



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, APRIL 12, 2021 AT 7:00PM

- Approval of Minutes for the March 8, 2021 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 3
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Approval to pay Giacorp Contracting #8 Pay application.
- Survey published 4/7
- Approval of 2020 State Report
- Approval to proceed with Stamford Office furniture proposal
- Approval to proceed with demolition of chair lift

North Castle Public Library

Library Board of Trustees Minutes – April 12, 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: 7:07pm

In Attendance:

Trustees: Diane Borgia, Jeanne Lapsker, Stephanie Paul, Scott Stopnik, Kim Longo, Brian Harp, Farva Jafri

Library: Edie Martimucci, Susan Grieco

Friends: Barbara Vircillo

Town: Saleem Hussain

Key Votes/Review:

- Welcome to the new board members Brian Harp, Farva Jafri

- **Approval of Minutes for the March 8th, NCPL Board of Trustees meeting** (attached). Thank you, Diane!
 - Motioned: Diane
 - Seconded: Stephanie
 - All approved: yes

- **Approval of NCPL 2021 Warrant 3** (AP GL Reports are attached). Total expenses included in Warrant 3 are \$45,450.89 of which the Friends are paying \$5,341.04. 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!
 - Motioned: Stephanie
 - Seconded: Kim
 - All approved: yes

- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through March 31, 2021) – We are behind in some payments. It may be a direct deposit or electronic transfer issue because they payments were made but the vendor says payment was not received. These glitches are being researched.

- **Survey posted**
4/7/21: http://survey.constantcontact.com/survey/a07ehgv0po0kirm5dlx/_tmp/questions | Final survey was reviewed by the Town Board and suggestions incorporated into the above Link; Postcards can be created and sent out directing the "resident" to our webpage
 - Diane, Stephanie and Saleem have similar issues with the link to the survey indicating that the survey was already completed. Edie has referred this to Virginia to research. There is a support contract with Constant Contact. We need the number of hits to the

URL – attempts to fill out the survey and how many failures. Well over 100 successful responses received since 4/7. Need to shut the survey down and resubmit an email blast after this is resolved. You can indicate that there is a technical issue that needed to be resolved.

- The postcard will be sent via bulk mail – Allison will help with the mailer. We can also use the school lists to ensure more potential library patrons are contacted.
- Suggestions – use this as a way to introduce residents to the library as this may be the first touch point - open for business, don't add to much, help us be better – provide feedback, include NWP branch address, and send to Valhalla schools residents too. Add a QR code to direct respondents to the survey. We can have a Spanish version of the survey. Indicate this in a sentence in Spanish on the postcard. Also indicate that you can get a paper copy of the survey at the library. There was a suggestion to add a category to the response. Over 64 comments have been in the text.

- **Approval of Pay Application #8 to Giacorp:** Total \$11,162.50 This payment to Giacorp is to be applied to the Grant [0386 -18 -7252](#) .With this payment I can proceed to close the grant and submit for final payment from the state. This is the final stage of the Children's room, YA room and café. The final payment will be approved by the Town Board Wednesday.
 - Motioned: Scott
 - Seconded: Diane
 - All approved: yes

Work in progress and ahead of schedule in North White Plains on the bathrooms and other work. May need to close one Saturday for some of the work. The NWP update should be given to the town on Wednesday. Saleem will provide update if some one is sends the details to him.

- **Approval of 2020 State Report:** document attached. The information on the report was the culmination of all the monthly reports. Page 6 – what are the unusual circumstances that it refers to? This was a standard answer regarding Covid. Edie will send the annotations.
 - For items – disaster recovery, whistle blower, sexual harassment – these were answered N. Other than the disaster recovery, the other policies are covered by the town policies. Disaster recovery should have documentation, though this is also covered because the files are virtual or held through the town. This report will be updated again next year. Edie will also send the spreadsheet. Scott's last name is not spelled correctly, the trustee's positions do not print properly.
 - Motioned: Scott motioned with the edits discussed
 - Seconded: Jeanne
 - All approved: yes
- **Approval of:** Stamford Office Furniture proposal for \$29,408.30 to rework tech office and kitchenette. Proposal and plans attached. This is under grant [0386 -21 -9035](#) . This grant expires in 2023. The office furniture is under state grant which provides the best price.
 - Motioned: Jeanne
 - Seconded: Brian
 - All approved: yes
- **Approval of:** EMC to demolish the chair lift: \$2,985 attached are three quotes that show EMC is lowest bidder. Elevator is on the way so there is no need for this. Also the chair lift is no longer under support.
 - Motioned: Jeanne
 - Seconded: Farva

- All approved: yes
- **Review and vote:** In preparation for submission of WLS's Plan of Service 2022-2026 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. In addition to needed revisions to the dates and a page footer, one item was also added to Section 1 in response to a request by the Public Library Directors Association (PLDA). This addition, shown below in bold italic underscored font, was made to support the member libraries in allowing limitations to the use of their meeting rooms.
 - Motioned: Scott
 - Seconded: Brian
 - All approved: yes

Future business:

- For next month's meeting we need to create a list of items for future grants. Also, what are the re-opening plans? We are obligated to follow CDC and Westchester guidance. The staff has been discussing ideas internally, working with Kevin.
- What happened to replacing the North White Plains library sign at the corner? Saleem had asked Kevin about 5 weeks ago. He will follow-up.
- Long term plan – need to revise this for the next 3 years. This will be taken up after the results of the survey are reviewed. This needs to be completed before end of year.
 - Motioned to end the meeting 8:34 pm: Jeanne
 - Seconded: Scott
 - All approved: yes

Respectfully submitted

Diane Borgia
Secretary