



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, FEBRUARY 10, 2020 AT 7:30PM**

- ❖ Approval of Minutes – January 13 2020
- ❖ Approval of 2019 Warrant 12A and 2020 Warrant 1
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of Sunroom Payments/Additional Work
- ❖ Approval of Architect Services Contract for Elevator
- ❖ Approval of Elson Roof Replacement
- ❖ Approval of Armonk Back Office Abatement
- ❖ Approval of NCPL 2019 Annual Report
- ❖ Election of NCPL Board of Trustee Officers for 2020
- ❖ Review of YTD Performance Metrics

## **North Castle Public Library**

### **Library Board of Trustees Minutes – February 10, 2020**

Scott Stopnik called meeting to order at 7:40 PM

#### **In attendance:**

**Trustees:** Diane Borgia, Jeanne Lapsker, Sean Ryan and Scott Stopnik

**Library:** Edie Martimucci

**Friends:** Lydia Singer

**Town:** None

**Public:** None

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

- **Approval of Minutes** for the January 13, 2020 NCPL Board of Trustees meeting – Jeanne made motion, Sean seconded, all approved
- **Approval of NCPL 2019 Warrant 12A and 2020 Warrant 1** (AP GL Reports are attached). Total expenses included in 2019 Warrant 12A are \$168,607.62 of which the Friends are paying \$7,916.43. Thank you, Friends for your continuing support!!! Total expenses included in 2020 Warrant 1 are \$15,575.01. Sean Ryan has reviewed all invoices in these warrants and supports their approval. Thank you to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Please note – the above Friends portion of Warrant 12A does not include \$1,900.00 that was already approved in Warrant 12 at our January meeting.
- **Review of NCPL 2019 and 2020 YTD Revenue and Expense Reports** - 2019 results are not yet closed but the information in these reports are close to expected year end results. NCPL will conclude 2019 in a strong financial position - exceeding revenue, under running expense and adding more than \$130,000 to the library's fund balance to help fuel future renovation and transformation work.
- **Project Management Discussion** – the board reviewed how NCPL projects will be managed by the library going forward. Scott, Edie and Sean are working on a proposed solution for this responsibility. Key requirements are that NCPL continues to conform to town policy and process and that our planning and execution enable performance that meets NYS Library Construction Grant requirements.
- **Approval of Giacorp Payment Applications for Armonk Children's Sunroom Replacement Project** - Giacorp's payment requests 1 & 2 that include completion of bonds and insurance, summittals, mobilization, construction of a temporary wall between the children's room and the sunroom, and demolition of the sunroom. The two payment requests total \$30,044.00. Sean motioned to approve payment, Jeanne seconded, all approved.
- **Approval of Children's Sunroom foundation underpinning work** – Giacorp's proposal for this change order totals \$14,843.75. Their proposal includes an allowance for testing that may alter the final cost. This work is required to remedy a hidden problem of the existing foundation's

support that was discovered by Giacorp during the demolition phase of the project. Our architect and structural engineer assessed the situation and designed the required solution. Motion to approve change order was made by Sean and seconded by Scott. All approved.

- **Approval of the Arcari + Iovino contract for architectural services related to the Armonk elevator project** – this proposal totals \$28,000.00 and includes design, bidding and construction phases. Scott motioned, Sean seconded, all approved
- **Approval of Verrone (low bidder) proposal for replacement of the sloped roof over the Elson Room.** Low bid was for \$19,800.00. This section in poor condition and needs immediate replacement (before heavy winter weather). Scott made the motion to approve, Sean seconded, all approved
- **Approval of EMC proposal for Abatement of the Armonk Back Office/Adult Bathroom** - EMC, Inc proposal is for \$15,840 is attached. This project will remove the last known asbestos in the Armonk building and will enable remodeling of that space. Sean motioned to approve, Scott seconded, all approved
- **Approval of the 2019 NCPL Annual Report** - the proposed draft of the 2019 NCPL Annual Report was reviewed and will be published later this month (after 2019 financial results are finalized – changes will be minor). Motion to approve annual report consistent with final numbers was made by Scott, Sean seconded, all approved
- **Election of remaining NCPL BOT Officers for 2020** - positions of vice president - Jeanne and treasurer - Sean. Scott motioned to approve, Diane seconded, all approved.
- **Review of NCPL Performance metrics** - our monthly performance metrics reflect very positive growth in patron visits (up 27% YTD) and programming attendance (up 11% YTD). Circulation is down 13% in January despite growth of digital circulation. This is being reviewed by both WLS and PLDA as this is a common problem for all member libraries.
- **Approval to use \$2,200 from the Brinkman Fund to supplement the NCPL 2020 book budget** - This action will close out the fund that was earmarked for books. – Jeanne motioned to approve, Scott seconded, all approved.

**New Business Update:**

- **North White Plains** - Town rejected all bids received for their recent NWP bid. A rebid is expected. NCPL's NYS grant for this NWP work expires June 30, 2021.

Diane made the motion to adjourn at 9:11 pm, Scott seconded, all approved

Respectfully submitted by,

Diane Borgia  
Secretary