



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, FEBRUARY 12, 2018 AT 7:30PM

- ❖ Approval of Minutes – January 8, 2018
- ❖ Approval of 2017 Warrant 12A
- ❖ Approval of 2018 Warrant 1
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Personnel
- ❖ Approval of NCPL 2017 Annual Report
- ❖ Approval of Change in Cleaning Services
- ❖ Approval to Repurpose basement bathroom and kitchen area
- ❖ Approval to Magazine Room Renovation
- ❖ Approval to Request Friends' Contribution
- ❖ Approval for Budget Transfers
- ❖ Approval for Brinkman Trust Use
- ❖ Brainstorming – Discussion of Repurposing of upstairs YA Room space

North Castle Public Library

Library Board of Trustee Minutes – February 12, 2018

Sean Ryan called meeting to order at 7:35PM

In attendance:

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

Library: Edie Martimucci

Town Liaison: Barry Reiter

Friends: Marilyn Heimerdinger

Key Votes/Review

- **Approval of the Minutes** for the January 8, 2018 NCPL Board of Trustees meeting. Stephanie made motion to approve the minutes. Jeanne seconded. All were in favor.
- **NCPL 2017 Warrant 12A** (AP GL Report). Total expenses included in 2017 Warrant 12A (final 2017 warrant) are \$6,886.52. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Stephanie made the motion to approve and Jerry seconded. All were in favor.
- **NCPL 2018 Warrant 1** (AP GL Report). Total expenses included in 2018 Warrant 1 are \$75,546.99 of which the Friends are paying \$7,137.11. Thank you Friends for your continuing 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 motion to approve 2018 Warrant 1. Jerry seconded. All were in favor.
- **Review of NCPL 2017 Final Revenue & Expense Reports** - NCPL full year 2017 financial performance finished well ahead of plan adding over \$136K to our library reserves (Fund Balance and Library Funds).
- **Review of NCPL 2018 YTD Revenue & Expense Reports** – January results (thru February 8, 2018) are as expected including the first half payment of \$30,224.27 to WLS and \$28,555.82 in building improvement expenses – primarily for the new YA Room renovation.
- **Approval to request the local Civil Service list for Clerk and to approve extending Suzanne Percello's position to full time Clerk** - effective March 1, 2018. Jeanne made the motion to approve and Jerry seconded. All were in favor.
- **Approval to request the Civil Service list for Librarian Assistant and to approve hiring a full time Librarian Assistant for Youth Services.** Scott made the motion and Jeanne seconded. All were in favor.
- **Approval of the 2017 Annual Report** – Jerry made the motion. Scott seconded. All were in favor.
- **Approval to change cleaning services to Crown United Cleaning Services LLC effective March 1, 2018 and to transfer budget of \$700 from Custodial Supplies (L7410.0451.0012) to Building Service (L7410.0469.0012).** Jerry made the motion and Scott seconded. All were in favor.

- **Approval to repurpose the bathroom/kitchen area near the new YA Room** - to a combination IT room, storage area for Youth Services and partial kitchen (refrigerator/counter as staff convenience). Jerry made the motion and Stephanie seconded. All were in favor.
- **Approval to renovate the Magazine Room with the low bidder.** Jeanne made the motion and Jerry seconded. All were in favor.
- **Approval to request contribution from the Friend's** – for (1) carpeting for the Friend's Gallery (\$4K), (2) carpeting for the new YA Room (\$3K) and furniture in the new YA Room (\$33). Jeanne made the motion and Scott seconded. All were in favor.
- **Approval to transfer budget of \$18,000 from materials codes (multiple) to the Building/Equipment Repair Improvement code (L7410.0452.0012).** Budget redistribution will be as follows: Adult (L7410.0410.0012.0003) - \$7,600, Young Adult (L7410.0410.0012.0004) - \$700, Children's (L7410.0410.0012.0005) - \$6,250 and NWP (L7410.0410.0012.0007) - \$3,450. Jerry made the motion and Scott seconded. All were in favor.
- **Approval to use the Brinkman library trust to pay the next \$18,000 of Baker and Taylor book invoices** (starting with Warrant 2). Jeanne made the motion and Jerry seconded. We will insert labels in each book purchased by the Brinkman Fund to acknowledge the contribution.
- **Review of our performance metrics** - January performance metrics were discussed. Thank you to Virginia Garcia for all her work on performance metrics!!!

Brainstorming Session – Repurposing the current YA Room

Discussions focused on renovating this room as a café as described in Virginia Garcia's drawings (attached). All were in favor of the renovation of the space into a café. The following suggestions were made:

- Serve only healthy beverages.
- Investigate vending machine options; espresso, Keurig, healthy beverages (i.e. water, unsweetened iced tea).
- Serve no unhealthy food items.
- Minimize impact to staff.
- Consider using town businesses.
- Evaluate impact on cleaning contract.
- Include charging stations.

The meeting was adjourned at 8:55PM. Our next meeting will be at 7:30pm on March 12, 2018.

Respectfully submitted by,

Sean Ryan

North Castle Public Library-Café

Project Proposal-2018



