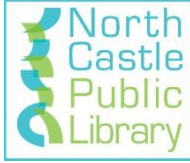




AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, DEC 13, 2021 AT 7:00PM

- Approval of Minutes for the 11/8 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 11
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Approval of Abbot & Price Pay Change order
- Revision of Whippoorwill Hall policy
- Review of Armonk Bathroom bids Funding
- Review of Performance Metrics
- Discussion: Native Plant Garden



Library Board of Trustees December 13th

Meeting Minutes

North Castle Public Library
Dec 13, 2021 at 11:00 AM EST

Attendance

Members Present (Remote):

Diane Borgia, Brian Harp, Farva Jafri, Jeanne Lapsker, Kim Longo, Edie Martimucci, Stephanie Paul, Scott Stopnik

Guests Present (Remote):

Saleem Hussain - Town Board, Barbara Virchillo - Friends of North Castle Library, Susan Grieco - Library

I. Call to Order

Meeting called to order 7:03 pm and will be recorded.

Announcement that Jeanne Lapsker will be leaving the board.

In January we need to elect the new board officers. Please contact Scott with nominations or if you are interested in an officer position. Scott will be reaching out prior to the January meeting.

II. Approval of Minutes for the November 8, 2021 NCPL Board of Trustees Meeting

 [November 8, 2021 Library Board Meeting Minutes \(1\).pdf](#)

Motion:

Motion to approve the minutes.

Motion moved by Diane Borgia and motion seconded by Stephanie Paul. All approved

III. Approval of NCPL 2021 Warrant 11

(AP GL Reports are attached). Total expenses included in Warrant 11 are \$39,717.39 of which the Friends are paying \$6629.09. 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!

 [Lib AP GL November 2021.pdf](#)

Stephanie had some questions on the warrant:

- Why does the encumbered amount say 0?

- Abbas compiles this report and Edie does not know.
- Stephanie expects it to show encumbered about and payment
- Edie will ask Abbas
- These questions do not impact the warrant review itself.

Scott:

- The Friends contribute to the library to enhance to funding provided by grants and the state budget
- We need to enforce helping each other in their missions
- The missions are different but they are aligned.
- It may make sense to meet with the Friends outside of the monthly board meeting to discuss other ideas to the betterment of the library

Barbara agrees we all need to work to the betterment of the library

Motion:

Motion to approve the warrants.

Motion moved by Stephanie Paul and motion seconded by Scott Stopnik. All approved

IV. Review of NCPL 2021 YTD Revenue and Expense report

 [Lib Rev Exp Nov 2021.pdf](#)

 [NCPL Revenue & Expense Report \(2018 - 2021\) - Updated 12-1-2021.xlsx](#)

The elevator is over budget

The money was in state aid and never moved to capital accounts. At a later date this was moved to state aid without a memo to record this. The two highlighted items came from that conversation. This has now been fixed but there is no correspondence on this. We need the line items.

We are not seeing the transparency of what is being done - we are only seeing totals. It is difficult to track when we don't see the line items. This needs another meeting with Abbas. We need either a monthly or quarterly accounting of our finances. Budgeting will be more stringent in 2022 and more appropriate to track next year.

Are the questions to Abbas clear? Does Abbas need to be brought into this conversation?

Have we asked Abbas for backup documents?

V. Approval of Abbott & Price change order #2

Library wall was in poor condition with cracks, stains and in need of painting. While Stucco was being applied to elevator, repairs to the woodwork, and stucco was done while masons were on site.

 [Abbott and price change order stucco.pdf](#)

When the elevator structure got to the point masonry was needed on the outside, it exposed the original library wall which had discoloration and rotting wood. The masons were there and can repair and make this look like new. The decision was to fix the cracks, rotting support wood and resurface the entire area. it now looks beautiful. The work was needed to be completed prior to the shrubbery being replaced. The total of the change order was \$10,981.29 which is the sum of the flooring in lieu of carpet plus the stucco work.

Motion:

Motion to approve the change order for \$10,981.29

Motion moved by Scott Stopnik and motion seconded by Brian Harp. All approved

VI. Approval of Whippoorwill Hall policy revise

 [proposed wording Whippoorwill Theater policy revise.docx](#)

The background of this policy change was to ensure the Theater was not used for political and/or religious activities.

