

## **North Castle Public Library**

### **Library Board of Trustees Minutes – March 8, 2021**

This meeting was a Zoom meeting due to COVID-19 restrictions. It was recorded and a transcript will be available.

Scott Stopnik called meeting to order at: 7:04 pm

#### **In Attendance :**

**Trustees:** Diane Borgia, Jeanne Lapsker, Stephanie Paul, Scott Stopnik, Kim Longo

**Library:** Edie Martimucci, Susan Grieco

**Friends:** Barbara Vircillo

**Guests:** Farva Jafri and Parveen Rahman

**Town:** Saleem Hussain

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

- **Approval of Minutes for the February 8th, NCPL Board of Trustees meeting** (attached). Thank you, Diane!
  - Stephanie motioned to approve, Kim seconded, all approved
  
- **Farva Jafri and Parveen Rahman** introduced themselves, provided their backgrounds and elaborated as to why they want to join the Library Board of Trustees.
  
- **Approval of NCPL 2021 Warrant 2** (AP GL Reports are attached). Total expenses included in Warrant 2 are \$67,943.93 of which the Friends are paying \$5216.15. Thank you to the Friends for their continuing support! Stephanie Paul has reviewed all invoices in the warrant and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!
  - Stephanie motioned to approve, Diane seconded, all approved.
  
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through December 31, 2020) –
  - Nothing outstanding. All bills are within reason. Stephanie noted accumulated fees while reviewing warrants. Invoicing are lagging beyond due dates. No extra fees have been incurred but they are indicated on the statements that there was a pending payment. Abbas had setup automatic payments. Vendor is switching cycle to accommodate us. No reason not to synchronize due dates with the vendors and our warrant review cycle. Stephanie requested that one vendor's

statement get simplified, but it is out of our control. Scott suggested a conversation with the vendor to request single itemization.

- We don't have metrics sent out this month. The statistics are in the shared drive. We can review quarterly. Physical is still lower than digital. Digital is skyrocketing. Programing doing amazingly. Children's is not as good because parents are not encouraging more computer
- **Approval of Survey:** [http://survey.constantcontact.com/survey/a07ehgv0po0kirm5dlx/\\_tmp/questions](http://survey.constantcontact.com/survey/a07ehgv0po0kirm5dlx/_tmp/questions)
  - All changes were incorporated. Playaways are small digital devices. These do not circulate at all and use shelf space. Stephanie noted there is limited circulation at her school but there is some value as an aide for reading along with the audio.
  - Suggestion to provide input at normal usage of library, not just during the pandemic. We should also evaluate what changes were made during the pandemic that should be continued.
  - No additional changes requested. Edie and Saleem will discuss their approach to inform the town board to have this discussed at the meeting to increase the publicity for the survey. The survey will be distributed prior the next meeting.
- **Open discussion** – Susan – construction to start on community center at the end of March. Kevin Hayes has not yet had the meeting for when construction will start. It may be from April through end of August. Susan requested to join the meeting discussing the schedule. She wants to see what she can do this summer. The construction may impact summer programs on the deck such as summer reading.

End regular meeting 8:02.

Go into executive session – recording has stopped.