

North Castle Public Library

Library Board of Trustee Minutes – March 13, 2017

Sean Ryan called meeting to order at 7:35PM

In attendance:

Trustees: Lisa Meyer Chorne, Jeanne Lapsker, Stephanie Paul, Sean Ryan and Scott Stopnik.

Library: Megan Dean, Edie Martimucci

Guest: Tiffany Haworth

Key Votes/Review

- **Approval of the Minutes** for the February 22, 2017 Board of Trustees meeting. A motion to approve the minutes was made by Jeanne and Stephanie seconded. All were in favor.
- **Approval of the Lothrop Associates LLC contract** for architectural services of the renovation and expansion of the new YA Room. A motion to approve this contract was made by Scott and seconded by Jeanne. All were in favor.
- **Approval of the 2016 NCPL submission of the NYS Report for Public & Association Libraries.** Megan prepared and reviewed this year's submission. Thank you, Megan!!! A motion to approve this year's NCPL report was made by Jeanne and seconded by Lisa. All were in favor.
- **Approval of NCPL 2017 Warrant 2.** Total expenses included in Warrant 2 are \$31,375.50 of which the Friends are paying \$9,224.75. Thank you Friends, for your continuing support!!! Motion to approve was made by Jeanne and seconded by Lisa. All were in favor.
- **Review of NCPL YTD Revenue & Expense.** NCPL financial performance through March 10, 2017 is in line with our 2017 plan.
- **Review of NCPL YTD Performance Metrics.** Overall, we continue slightly behind last year's performance. We do have positive YTY improvement in the following key metrics - digital circulation (up 23.16%), adult programming attendance (up 30.83%), NWP programming attendance (up 18.53%) and patron visits (up 9.82%). Thank you to the NCPL staff for this progress!!!

Brainstorming Session

The trustees discussed strategy work being done at WLS (summary attached) which would enhance WLS's ability to support member libraries. This led to a discussion about how we can continue to strengthen the NCPL strategy/plans should WLS introduce initiatives for the following:

- Expand WLS competency as an incubator of library solutions/services.
- Build an environment with both WLS and member library participation that encourages sharing of best of breed solutions and processes across member libraries.
- Support professional development for both library staff and trustees.

The consensus of this discussion was that NCPL will continue with our efforts to drive positive change of our library for our community and that we will take advantage of these WLS initiatives. The trustees believe there are many improvement opportunities available to us and we welcome the added leverage that WLS can provide. The trustees are also willing to have NCPL play our part in being proactive installing new solutions and services, sharing across member libraries and expanding the professional development work we do for our staff and trustees.

The meeting was adjourned at 9:05PM. Our next meeting will be on April 10, 2017.

Respectfully submitted by,

Sean C. Ryan

WLS Strategy Proposal

Shared Goal

Grow the number of patrons using the member libraries and expand their usage of all that the member libraries offer.

Potential Measures – Library Cards, Library Visits, Total Circulation, Programming Attendance.

Critical Need for Change

In today's environment of tax caps, tightening municipal budgets and ever increasing competing alternatives, it is critical for libraries – both member libraries and library systems – to find and implement new approaches to drive growth of patron usage.

- Help member libraries build and sustain community engagement.
- Develop and support knowledgeable library staff, trustees and communities.
- Provide cost effective/efficient services.

Strategic WLS Priorities

WLS has started a strategy development process to determine how WLS can best benefit member libraries. Three potential strategic priorities have been identified. WLS believes that it has existing competencies that can be expanded through reprioritization of our investments to provide increased value to member libraries.

- Expand WLS competency as an **incubator of library solutions/services** and leverage this capability for member libraries:
 - Fostering an environment of Build, Share, Cooperate and Facilitate.
 - Focusing on solutions that help member libraries in areas like improved customer service/community engagement and/or increased library effectiveness/efficiency.
 - Including both technology and people-based solutions.
- Build and enable an environment that encourages **sharing of best of breed solutions and processes across member libraries**.
 - Providing communication channels for staff and trustees to easily share.
 - Helping member libraries build financial strength, leverage resources and accomplish goals.
 - Driving cost savings and efficiencies.
- **Support professional development** for staff and library trustees and at all levels, including but not limited to:
 - Driving change.
 - Growing competencies – board governance, literacy, lifelong learning, technology/digital fluency, customer service, community engagement, etc.
 - Achieving ever improving results.