For clarification - what does commercial mean? This is selling anything on behalf of a 3rd party. it is different from 3rd party programming because it is for the benefit of the library patrons. When someone comes in as a public service, they can provide a tip to the attendees for the patrons' benefit. The vendor cannot solicit the business of the patrons. This is different than a targeted program. This is the policy for Whippoorwill Hall. This mirrors the library bylaws. This is a policy for the hall but is also incorporated into the bylaws. This applies to the entire library. Barbara brought up that music providers are marketing their services for private lessons.

Saleem's comment - this might not be clear for others reading this and it may need more clarity. Should the town attorney review?

Scott - we are a specific type of library and as part of the charter we are not permitted to sell any services.

This will be tabled until the next board meeting . The board also asks to see the entire document.

Motion:

Motion to table until the review and comments are complete.

Motion moved by Scott Stopnik and motion seconded by Brian Harp. All approved

VII. Review of Performance Measures

 [NCPL Electronic Circulation and Museum Passes - thru Nov 2021.xlsx](#)

VIII. For Discussion: Native Plant Garden funding

TE account for this donor had never been set up after being asked a year ago. This was to be another funding source for the creation and maintenance of our gardens

 [request to set up TE account 2020.docx](#)

Jeanne has wanted to make the front of the Armonk library more attractive. This started as an Eagle scout project. Native plants start modestly and take about three years for full development. Edie was able to get some assistance from the Elks club. Edie was approached buy the Elks who were willing to fund this. They are funding \$500 for Armonk as they are ready for this. When the ramp is complete for NWP the Elks will help with this landscaping as well. The Elks is willing to fund any program we come up with. they will be a new funding source. We will need to setup a new TE account for each project to ensure the donor is able to see that the money was earmarked for a specific project.

Motion:

Motion to create a new TE account for this purpose

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

IX. Discussion: Bid documents NCPL Restroom Alterations

This document had come in after my email had gone out to the Board. Please advise how to proceed: Lowest bidder is 50k higher than budget left in Capital Account H10. Discussion as to where funds should come from

We approved to accept the lowest bidder but this is \$25k more than what is left in the account. We need to determine where this funding is coming from.

Has Edie coordinated with Abbas on this?

Based on the revenue and expense reports, there areas that are under budget.

Edie does not have full visibility into the fund balance. Abbas was not able to tell Edie either at this time.

When you look at the revenue and expense report there are two highlighted items. These are items that need clarifications,

We need to be given a monthly report on the fund balance. Edie met with Kevin, Scott and Abbas and requested information of the fund balance. She has also send emails. Saleem requested a copy of this email and he will take it forward.

We will address this once we have more information on the fund balance,

These are based on bid documents. We do know how long before we have to notify the bidders. Scott asked to find out when this deadline is. We might need to put this out to bid again by rejecting all the bids.

X. Future agenda items

These topics should be on the meeting agenda each month:

- The status of website,
- NWP signage,
- Long term strategy
- Mission and vision for North White Plains Community Center
- Status of the Community Center

NWP signage - Jamie had health issue and did not have any update. Saleem asks for updates from Kevin prior to each meeting

The NWP construction update should be reporting on monthly. This is reported on every 2 weeks to the Town board.

Scott - we need to start meeting in person again and have these meetings in NWP on occasion. It will be best to meet in person for the LT strategy as that would be a full meeting workshop. We can also request that meetings be hybrid so others can join remotely.

NWP construction update: There is now heat in the building. The library did not have heat for several months. The storage room off the gym now has many pipes. The gym still has the most equipment. They are working on the ladies room. The multi-purpose room is usable but there is no sink yet. The shower is installed in the ladies room. Saleem

does not have any target dates. Supply dates are not set. Kevin told the beautification committee the date would be around January.

Parks and Recreation has been meeting in person.

Saleem will ask if there is an vaccination requirement for in person meetings.

Scott said we need to vet this amongst ourselves if there are any concerns regarding vaccination status.

The long term strategy should be on the January or February meeting.

The goal is to meet in person by February the latest.

The Armonk library building has been updated with HVAC and ventilation . The meeting will be in a room large enough to accommodate spacing.

Saleem - the town board designed a new task force around technology and use in the community. It is on the NC website - a call for volunteers. Saleem is leading this. This will tie into what we want to do with the Library website.

Motion:

Motion to conclude the meeting - 8:54 pm

Motion moved by Scott Stopnik and motion seconded by Diane Borgia. All approved