



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

**MONDAY, JUNE 10, 2019 AT 7:30PM**

- ❖ Thank You to Jerry March
- ❖ Approval of Minutes – May 13, 2019
- ❖ Approval of 2019 Warrant 5
- ❖ Review of YTD Revenue and Expense
- ❖ Review of YTD Performance Metrics
- ❖ NWP Renovation Status Discussion

## **North Castle Public Library**

### **Library Board of Trustees Minutes - June 10, 2019**

Sean Ryan called meeting to order at 7:36 PM

#### **In attendance:**

**Trustees:** Lisa Meyer Chorne, Jeanne Lapsker, Stephanie Paul, Scott Stopnik and Sean Ryan

**Library:** Edie Martimucci

**Town:** Steve D'Angelo

**Guests:** Jerry and Mary March

#### **Key Votes/Review -**

- **Approval of the Minutes for the May 13, 2019 NCPL Board of Trustees meeting** - Jeanne made the motion to approve the minutes and Stephanie seconded. All were in favor.
- **Thank you to Jerry March for his ten years of service with the NCPL Board of Trustees** - The Trustees expressed their gratitude to Jerry for his exemplary years of service, and for the many outstanding contributions he made to the library throughout his tenure.
- **Approval of NCPL Warrant 5 (AP GL Report)** - The warrant process has been changed for the library. The library warrant will now be processed twice a month as a part of the town warrant. This month AP GL includes only half of the library's expenses for May. The difference will be reconciled next month. Total expenses in 2019 Warrant 5 are \$8,135.20 of which the Friends are paying \$889.84. Thank you, Friends for your continued support!!! Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Jeanne made the motion to approve and Lisa seconded. All were in favor.
- **Review of NCPL 2019 YTD Revenue & Expense Reports** (in two formats thru June 6, 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 is on a downward trend across WLS, anywhere from 10-25%, with an average of just under 20%. Our circulation is down 14% which is notably better than the WLS average. The decrease may be partly attributed to the WLS system switchover to Evergreen, however, this reason alone does not explain the drop. In order to reverse this downward tick, we must continue to invest in this critical area and focus on the actions NCPL can control. A variety of options were discussed and Edie will provide the board with recommended actions in September. Thank you to Virginia Garcia for her work on NCPL's performance metrics!!!
- **NWP Renovation Status Report** - Edie gave a status update of the NWP renovation project and the plan for a NWP Open House in July. Good progress has been and continues to be made. The library is much more open and bright. Reopening has been delayed to June 15 to give staff added time to organize the library to the new design. New bookcases are on order and scheduled for delivery in mid-July. Target completion date for the NYS Library Construction Grant will be met. A big thank you to Edie and her team for their work on designing the project, including Susan Grieco, Stephanie Hartwell-Mandella and especially Steve Gallo, who has done an incredible job with all the contractors and has done a significant amount of the work himself!!! Also, thanks to Jennifer Paulson Lee and Susan Geffen who have contributed their design expertise.
- **At our next board meeting in July we will discuss** (1) the children's expansion in Armonk. This is the busiest part of the library and space is extremely tight. Additionally, the sunroom is in disrepair, (2) constructing an elevator in Armonk, (3) roof repair in Armonk and (4) the addition of an automatic front door in NWP.

The meeting was adjourned at 8:25 PM. Our next meeting will be at 7:30 PM on July 8, 2019.

Respectfully submitted by,

Lisa Meyer Chorne  
Secretary

