



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

### **MONDAY, MAY 10, 2021 AT 7:00PM**

- Approval of Minutes for the April 12, 2021 NCPL Board of Trustees meeting
- Approval of NCPL 2021 Warrant 4
- Review of NCPL 2021YTD Revenue and Expense Reports
- Approval of Pay Application # 2 to Abbott & Price
- Approval of Payment to Westchester Green
- Approval of Payment to Arcari & Iovino
- Personnel

## North Castle Public Library

### Library Board of Trustees Minutes May 10, 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: 7:04pm

#### 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:

- **Approval of Minutes for the April 12th, NCPL Board of Trustees meeting** (attached). Thank you, Diane!
  - Motion to approve – Diane
  - Second – Jeanne
  - Approved - all
  
- **Approval of NCPL 2021 Warrant 4** (AP GL Reports are attached). Total expenses included in Warrant 4 are \$38,083.52 of which the Friends are paying \$750.67. 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!
  - Motion to approve – Stephanie
  - Second – Farva
  - Approved - All
  
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through April 30)
  - Below expense budget
  - There is nothing unexpected in the reports
  
- **Approval of Pay Application #2 to Abbot & Price:** Total: \$24,177.50 The Application and Certified Wage statements are attached
  - The elevator is moving along quickly with the potential completion in July.
  - Motion to approve – Scott
  - Second – Jeanne
  - Approved - All
  
- **Approval of Payment to Westchester Green:** For completion of Upstairs Lavatory in the amount of \$36,380. Invoice breakdown attached

- **Bathroom is complete.** Approximately \$7000 payment for a wall that is part of another project to be paid from a capital account.
- The board requested photos of the before and after of the bathroom
- Everything is complete – nothing remains on a punch list
- Motion to approve – Scott
- Second – Jeanne
- Approved - All
  
- **Approval of Payment #9 to Giacorp Contracting :** \$9256.69 final payment for the Children's room extension and close of Grant
  - This is final payment. Working on grant paperwork with photos. Once approved and paid Edie can resubmit to NYS
  - Motion to approve - Scott
  - Second – Stephanie
  - Approved - all
  
- **Approval to Hire** Roxanne Guzman Vargas as Hourly Librarian 1 @ \$23.00 per hour, effective May 10, 2021. Resume Attached.
  - Library only has 10 active employees. There is no need for a senior clerk. Edie plans to have 1 senior clerk and 2 entry level FT clerks. When the library begins to open evenings then she will have the 2 FT clerks cover evening hours.
  - Keep the hourly librarians
  - As needed hire hourly back for 16 ½ hours
  - Also there is a P/T library assistant position open with a test that is about to be administered.
  - Comments/questions
    - Be wary that an important initiative was to expand hours. Hope that we return to the extended hours. Edie plans to extend. In-person programming was primary reason for longer hours but also for community and study hours
    - We need to ensure budget is restored as we need the assistant director position again.
    - Edie will extend to evening and Saturday hours – need more staff for that. First one evening, then extended Saturday hours
    - Board requested to include the new hours on the home page
    - The HVAC need to be thoroughly cleaned and scrubbed with the UV scrubber
    - NWP will have outdoor programming in the deck for things like story time.
  - Motion to approve – Jeanne
  - Second – Diane
  - Approved – All
  
- **Approval of Payment to Arcari & Iovino:** for Management of design and construction of the Lower Level Lavatories \$9,500
  - The design is about to start for the lower level bathrooms, one family and one gender neutral. The family bath includes a changing table and is larger so also can be handicap accessible
  - Motion to approve – Scott
  - Seconded - Brian
  - Approved - all
  
- **Brainstorming Session:** New projects?

Need to start looking at new projects for applications for grants  
Initial project:

- Open space to the public without additional building. Trusses in circulation area are the most obvious sore to look at. In the ceiling slats, additions were added. Trusses show signs of distress and cracking. Engineers have looked at it. The wood from that time is cracking. The engineers do not think there is an immediate risk because there are iron bars holding this in place. Edie would like to replace the trusses. Is a construction grant needed? Need to get an estimate. We had an engineer report last year.
- Grant application need to be sent in end of July. We had previous success with grants but unsure based on Covid.
- Survey
  - We have under 300 responses from the survey. There are 4100 housing units in North Castle.
  - Post cards were only circulated in the books 2 weeks ago. The survey was just added to the town website.
  - Paper surveys are being picked up.
  - Board requested to review the survey results
  - Keep the survey results open through the start of the summer reading program.
  - It does not take long to create a grant package
  - Postcards were not mailed out. We need to mail these to the town mailing list.
  - Edie needs guidance on how to do a bulk mailing. Allison can guide on that. If there are issues, contact Kevin and Saleem
  - Barbara has a mailing house she uses
  - Survey is not on the home page of the town website. Edie needs to talk to Allison to rectify.
  - Change the library website to stop the popup and just have a block to go to the survey
- Other project – organize the website – update the website
  - What is the length of time to do this?
  - Is technology covered in a grant?
  - Need examples of a good town library system
  - Looking for guidance on what should go into a good library website
  - Brian will do some research on libraries.
  - Contact the WLS for information and the other directors
  - First determine what the website should be
- Circulate the ideas from January 2020.
- Review ideas and correspond via email for ideas to discuss next meeting
- NWP signage – Jamie Norris from highway department needs to be involved
- NWP construction – in progress. Work on the bathrooms. Who is reporting on the construction and who is the town project manager? Saleem had asked for a walk-through on decisions. Progress seems to be slowing down. This needs to be part of the agenda items for an upcoming meeting.
- Meeting closed 8:42
  - Motion to close meeting – Jeanne
  - Seconded - Diane
  - Approved - all

Respectfully submitted

Diane Borgia  
Secretary