

North Castle Public Library

Library Board of Trustee Minutes – November 13, 2017

Sean Ryan called meeting to order at 7:45PM

In attendance:

Trustees: David Charney, Lisa Meyer Chorne, Jerry March, Stephanie Paul, Sean Ryan and Scott Stopnik.

Library: Edie Martimucci

Town: Barbara DiGiacinto

Friends: Marilyn Heimerdinger

Key Votes/Review

- **Approval of the Minutes** for the October 9, 2017 NCPL Board of Trustees meeting. David made motion to approve. Scott seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 10** - Total expenses included in Warrant 10 are \$37,071.09 of which the Friends are paying \$8,611.06. Thank you Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL. Scott made motion to approve. Jerry seconded. All were in favor.
- **Review of NCPL 2017 Revenue and Expense Report** - NCPL YTD financial performance is strong and in line with our 2017 plan and our commitment to the town.
- **Acceptance of the YA Room bid from Dennis Adams Contracting Inc. contingent on their conformance to town insurance requirements** – Scott made motion to accept contingent on town insurance requirements being met. Jerry seconded. All were in favor.
- **Contingent acceptance of YA Room bid from Sundahl Restoration, LLC** if low bidder does not conform to town insurance requirements. David made the motion to accept, should the low bidder not meet the town's insurance requirements, as long as Sundahl meets the same requirements. Scott seconded. All were in favor.
- **Approval to hire Michelle Love** as a page at \$15/hour with a start date of November 15, 2017. Lisa made the motion. Scott seconded. Sean Ryan abstained. All others were in favor.
- **Acceptance of \$36,000 Donation** – from the estate of Isabelle Brinkman. This donation will be directed equally to the purchase of books in 2018 and 2019. Jerry made the motion. David seconded. All were in favor.
- **Approval of NCPL 2018 Holiday Schedule** – with the library remaining open on Martin Luther King Jr. Day, Columbus Day and Veterans Day. Staffing for these days will be provided by hourly employees. David made the motion. Scott seconded. All were in favor.
- **Review of our performance metrics** - our monthly performance metrics package through September was distributed. We had a good month with improvement almost across the board, although seasonally, September is one of our slowest most on most measures. Our top three YTY growth metrics are patron visits (up 23.21%), digital circulation (up 16.53%) and adult

programming attendance (up 9.48%). Thank you to Virginia Garcia for all her work on performance metrics!!!

Brainstorming Session –

The following ideas for transforming and expanding the Sunroom in the Armonk branch children's area into a space that better serves our community and accelerates implementation of our strategy were discussed. These included:

- Evaluate incorporating support for a second floor in the first construction phase to allow for future expansion.
- Include a children's art gallery.
- Continue the tree and flower design into the new space.
- Include room dividers into the design to allow for flexible configuration of the space.
- Design the ceiling as high as possible.

The meeting was adjourned at 9:03PM. Our next meeting will be at 7:30pm on December 11, 2017.

Respectfully submitted by,

Sean C. Ryan
President

North Castle Public Library

2018 Holidays (Proposed)

Floater***	Any time during 2018	
New Year's Day	Monday, January 1	Closed
Martin L. King Jr. Day	Monday, January 15	Open
Presidents' Day	Monday, February 19	Closed
Easter	Sunday, April 1	Closed
Memorial Day	Monday, May 28	Closed
Independence Day	Wednesday, July 4	Closed
Labor Day	Monday, September 3	Closed
Columbus Day	Monday, October 8	Open
Veterans Day	Monday, November 12	Open
Thanksgiving Day	Thursday, November 22	Closed
Christmas Eve	Monday, December 24	Closed
Christmas Day	Tuesday, December 25	Closed
New Year's Eve	Monday, December 31	Closed

*** Floater is for employees hired before April 1, 2014