



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, OCTOBER 12, 2020 @ 7:00 PM

- Approval of Minutes for the Sept. 14, 2020 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 9
- Discussion of NCCC plans and our commitment to project
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Review of NCPL Performance Metrics
- Discussion: Armonk Circulation area structural engineering assessment.
- Discussion on Elevator Bid Results

North Castle Public Library

Library Board of Trustees Minutes – Oct 12, 2020

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

Library: Edie Martimucci

Friends: Barbara Vircillo

Town: Saleem Hussain

Guests: Kim Longo

Kim will be officially on the board as a voting member Wednesday

Key Votes/Review:

- **Approval of Minutes for the Oct 12, 2020 NCPL Board of Trustees meeting** (attached). Thank you, Diane!
 - Diane motioned for approval, Scott second, all approved
- **Approval of NCPL 2020 Warrant 9** (AP GL Reports are attached). Total expenses included in Warrant 9 are \$73,888.43 of which the Friends are paying \$6171.42. Thank you to the Friends for their continuing support! Scott Stopnick 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, Stephanie second, all approved
 - Comment - We need a Treasurer to replace Sean.
- **Google docs discussion**
 - Diane created a prototype to share documents rather than email them
 - What is protocol for storing library board documents?
 - Edie is required to email board documents and keep printed records.
 - Edie will be owner of the google docs, not Diane. Link into Edie's WLS email address
 - Board will be able to see all documents
- **Discussion of Wish List for NWP Community Center:** Sullivan Architect Draft in share drive
 - Library grants can only be used for library
 - Future ready
 - Wi-Fi – expansion to deck area and parking lot – help to the community
 - WLS manages the WiFi. There is a hotspot
 - Door is ADA compliant to the deck. This would need a push button for automatic door
 - Ramp was pending recommendation from Architect
 - New bins are already picked out
 - Kitchen is staying where it is. Stephanie – Can the window be removed/moved from the kitchen to allow more kitchen space?
 - There is a new sketch of community center with new kitchen plans
 - Do something with the corridor, foyer
 - Jeanne mentioned a smart screen. Need to be able to address community needs
 - Lucite folder holder – 12 flyers – look at Armonk setup
 - Signage on the outside of the library to indicate you are going into a library. Mirror what is in Armonk. Be consistent with Armonk. Visible from North Broadway.
 - Edie had mentioned to Jamie at department head meeting.
 - Saleem's comments:

- What new capabilities – low touch or no touch for example. Access to materials in different ways
 - Walk through of plans
- Configuration of the door walking in – automatic doors. – Like Armonk?
- **Discussion of NWP Bathroom upgrade:** Grant # 7988 places our renovation of the NWP Bathroom upgrade to be completed by Dec 2020. Due to Covid there has been an extension to 2021. Sullivan will be discussing the community center project at the October 14 TB work meeting. Saleem, Sue Grieco and Edie met to discuss the Library's contribution to the Bathroom upgrade and the electronic door
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through October 1, 2020) –
 - Nothing unusual with routine spend.
 - Building supplies
 - Official approval from David Buchwald for money coming in which will be a spike in revenue. 90% of elevator and NWP door will be coming in
 - Programming expense went down
- **Review of NCPL Performance Metrics** - performance reports are attached Through September 2020
 - NWP and Armonk share children programming so all are being counted in Armonk as this is getting zoomed from Armonk. The numbers are generic
 - Children's programming decreased over the summer
 - Sticking with the tried and true vendors
- **Discussion: Armonk Circulation area structural engineering assessment** Document attached.
 - Domenico from B-Cubed did an examination of the trusses. To ensure no additional stress on the roof, requested a new review. We need to consider refitting the trusses. Iron support beams are bolted to side walls. There is some play which is good. He fee is \$20K. While this is not imminent, we need to start planning for a grant next year to cover this. Periodic reviews would be a good idea
- **Discussion on Elevator Bid Results:** 9 bids were opened results in share drive
 - Bid went to low bidder. Sean had reviewed references. This will be awarded to Abbott & Price, Inc. It was confirmed that they will do the full scope
- ***Appointment of Kim Longo to the Library Board : Congratulations to Kim!***

Meeting adjourned 8:43 pm

Respectfully submitted by,

Diane Borgia
Secretary