



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, OCTOBER 11, 2021 AT 7:00PM

- Approval of Minutes for the September 13, 2021 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 9
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Approval of Option and transfer of funds for Truss Repair
- Approval of Arcari & Iovino design for North White Plains handicap ramp to deck
- Approval of Pay App #5 to Abbot & Price
- Approval of Pay App to Healy Electric #1
- Discussion of Long Term Strategy Ideas
- Consider revision to Whippoorwill Hall Policy
- Review of 2022 proposed budget

North Castle Public Library

Library Board of Trustees Minutes Oct 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: 7:03pm

In Attendance :

Trustees: Scott Stopnik, Diane Borgia, Jeanne Lapsker, Brian Harp, Stephanie Paul, FarvaJafri

Absent: Kim Longo

Guest: DomenicoAntonelli

Library: Edie Martimucci, Susan Grieco

Friends: Barbara Vircillo

Town: SaleemHussain

Key Votes/Review:

DomenicoAntonelli provided the trustees with background and explanations around the Trusses and the two options – new trusses vs repair.

Domenico's assessment: to retrofit, all the material can come in through existing access points. This will consist of fastening additional lumber/steel under existing truss. It will be bulkier and look different than current truss. It can be clad to make it look the same. It will be bulkier

The other option is to shore up the roof and bring in the new truss. They would bring in something similar to the existing trusses. It might be able to fit into the entrance or need to remove windows. The iron posts are useless as they are not tightened. The truss is overstressed even with the steel posts in it.

Scott – which makes most sense to Domenico? Either way will perform the same way. What is the timeline? Which is longer?

Domenico - 2 weeks per truss. About 4 weeks. The contractor should be made aware of the time restrictions.

The contractor may not be able to make the existing retrofit work.

He cannot tell the difference in costs right now because the design is not complete, and the contractors costs are varying based on their availability.

A big part of the cost is getting the new trusses

Factors:

- 1) Aesthetics
- 2) Cost
- 3) Time

We don't know costs. There are 2 trusses.

The contractor will be shoring up the roof before replacing the truss. Pulling the walls in will add other issues. Because it is working as is, Domenico recommends just working with the current configuration.

There is potential to get the numbers from Domenico for both designs – replace or retrofit. The board needs an estimate for 2 sets of designs. Some of the work will be common for both. The two sets of drawings will diverge just for the actual trusses.

The trusses can be clad in other materials for ascetics. Domenico can send us pictures of each type – a retrofitted and new.

Our budget in 2022 is lower than the current year. We need to have an idea of expenses.

Domenico will send a revised proposal.

- **Approval of Minutes for the Sept, 13, 2021 NCPL Board of Trustees meeting** (attached).

Thank you, Diane!

- Diane motioned to approve
 - Stephanie – second
 - Scott – abstain
 - All approved
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- **Approval of NCPL 2021 Warrant 9** (AP GL Reports are attached). Total expenses included in Warrant 9 are \$38,218.13 of which the Friends are paying \$425.00. 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!
 - This warrant is 9/1-9/30. The \$22,000 the friends paid was not a warrant. It was not included in the warrants. Edie is looking into this. Warrants are from the 1st to the 30th. Everything that was paid was approved. There were 30+ expenses that were not included in monthly reports. Edie has asked Abbas for details as to why these expenses are not in the reports.
 - We need to have this reconciled for next meeting.
 - Stephanie moved for approve
 - Farva seconded
 - All approved

The Art Show was fantastic and very crowded. Up 25% in attendance from 2019. The layout was easier for the artists. There were less artists.

- **Approval of Abbot & Price:** Pay app #5 in the amount of \$36,673.99

- This is an installment for the elevator. We are not quite done with payments.
- The elevator is done.
- The phone line inside the elevator is getting installed.
- Lobby and lighting, painting, and flooring are pending
- There is a question about a security/smoke hatch that is required in NYC. We are not sure if this is needed for Westchester elevators
- Scott motioned to approve

- Farva seconded
- All approved

- **Approval of Arcari&Iovino:** design for handicap ramp at the North White Plains branch.
 - The initial layout was hugging the wall. This comes in at an angle. It is waiting on final comments from Matt.
 - Jean motioned to approve
 - Diane seconded
 - All approved

- **Approval of Healy Electric:** Pay app #1 in the amount of \$17,063.19
 - This is for the elevator electric. Healy is behind in billing
 - We need information on the change order as it goes over an above what was approved for the budget.
 - Edie needs to look at the invoice.
 - Scott recommends tabling until next meeting when we can see the actual invoice

- **Review of Long Term Strategy ideas:** (attached)
 - Table this until next meeting when we have more time
 - Request that everyone reviews and comments via email before next meeting

- **Review of 2022 Budget** (worksheet Attached)
 - The budget is flat, hence less than 2019. Edie increased in building repair and service because they have been using outside vendors for landscaping and small repairs
 - The town board eliminated vacant positions. Assistant director, clerk and senior clerk positions are to be eliminated in the proposals
 - Head of finance provides guidance, and the department heads work with this.
 - The town is being cautious due to the pandemic.
 - Edie is not concerned and can work within the budget but is concerned with the additional requirements. Losing staff while trying to reopen.

- **Revision of Whippoorwill Hall Policy**
 - Change to wording to restrict use of the Hall for religious worship. The town lawyer had ruled that if the building could be used for one religion then it could be used for all. The community can't sustain supporting requests from all religious communities in town. Edie informed the Rabbi that had requested the use. There was no reply.
 - We need to put something in our policy to adopt the town policy as our policy.

Other business

- Review of the Armonk bathrooms. All bids were \$50,000 higher than we have in the budget. We either need to reject the bids and get new ones or see where we can get this money from.
- Table this for now. Edie needs to speak with Kevin. These are higher than in the grants.
- Kim via email asked about the sign. Saleem will follow up again with Jamie.

- Scott motioned to close meeting at 8:43
- Jean seconded
- All approved

Respectfully submitted

Diane Borgia
Secretary