



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, DECEMBER 10, 2018 AT 7:30PM**

- ❖ Approval of Minutes – November 12, 2018
- ❖ Approval of 2018 Warrant 11
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ WLS Strategy Update
- ❖ Brainstorming – NWP Project Discussion

## **North Castle Public Library**

### **Library Board of Trustee Minutes – December 10, 2018**

Sean Ryan called meeting to order at 7:33 PM

#### **In attendance:**

**Trustees:** Lisa Meyer Chorne, Jerry March, Jeanne Lapsker, Jennifer Paulson Lee, and Sean Ryan

**Library:** Edie Martimucci

**Town:**

**Friends:** Barbara Vircillo

#### **Key Votes/Review**

- **Approval of the Minutes for the November 12, 2018 NCPL Board of Trustees meeting** - Jennifer made motion to approve the minutes and Jerry seconded. All were in favor.
- **Approval of NCPL 2018 Warrant 11** (AP GL Report). Total expenses included in Warrant 11 are \$63,621.81 of which the Friends are paying \$9,195.16. Thank you Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of the NCPL!!! Jerry made the motion to approve and Jennifer seconded. All were in favor.
- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru December 7, 2018). YTD 2018 NCPL financials remain strong. NCPL will finish the year well ahead of our revenue plan, driven by this year's NYS Library Construction Grant award. We will significantly underrun our expense plan due to understaffing.
- **President's NCPL Annual Report** - We started the process of preparing the mandated annual report for 2018. Our objective is to publish the annual report by January 31, 2019.
- **Review NCPL Performance Metrics** were discussed with the following key points made. We will finish 2018 behind our 2017 results on all three strategic initiative metrics. Two of the metrics - (1) Library Visits and (2) Programming Attendance, as expected, were disrupted by our strategic decision to create three new rooms - the Friends' Gallery, the new YA Room and the Cafe.

These projects are integral to our plan to create more dedicated programming space to accommodate growth in program attendance. The data shows we will conclude 2018 with 300 fewer programs than 2017. Successful completion of these projects enables us to start 2019 with all three rooms fully operational. Thank you to Steve Gallo for his great results with these projects!!! Lastly, Circulation, the third metric - is a more complex issue. Physical circulation is down, which is consistent with current WLS-wide activity. Electronic circulation is down for at least two reasons. First, TotalBoox, which has been struggling as an organization, is down dramatically and second, our spending on digital was down 68% in 1H2018 (vs 1H2017). Electronic spending was corrected in early 2H2018 and results have improved with the exception of TotalBoox. Circulation will be a key focus in 2019. Thank you to Virginia Garcia for all her work on performance metrics!!!

- **WLS Strategy/Budget Update** - WLS has completed approval of its 2019 budget which supports work on three major projects that focus on helping member libraries like NCPL. These projects include: (1) replacing our ILS with a new open source platform that will yield easier/faster expansion of system functionality, (2) providing simpler member library access to available information to help libraries better serve their patrons, manage operations and improve sharing of best of breed practices across member libraries, and (3) growing the professional development of all trustees, on both the WLS and local levels. WLS plans to replace its website in 2019.
- **Brainstorming/NWP Project Status Discussion** - Based on the most recent round of bid responses, the town and the library must evaluate all options to reduce the cost of this project. Topics discussed to improve NWP financials were: use of in-house staff to cut costs, separating parts of the overall project for later work (like we have already done with the NWP library windows and door), and public outreach to build support and to promote continued progress with NWP project.

The meeting was adjourned at 9:22 pm. Our next meeting will be at 7:30 pm on January 14, 2019. Respectfully submitted by,

Lisa Meyer Chorne

Secretary