



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

- ❖ Presentation on 2019 Armonk Outdoor Art Show
- ❖ Approval of Minutes – January 14, 2019
- ❖ Approval of 2018 Warrant 12A
- ❖ Approval of 2019 Warrant 1
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Discussion of NCPL's 2016 – 2019 NYS Library Construction Grant and Plan for North White Plains Branch Renovation
- ❖ Review of WLS IT Plan
- ❖ Approval of potential Medical Marijuana Program

North Castle Public Library

Library Board of Trustee Minutes – February 11, 2019

Sean Ryan called meeting to order at 7:40PM

In attendance:

Trustees: Jeanne Lapsker, Stephanie Paul, Scott Stopnik and Sean Ryan

Library: Edie Martimucci

Friends/Armonk Outdoor Art Show: Anne Curran, Debbie Heidecorn and Barbara Vircillo

Key Votes/Review

- **Armonk Outdoor Art Show Presentation.** Anne Curran and Debbie Heidecorn presented their strategy and plan for the 58th annual art show focusing on the critical need for help in finding volunteers, especially individuals willing to work on their committees that plan the show. The Armonk Outdoor Art Show is the major fundraiser of the Friends of the North Castle Public Library and critical to NCPL's success - today and into the future. The show enables incredible contributions to our library by the Friends. NCPL's programming attendance has more than doubled in the last six years. This would not have happened without the Armonk Outdoor Art Show. In addition, the Friends have also funded many furniture and like additions to our library - the most recent being furniture in the new YA Room. It was agreed we would test having a staffed recruiting table in the library in March.
- **Approval of the Minutes for the January 14, 2019 NCPL Board of Trustees meeting** – Thank you, Lisa for preparing the minutes!!! Stephanie made motion to approve the minutes and Jeanne seconded. All were in favor.
- **Approval of NCPL 2018 Warrant 12A** (AP GL Report). Total expenses in 2018 Warrant 12A are \$1,474.74 of which the Friends are paying \$1,450.00. Thank you, Friends for your continued 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 the motion to approve and Stephanie seconded. All were in favor.

- **Approval of NCPL 2019 Warrant 1** (AP GL Report). Total expenses in 2019 Warrant 1 are \$60,733.24 of which the Friends are paying \$8,479.30. Thank you, Friends for your continued support!!! Please note that \$3,462.00 of the NCPL expense (Baker & Taylor books) has been paid from the Brinkman donation in the library trust account. All books paid for by the Brinkman donation have a label highlighting the donation. 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 the motion to approve and Jeanne seconded. All were in favor.
- **Review of NCPL 2018 & 2019 YTD Revenue & Expense Reports** (in two formats thru February 6, 2019). As previously noted, 2018 NCPL financials were strong leading to the substantial increase in the library's fund balance and total library reserve. 2019 YTD NCPL financials are as expected.
- **Review NCPL Performance Metrics** - Physical circulation starts the year down. Electronic circulation starts on a good track with the exception of TotalBoox which continues with the same issues that started last year with that company/platform. Programming attendance has started well with a small issue with our partner program attendance down vs 2018. Thank you to Virginia Garcia for all her work collecting and organizing the performance data!!!
- **Discussion about NCPL's 2016 - 2019 NYS Library Construction Grant** - NCPL is now within five months of the expiration date of this grant. Although a large part of this grant is complete, significant work remains to be done by June 30, 2019. Alternatives were discussed to enable NCPL to complete this grant on time. It was agreed that the best option is to ask NYS Division of Library Development for an amendment of the grant which would allow NCPL to complete on time. This amendment will be developed and presented to the board of trustees at our March meeting.
- **Review of WLS' Short and Long Term (4 years) IT Plans.** WLS is accelerating implementation of the strategy it put in place in 2018. Major deliverables are scheduled for delivery in 2019 and in subsequent years. These deliverables include replacing the

software platforms that support all libraries in Westchester County today with platforms that have greater functionality and more flexibility to add future capabilities. Examples of this include replacement of our existing ILS (SIRSI), implementation of a new data warehouse and dashboard that is simple to use and capable of expanding functionality, a new website and website platform that member libraries can use, etc. These actions and deliverables will enable all member libraries to more proactively manage their organizations, eliminate administrative work and will allow all libraries to more aggressively share best practices. They also represent significant change that will need to be managed.

- **Approval of a potential Medical Marijuana Program** - a proposal for a medical marijuana program from Dr. Lynn Parodneck was discussed. The discussion included differentiation between medical and recreational use. A motion to approve Edie including this type medical marijuana program in the library's program schedule was made by Stephanie and seconded by Scott. All were in favor.

The meeting was adjourned at 8:50PM. Our next meeting will be at 7:30PM on March 11, 2019.

Respectfully submitted by,

Sean Ryan for Lisa Meyer Chorne