

North Castle Public Library

Library Board of Trustee Minutes – June 12, 2017

Sean Ryan called meeting to order at 7:33PM

In attendance:

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

Library: Megan Dean, Edie Martimucci

Friends: Marilyn Heimerdinger

Key Votes/Review

- **Approval of the Minutes** for the May 8, 2017 Trustees meeting. Jeanne made motion to approve. Lisa seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 5** – Total expenses included in Warrant 5 are \$25,989.16 of which the Friends are paying \$9,904.43. Thank you Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in the warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Jennifer made motion to approve. Stephanie seconded. All were in favor.
- **Approval to bid construction of the new Armonk YA Room.** The technical specifications prepared by Lothrop Associates LLC have been reviewed. Motion to approve use of the formal bidding process for the renovation of the YA room. Jeanne made motion to approve. Jennifer seconded. All were in favor.
- **Approval to correct the debit balance in our two TE trust accounts** – It was proposed that NCPL transfer \$9,750.00 from the library general ledger (account code L7410.0415.0012 - Library-Other-Non-Book) to the TE account fund. Lisa made motion to approve. David seconded. All were in favor.
- **Approval to reinstate Gabrielle Orr as an hourly library page** at an increased salary of \$12/hour for the summer (June 5 through August 25). Gabrielle will help Megan with Youth Services programming during the busy summer months. Motion to approve was made by Jeanne. Stephanie seconded. All were in favor.
- **Approval of the purchase of 4 new rocking chairs** at a cost of \$1,142.40 for the North White Plains branch. These chairs will be paid for by the Friends. Thank you Friends! Stephanie made a motion to approve. Jennifer seconded. All were in favor.
- **Approval of salary increase for Edie Martimucci** of \$5,000 per year (to \$95,000 per year) effective July 1, 2017. Jennifer made the motion and Stephanie seconded. All were in favor.
- **Approval of salary increase for Megan Dean** of \$5,000 per year (to \$95,000 per year) effective July 1, 2017. Jennifer made the motion and Stephanie seconded. All were in favor.
- **Review of our performance metrics** - our monthly performance metrics package were reviewed. Our top three growth metrics remain patron visits (up 37.73%), adult programming attendance (up 23.12%) and digital circulation (up 15.96%). Thank you to Virginia Garcia for all her work on performance metrics!!!
- **Brainstorming Session – we discussed our upcoming “Open House” in North White Plains:** We are getting closer to our Open House date! The Open

House will be held 1PM – 4PM on Saturday, June 17, 2017 in North White Plains Community Center and Library. The objective of the event is to have a well attended community event that builds community pride and involvement while showcasing the progress that the town and library have made in renovating the North White Plains facility and in expanding library services and patron usage in our North White Plains branch. Final actions identified for the event Include:

1. Get signs for yards put up by Tuesday.
2. Prepare name tags for the event.
3. Move materials from Armonk.
4. Portable speakers must move to NWP
5. Delegate Shopping list: Jennifer will go to Stew Leonard's – Lisa goes to Costco
6. Balloons/table cloths – Susan
7. Possible slide show for Smart TV in Community Room - Jennifer
8. Set up – Sean, Jennifer and Lisa + staff
9. Cleanup – Sean, Jennifer and Lisa + staff

The meeting was adjourned at 9:05PM.

Our next meeting will be on July 10, 2017. In our next brainstorming session we will review our progress on all ideas identified in our brainstorming sessions over the last two and a half years with the objective of identifying any changes required in our strategy and plans to accelerate the positive transformation of our library.

Respectfully submitted by,

Jennifer Paulson Lee
Secretary