



## **AGENDA FOR BOARD OF TRUSTEES MEETING**

**MONDAY, MAY 13, 2019 AT 7:30PM**

- ❖ Approval of Minutes – April 8 & 15, 2019
- ❖ Approval of 2019 Warrant 4
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ NWP Renovation Progress Discussion
- ❖ Approval of Purchase of new Bookcases for NWP
- ❖ Approval of Purchase of add'l Storage for NWP
- ❖ Approval of Boy Scout project for Armonk
- ❖ Discussion of Potential 2019-2022 NYS Library Construction Grant Projects

North Castle Public Library

Library Board of Trustees Minutes - May 13, 2019

Sean Ryan called meeting to order at 7:34 PM

In attendance:

Trustees: Sean Ryan, Lisa Meyer Chorne, Jennifer Paulson Lee, Scott Stopnik and Stephanie Paul

Library: Edie Martimucci

Town: Steve D'Angelo and Patti Dwyer (Interim Town Administrator)

Friends: Barbara Vircillo

Key Votes/Review -

- **Approval of the Minutes for the April 8 and April 15, 2019 NCPL Board of Trustees Meetings** - Stephanie made the motion to approve the minutes and Scott seconded. All were in favor.
- **Approval of NCPL Warrant 4 (AP GL Report)** - Total expenses in 2019 Warrant 4 are \$34,907.97 of which the Friends are paying \$12,553.44. Thank you, Friends for your continued support!!! Please note that \$4,484.25 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 for his financial support of NCPL!! Lisa made the motion to approve and Jennifer seconded. All were in favor.
- **Review of NCPL 2019 YTD Revenue & Expense Reports** (in two formats thru May 8, 2019). YTD 2019 NCPL financials are as expected and remain strong.
- **Review of NCPL Performance Metrics** - Programming attendance, digital circulation, museum passes and patron visits continue with YTY growth. Physical circulation is the exception and requires near term focus. We need to consider increasing

expenditure on materials to increase growth in this area. NCPL is the only library in the WLS that has grown circulation four of the last 5 years. The exception was last year when growth was impacted negatively due to construction projects. Thank you to Virginia Garcia for her work on NCPL's performance metrics!!!

- **Approval to purchase new bookcases for NWP with library trust funds** - The purchase of eight double sided bookcases will be through Library Interiors which operates on a New York State contract and will be funded through the library's trust accounts. The bookcases will be of comparable design and quality as those in Armonk, and will have casters to allow staff to move the bookshelves as needed to maximize space for programming. Thank you to Edie for all her work in preparing this submission!!! Jennifer made the motion to approve and Scott seconded. All were in favor.
- **Approval to purchase one additional storage cabinet from Library Interiors** - It has been determined that additional storage is required based on the staff's work in clearing out the branch in preparation for the renovation. The additional cabinet will enhance organization, keeping material off the floor, thereby giving more usable space to the public. Jennifer made the motion to approve and Stephanie seconded. All were in favor.
- **Approval of a Boy Scout Eagle project to the Whippoorwill Road East entrance** - This project includes a walkway (pavers), two benches, a vertical garden with a rain collection/watering system, a planter around the "Why" sculpture and lighting for the sculpture. This will be the second Boy Scout Eagle project done for NCPL (first project which renovated the storage room for theater sets and props in the basement of Whippoorwill Hall was completed in 2006-07). The Boy Scout Eagle project needs to be reviewed and approved by the Building Department and permits issued. Scott made the motion to approve the concept, with a challenge to the Boy Scout Eagle candidate to fundraise, and Lisa seconded. All were in favor.
- **Review of the current renovation project in North White Plains** -The NWP library closed on May 3 and is planned to reopen on June 8. The NWP project is proceeding as scheduled with the following results to date - (1) LED lighting is now installed throughout the NWP library, (2) The library has been cleared, with the exception of bookcases against the walls, to speed ceiling/wall repair, painting and carpeting, (3) Demolition of the office/storage area is complete, (4) WLS technology has been

removed and is being held by WLS, (5) Library Interiors has begun construction of the built-in furniture at its shop, (6) Electrical and plumbing realignment is in process, (7) In-house painting has begun. Susan Grieco and her team are continuing limited programming in the community center room. Thank you to Edie, Stephanie, Susan and team for their hard work and, a special thanks to Steve Gallo, for his significant in-house work on this critical project.

**Approval for Angela Cooke to move to full time Librarian I**

**effective June 3, 2019** - This incremental cost is included in our approved 2019 budget and conforms to Civil Service policy. Town Board approval is also required. Stephanie made the motion to approve and pass our recommendation to the Town Board and Jennifer seconded. All were in favor

• **Discussion of potential projects to be included in this years**

**NYS Library Construction Grant program** - Submission of grant applications for this program are due in August of this year. Discussion of projects that are good candidates for our library so we can prepare recommendations and review with the town board before creation of the grant application. Possible projects include: (1) Replacement roof in Armonk, (2) Installation of an elevator in Armonk, and (3) Wheelchair accessibility in NWP to the library entrance. It was agreed that Edie and her team will prepare detailed proposals for the above projects.

The meeting was adjourned at 9:02 PM. Our next meeting will be at 7:30 PM on June 10, 2019. Respectfully submitted by,

Lisa Meyer Chorne

Secretary