



AGENDA FOR BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 11, 2019 AT 7:30PM

- ❖ Approval of Minutes – October 14, 2019
- ❖ Approval of NCPL 2020 Holiday Schedule
- ❖ Approval to Award Armonk Children’s Sunroom Replacement Project
- ❖ Approval of 2019 Warrant 10
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Review of NYS Report Results
- ❖ Personnel

North Castle Public Library

Library Board of Trustees Minutes – November 11, 2019

Sean Ryan called meeting to order at 7:32 PM

In attendance:

Trustees: Diane Borgia, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul and Sean Ryan

Library: Edie Martimucci

Friends: Barbara Vircillo

Key Votes/Review:

- **General Information:**
 - Sean informed the trustees of future (possibly 2021) education requirements for library trustees being discussed in Albany.
 - 2018 Trustee Handbook (most current version) was provided to Diane Borgia.
 - A new secretary is needed to replace Lisa.
 - Long Term Strategy development needs to start in 3/2020 or 4/2020 with target completion prior to the beginning of the grant cycle in 8/2020.
- **Approval of Minutes for the October 14 2019 NCPL Board of Trustees meeting.** Stephanie identified one correction to the minutes. Jennifer made the motion to approve the minutes as corrected and Stephanie seconded. All were in favor.
- **Approval of the 2020 NCPL Holiday Schedule** – July 3 is a federal holiday. Union employees will be off. Discussion of traffic impact from the fireworks at the Kensico Dam. However, because the library would be open from 10 – 5pm, the roads would still be open and therefore no impact. Jeanne made a motion to approve schedule as presented. Jennifer seconded it. All in favor.
- **Approval of Assistant Library Director II permanent appointment effective November 26, 2019.** Stephanie Hartwell-Mandella will be appointed from probationary to permanent pending town board approval. Jeanne motioned to approve. Stephanie seconded. All were in favor. This also requires town board ratification.
- **Acceptance of Laura Cremins' retirement letter** – This will also require town board approval. Stephanie motioned to approve, Jennifer seconded. All were in favor.
- **Approval of promotion of Michelle MacDevitt from hourly Page to hourly Library Assistant effective January 1, 2020.** Michelle will work 16.5 hours per week at a rate of \$23.00 per hour effective January 1, 2020. Michelle will be provisional until she takes the Library Assistant test offered by Civil Service. This also requires ratification by the town board. Jeanne motioned to approve, Jennifer seconded. All were in favor.

- **Approval to award the bid for the NCPL Armonk Children’s Sunroom Replacement project to Giacorp Contracting Corp. (low bidder).** This also requires town board approval which occurred on October 30, 2019. Jeanne made the motion and Jennifer seconded. All were in favor.
- **Approval of NCPL 2019 Warrant 10** - Total expenses included in Warrant 10 are \$56,132.88 of which the Friends are paying \$7,621.49. Thank you, Friends for your continuing support!!! In addition, \$8,841.96 for the book shelves in North White Plains has been paid from the Fullam trust account. Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Jennifer motioned to approve. Stephanie seconded. All were in favor
- **Review of NCPL 2019 YTD Revenue and Expense Reports** - NCPL YTD financial performance remains strong and in line with our 2019 plan and our commitment to the town.
- **Review of NCPL Performance metrics** - our monthly performance metrics package was included in the agenda package along with recently published NYS Report data. NCPL is one of only three libraries of the 38 in Westchester County that has grown library visits, total programming attendance and total circulation for the period 2013-2018. Congratulations to Edie and the entire staff for this achievement. Further discussion included spending on materials is erratic and needs to be consistent to keep the collection changing. Audio books are not as popular. Blind date with a book program in Armonk should be implanted in NWP. Implementation of a Film Club should be considered.
 - In NWP – suggestion to move all the adult books together and move the DVDs. A goal can be to increase circulation with an action to increase adult circulation in NWP
- **Update - NWP building – next phase** - The town will approve bidding the next phase of the NWP improvements shortly. The roof, HVAC, bathrooms, kitchen, police office and generator.
 - Work is planned to start mid-February until September.
 - NWP building will be closed.

Options were discussed to continue services in an alternate space along with how to protect the materials. Some suggestions were:

- A mobile unit.
 - Contact empty buildings in NWP.
 - Utilize a local school or church facility.
- **Approval of Diane Borgia as BOT Secretary** - Jennifer made the motion to approve Diane Borgia as secretary and Stephanie seconded. All were in favor.

The meeting was adjourned at 9:00 PM. Our next meeting will be held at 7:30 PM on December 9, 2019.

Respectfully submitted by,

Diane Borgia
Secretary