.
 - Saleem will help with word-smithing the survey to be more actionable and easier to compile
 - We need to collect demographics on which part of community and age group
 - In the top or the email blast, request that the survey be completed by each household member
 - Circulate before President's day weekend after a final review.
 - Keep survey for 2 weeks and depending on response rate extend this.

- **Discussion:** Whippoorwill Hall Green room and Armonk Players Storage POD
 - Edie and Scott addressing storage space and renovation of space as required by Hudson Stage. Space will be forfeited by renovation funded by Hudson stage. Armonk Players is part of friends.

- **Discussion:** Lower Level bathroom renovation options. Study attached and in share drive
 - Do we need to open more area for population served? Including Whippoorwill Hall space we are compliant.
 - Option 1 and option 2 – both are compliant
 - Whippoorwill Hall baths are available if needed.
 - Plan 1 – need new egress, Plan 2 does not require this. With plan 2 keeps the stairwell
 - Jeanne – prefers having ADA on each floor. Plan 2 allows for that and keeps the stairs
 - Plan 1 has 2 baths – not gender neutral. Removes the stairs
 - Plan 1 allows room for changing tables and this is right off the children's room

Meeting adjourned 8:38. Scott motioned, Jeanne seconded
 Brian Harp described his background and expressed interest in joining the board.