



AGENDA FOR BOARD OF TRUSTEES **MEETING**

MONDAY, APRIL 15, 2019 AT 7:30PM

April 15 meeting will follow the same agenda as the April 8 agenda.

- ❖ Approval of Minutes – March 11, 2019
- ❖ Approval of 2019 Warrant 3
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Approval of NCPL's NYS Annual Report Submission
- ❖ Approval to Reject all bids received for the Armonk Children's Room Expansion project
- ❖ NWP Renovation Discussion
- ❖ Approval of Low Bidder for NWP Carpeting
- ❖ Approval of Proposal for Circulation Desk, Maker Space, Storage Unit and Workstation Table
- ❖ Approval of Low Bidder for NWP Demo/Reno
- ❖ Approval to Fund NWP project with Library Trust Account

North Castle Public Library

Library Board of Trustee Minutes – April 8, 2019

Edie Martimucci and Jennifer Paulson Lee called meeting to order at 7:32 PM

In attendance:

Trustees: Lisa Meyer Chorne and Jennifer Paulson Lee

Library: Edie Martimucci

Town: Steve D'Angelo

Friends: Barbara Vircillo

Topics Reviewed - No motions were made because a quorum was not present.

- **Review of NCPL 2018 YTD Revenue & Expense Reports** in two formats thru April 4, 2019). YTD 2019 NCPL financials are as expected.
- **Review of NCPL Performance Metrics** - There was a significant increase in circulation numbers for books and media. It is unclear whether data is accurate or due to irregular activity with the WLS system changeover. The next few months will demonstrate whether numbers remain at this level. Thank you to Virginia Garcia for all her work collecting and organizing the performance data!!!
- **Discussion of new carpeting for NWP branch** - The lowest of three bidders is Floors Beautiful Inc. Attendees at this meeting viewed two samples under consideration.
- **Discussion of construction/installation of new circulation desk, maker space and storage structures for the NWP branch** - The work includes a new circulation desk, a maker space area with storage, a separate storage cabinet and a technology shelf/table that will temporarily serve as an adult public work station and, ultimately, as the young adult public work station space. Library Interiors is the firm that constructed and installed the circulation and reference desks in Armonk. NWP work will be done based on a NYS contract, and is designed similarly to Armonk.
- **NWP Renovation Discussion** - This project provides a significant increase in open space in NWP and creates separate areas for

children and young adults, along with a temporary solution for the adult section while the town completes its NWP project. The project also protects NCPL's 2016 - 2019 NYS Library Construction Grant. Many thanks to all who contributed to this work including Edie Martimucci, Susan Grieco, Stephanie Hartwell-Mandella, Steve Gallo, Jennifer Paulson Lee and Susan Geffen!!!

The meeting was adjourned at 8:12 PM. We hope to meet next week to discuss proposals on the agenda.

Respectfully submitted by,

Lisa Meyer Chorne

Secretary

North Castle Public Library

Library Board of Trustee Minutes - April 15, 2019

Sean Ryan called meeting to order at 7:35 PM

In attendance:

Trustees: Sean Ryan, Lisa Meyer Chorne, Jennifer Paulson Lee, Stephanie Paul and Jeanne Lapsker

Library: Edie Martimucci

Town: Steve D'Angelo

Friends: Barbara Vircillo

Key Votes/Review -

- **Approval of the Minutes for the March 11, 2019 NCPL Board of Trustees Meeting** - Jeanne made the motion to approve the minutes and Stephanie seconded. All were in favor.
- **Approval of NCPL Warrant 3 (AP GL Report)** - Total expenses in 2019 Warrant 3 are \$25,874.99 of which the Friends are paying \$9,562.08. Thank you Friends, for your continued support!!! Please note that \$5,290.39 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. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura his financial support of NCPL!!! Jeanne made the motion to approve and Lisa seconded. All were in favor.

- **Review of NCPL 2018 YTD Revenue & Expense Reports** (in two formats thru April 4, 2019). YTD 2019 NCPL financials are as expected.
- **Review of NCPL Performance Metrics** - March was a strong month for NCPL in circulation, programming attendance and patron visits, especially factoring in all the project work and complexity involved in the migration to the new ILS that occurred in March. These results demonstrate that the strategic actions we took in 2018 to renovate NCPL are beginning to produce the expected results. We still have more work to do to realize the full potential of those strategic actions, but it is a great tribute to Edie and her team that these improvements have occurred so quickly. Thank you to Virginia Garcia for all her work collecting and organizing the performance data!!!
- **Approval of NCPL's submission for the NYS Annual Report For Public And Association Libraries for 2018** - Thank you to Edie for all her work in preparing this submission!!! Jeanne made the motion to approve and Lisa seconded. All were in favor.
- **Approval to reject all bids received for the Armonk Children's Room Expansion project** - five bids were received for this project ranging from \$330K to \$681K. All bids far exceed the amount budgeted for this project. We are working on an alternate approach to rebid. To reduce costs, several small jobs could potentially be done in-house in advance of the bids such as taking down the green house, building a wall and removing landscaping that is in the way. Additionally, changing the orientation/positioning of the room might reduce costs. Jeanne made the motion to approve rejection of all bids and Stephanie seconded. All were in favor.
- **Approval of the low bidder for carpeting the NWP branch** - The lowest of three bidders is Floors Beautiful Inc. The carpet will be installed throughout the entire library, including under bookshelves. Jennifer made the motion to approve and Jeanne seconded. All were in favor.
- **Approval of the proposal for construction/installation of new circulation desk, maker space and storage structures for the NWP branch** - This work includes a new circulation desk, a maker space area with storage, a separate storage cabinet and a

technology shelf/table that will initially serve as a temporary adult public work station space and, ultimately, as the young adult public work station space. Library Interiors is the firm that constructed and installed the circulation and reference desks in Armonk. NWP work will be done based on a NYS contract and is designed similarly to Armonk. Jennifer made the motion to approve and Stephanie seconded. All were in favor.

- **Approval of low bidder for the NWP Demolition and Renovation project** - Two bids have been received, and a third bid is in process. The town procurement process requires three bids. Jennifer made the motion to approve and Jeanne seconded. All were in favor.
- **Approval to use NCPL's library trust account to fund the above NWP work** - This proposal protects monies we committed to the town for the NWP project. Jennifer made the motion to approve and Lisa seconded. All were in favor.
- **NWP Renovation Discussion** - This project provides a significant increase in open space in NWP and creates separate areas for children and young adults, along with a temporary solution for adults until the town completes its NWP project. This project also protects NCPL's 2016 - 2019 NYS Library Construction Grant. The library would be closed for approximately three weeks while work is being completed. In the interim, patrons can use the Armonk branch or local libraries in the surrounding communities. Since the rest of the building can remain open, one consideration to lessen the disruption to patrons is to place a few tables in the recreation area offering limited services. Many thanks to all who contributed to this work including Edie Martimucci, Susan Grieco, Stephanie Hartwell-Mandella, Steve Gallo, Jennifer Paulson Lee and Susan Geffen!!!

The meeting was adjourned at 8:10 PM. Our next meeting will be at 7:30 PM on May 13, 2019. Respectfully submitted by,

Lisa Meyer Chorne

Secretary