



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, MAY 14, 2018 AT 7:30PM**

- ❖ Approval of Minutes – April 9, 2018
- ❖ Approval of 2018 Warrant 4
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ Approval of Revised Children’s Expansion Design (from Lothrop)
- ❖ Approval of Award of Finishing Work for the New YA Room
- ❖ Brainstorming – Discussion of Children’s Room Expansion

# North Castle Public Library

## Library Board of Trustee Minutes – May 14, 2018

Sean Ryan called meeting to order at 7:45 PM

### In attendance:

**Trustees:** Lisa Meyer Chorne, Jerry March and Sean Ryan

**Library:** Edie Martimucci

**Friends:** Marilyn Heimerdinger

### Town Liaison:

### Review

A quorum was not present so all discussion was for review only. Required approvals will be addressed in June meeting.

- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru May 3, 2018). NCPL YTD financials, including building improvement expenditures, are as expected.
- **Discussion of Lothrop Drawings for the Armonk Children's Room Expansion** - downsized children's room project to 511 square feet of total usable space to control costs. Usage of noncombustible materials has been changed from concrete block to steel studs and the automatic doors from fire shutter doors to swinging doors (both changes are less expensive while still meeting code). Next step is for geotech engineer to test soil bearing capacity which will allow Lothrop to finalize drawings being and bid specification package, which should be submitted to contractors for bidding in June, with work targeted to start in July. Also discussed, furnishings needed for room: cabinets, storage, computers, tables.
- **Update on North White Plains** - 25 contractors invited to bid. One contractor appeared at walk through last week. Initiatives will be implemented to contact additional contractors.
- **Review of our performance metrics** - April performance metrics were discussed. Although Armonk's performance continues to lag compared to last year due to the combination of understaffing and construction disruption, there was a slight uptick last month in performance in a number of metrics. Unclear why digital circulation is down. North White Plains performance remains strong – thank you to Susan Grieco!!! Thank you also to Virginia Garcia for all her work on performance metrics!!!
- **Discussion about assistant library director** - search continues for qualified candidate with the requisite skills and experience in youth services

The meeting was adjourned at 8:41 PM. Our next meeting will be at 7:30pm on June 11, 2018.

Respectfully submitted by,

Lisa Meyer Chorne

Secretary