



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

- ❖ Approval of Minutes – February 11, 2019
- ❖ Approval of 2019 Warrant 2
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Approval of NYS 2016 -2019 Library Construction Grant Amendment Request
- ❖ Discussion of NCPL's NYS Annual Report Submission

North Castle Public Library

Library Board of Trustee Minutes – March 11, 2019

Sean Ryan called meeting to order at 8:00 PM

In attendance:

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

Library: Edie Martimucci

Town: Steve D'Angelo

Friends:

Key Votes/Review

- **Approval of the Minutes for the February 11, 2019 NCPL Board of Trustees meeting** - Jennifer made motion to approve the minutes and Lisa seconded. All were in favor.
- **Approval of NCPL Warrant 2** (AP GL Report). Total expenses included in 2019 Warrant 2 are \$55,332.61 of which the Friends are paying \$9,489.25. Thank you Friends for your continued support!!! It is noted that \$3,094.39 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. Additionally, this warrant includes the cost for the four windows and one door recently installed in NWP (total cost - \$22,285.70). 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.
- **NCPL 2018 Final & 2019 YTD Revenue & Expense Reports** (in two formats thru March 8, 2019). YTD 2019 NCPL financials are as expected.
- **Review of NCPL Performance Metrics** - Circulation statistics are not being reviewed this month since a significant portion of this information is unavailable while WLS changes over to a new system this month. Programming attendance was strong in February and YTY performance is up on all metrics except

partner programming. Library visits were also strong (up 7.56% YTY) and a sign that patrons are using the wide range of NCPL services. Congratulations to the entire staff on these great results!!! Thank you to Virginia Garcia for all her work collecting and organizing our performance data!!!

- **Approval of Amendment Request to NYS for NCPL's 2016 - 2019 NYS Library Construction Grant** - NCPL is now within four months of the expiration date of this grant. This grant includes projects that are critical to the growth of NCPL's branch in North White Plains including three major construction projects - (1) demolition and renovation of the NWP office/storage area (including electrical and plumbing realignment); (2) construction of a new circulation desk, a new built-in makerspace cabinet and a storage cabinet; and (3) replacement of all flooring in the existing NWP library space. The total cost estimate for these components is \$55,760. Thank you to Steve Gallo, Susan Geffen, Susan Grieco, Stephanie Hartwell-Mandella and Edie for all their work on this proposed solution which, once approved by NYS, will allow NCPL to protect our expiring grant!!! Jerry made the motion to approve and Jennifer seconded. All were in favor.
- **Review of NCPL's NYS Annual Report For Public And Association Libraries for 2018** - WLS deferred the submission date to March 20 due to several issues with the NYS Annual Report process which has caused delays across all libraries. Thanks to NCPL's own annual report process, a preliminary report has been completed, allowing the BOT to review and comment on the report. Thank you to Edie for all her work in preparing this submission!!!

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

Respectfully submitted by,

Lisa Meyer Chorne

Secretary