



## November 8, 2021 Library Board Meeting

### Minutes

North Castle Public Library  
Nov 8, 2021 at 7:00 PM EST

#### **Attendance**

##### **Members Present (Remote):**

Diane Borgia, Jeanne Lapsker, Kim Longo, Edie Martimucci, Stephanie Paul, Scott Stopnik

##### **Members Absent:**

Brian Harp, Farva Jafri

##### **Guests Present (Remote):**

Barbara Vircillo - Friends, Saleem Hussain

#### I. Call to Order

Called to order 7:12 - Edie is recording the meeting.

#### II. Barbara - Friends - Call for volunteers for the Art Show leadership positions

The Friends are having difficulty recruiting volunteers to fill positions on for the Art Show as co-chairs, committee chairs etc. Anne Curran is resigning as Executive Director of the Art Show. The Friends are concerned that the art show will not be able to continue without volunteers. The same volunteers have been doing this for many years. The job is posted in LinkedIn. There are 11 applicants to date. The applicant for the position needs to handle marketing, event planning and project management. Current applicants had more of an art background. The posting is revised.

#### III. Approval of Minutes : 10/11 meeting minutes submitted for approval, Thank you Diane

 [Board minutes -2021-10-11.docx](#)

##### **Motion:**

Motion to approve the minutes

Motion moved by Diane Borgia and motion seconded by Stephanie Paul. All approved - Kim abstained as she was not at the meeting.

#### IV. Approval of NCPL 2021 Warrant #10

(AP GL Reports are attached). Total expenses included in Warrant 10 are \$XXXXXX of which the Friends are paying \$XXXX. 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!

- The emailed agenda included the Warrant and an updated agenda item as listed below.
- **Approval of NCPL 2021 Warrant 10** (AP GL Reports are attached). Total expenses included in Warrant 10 are \$29,678.90 of which the Friends are paying \$5,558.16. 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!

**Motion:**

Motion to approve Warrant 10

Motion moved by Stephanie Paul and motion seconded by Jeanne Lapsker. All approved

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

The packet in OnBoard did not include this warrant. Saleem presented this via a screen share. The paperwork says \$36,678.99

**Motion:**

Motion to approve payment

Motion moved by Scott Stopnik and motion seconded by Jeanne Lapsker. All approved

- VI. Approval of Healy Electric: Pay app #1 in the amount of \$17,961.25 and Pay app #2 in the amount of 16,647.75

 [HE 1 - Rev 1 - LED Retro-Fit for Existing Downlights.pdf](#)

 [Healy Application for Payment #2 @10-31-2021.pdf](#)

 [Healy ElectricPay App #1 \(progressive billing\).pdf](#)

We now know that the billing is progressive and we now know what the billing is for, There are no more questions

**Motion:**

Motion to approve the Healy payment

Motion moved by Scott Stopnik and motion seconded by Jeanne Lapsker. All approved

- VII. Review of Long Term Strategy ideas

Discussion about forming sub committee.  
Committee report?

The board decided to discuss this in a subsequent meeting.

#### VIII. Revision of Whippoorwill Hall Policy

See draft : entry #9

 [Whippoorwill Hall Policies-11.08.21.pdf](#)

This is tabled to the next meeting

- A. 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.

**Motion:**

Approval for CMC Contractors inc to do the work

Motion moved by Scott Stopnik and motion seconded by Jeanne Lapsker. All approved

Edie does not know the root cause of the higher bid. Even the lowest bids were \$50,000 higher than they were several years ago. These are the bid documents that were posted during the last board meeting in October. We do have the ability to reject the bids. The captial grant has approximately \$25,000. There were several designs - 2 bathrooms, one family sized for ADA compliance. There was a discussion regarding the number of bathrooms in the building. It was ruled that we do have enough facilities. And we have ADA compliance all around. Construction requires taking down some walls to expand the space. Contractors bids were higher than estimated. The architect reviewed the lowest 3 bidders and they are all satisfactory. The architect said the 3 low bids were all qualified. We would need to supplement with \$25,000. The grant was extended one year for Covid. We need to go with the lowest bid.

- IX. The trusses - there is a very significant price differential in the options.

The price of architects work for replacing the truss is about twice the cost of repair. Given our budget has gone down and the importance of getting the work complete, the extra money is not fiscally responsible. We still do not know the difference in price between new trusses and repairs. We can't bid both options because we do not have the plans yet. We need guidance to see which of the two options will cost more to build. Saleem will ask the town engineer what his feeling is regarding cost. Once the library approves the town still needs to approve.

A repair will be bigger, bulkier and noticeable that it was repaired. The biggest concern is time...we need to get started on this. We would have to call a special meeting to decide on course of action.

Each solution has the same structural integrity.

Bottom line, the board needs to decide if we want to vote now or wait to get the information before voting.

The engineers costs are excessive. We still have no idea of construction costs.

If we get an answer in a week to our questions, can we hold a special vote 2 weeks out in a special meeting to address this issue so we can just vote on this one issue? Then we can vote

**Motion:**

Table to another meeting prior to the Dec meeting - no later than 2 weeks from today to vote which version of trusses we will go forward with. We need to send notice to the community

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All in favor

X. Discussion and Vote: Discontinue overdue fines

How many books/periodicals are never returned? Fines and charges are a revenue stream. In 2021 - \$770 was collected. In previous years, this was \$3000 to \$9000. This does not include fees for lost or damaged books. This covers all materials.

This policy needs to be memorialized in something such as an email . We don't want to encourage not returning items.

**Motion:**

Remove overage fines. Lost and damage items will still have a fine.

Motion moved by Jeanne Lapsker and motion seconded by Stephanie Paul. All in favor

XI. Approval of new findings on Breezeway Repair

Once the facing was off the breezeway support, it was discovered that the damage extended the full length of the porch. Price quote of \$8,800 submitted to board for approval to continue. This was an insurance claim, we will need to go to town with additional expenses against this claim.

 [WGRC original 11012021135217.PDF](#)

 [WGRC 11012021135121.PDF](#)

 [Steve email update on front porch repair.pdf](#)

This is the insurance claim against Verizon. Once work started on the carpentry, they saw more extensive damage. We can open insurance claim for this additional expense.

**Motion:**

Approve the expenditure

Motion moved by Scott Stopnik and motion seconded by Jeanne Lapsker. All approved

XII. ADDENDUM: Approval of Arcari & Iovino invoice

Invoice from Arcari & Iovino in the amount of \$2227.50 sent in after published agenda.

 [Arcari & Iovino NWP Ramp.pdf](#)

 [NWP Ramp rendering.pdf](#)

This needs to be tabled as this is not on the public agenda

**Motion:**

Motion to conclude this meeting at 9:07

Motion moved by Scott Stopnik and motion seconded by Jeanne Lapsker. All approved