



AGENDA FOR BOARD OF TRUSTEES MEETING **MONDAY, JULY 28, 2020 AT 7:30PM**

- ❖ Approval of Minutes – June 8, 2020
- ❖ Approval of Warrant # 6
- ❖ Approval of Payment # 5 & #6
to Giacorp for Sunroom Replacement
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of Lowest Bidder for Bathroom
- ❖ Review of NYS Library Construction Grant
Applications
- ❖ Discussion of NY Forward phased opening of the
Library
- ❖ Review of YTD Performance Metrics
- ❖ Review of Eagle Project to Date

North Castle Public Library

Library Board of Trustees Minutes – June 08, 2020

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 7:31 PM

In attendance:

Trustees: Diane Borgia, Jeanne Lapsker, Sean Ryan, Stephanie Paul, Scott Stopnik

Library: Edie Martimucci

Friends: Barbara Vircillo

Town: Saleem Hussain

Key Votes/Review:

- **Approval of Minutes for the March 9, 2020 NCPL Board of Trustees meeting**
 - Stephanie made motion, Jean seconded, all approved.
 - **Approval to bid the Armonk elevator project** - Arcari + Iovino's design, specs and proposed bid package are attached. This will require Town Board approval as well. Sean has reviewed. Grant ends June 30, 2022.
 - Jean motioned to approve, Sean seconded, all approved
 - **Approval to award the third phase of the Armonk roof replacement (middle section) to the low bidder** - this work will be done once given the go ahead by the structural engineer assessing the trusses in the circulation area. There are 3 bids which were distributed prior to the meeting. This will require Town Board approval as well.
 - Sean motioned to approve, Scott seconded, all approved
 - **Approval to request bids for the Armonk adult restroom replacement** - Arcari + Iovino's design and specifications are attached.
 - Jean motioned, Sean seconded, all approved
 - **Discussion of NYS 2020-2022 NYS Library Construction Grant Application(s)** - we have begun gathering ideas/proposals for this year's submission to the state. Our submission will be due in mid August. This will also require approval by the town board. The following projects are being defined. Estimates are attached where available.
 - (1) **Construction of a Children's Educational Courtyard** behind the new sunroom. This includes a fence around the courtyard, a new surface for the courtyard as previously discussed with the BOT and improved egress paths with movement of compressor.
 - (2) **Renovation of the Armonk office and break/conference room.** This includes new storage solutions for the staff and the Friends, a "kitchenette" addition for the break room and new wiring for staff workstations, Estimate expected this week (will be forwarded).
 - (3) **Replacement of the front Armonk facade** (outside of the Elson Room) including replacing window and stucco facade that is deteriorating,
 - (4) **Replacement of the Elson room ceiling tiles and lighting to LED.**
 - (5) **Renovation of Whippoorwill Road East Porch.** Estimate is being pursued.
 - (6) **Other project ideas are welcome** - especially for North White Plains - possibly a sign as previously discussed?
- Discussion: Prioritize the list and get estimates where needed. Prioritize courtyard to allow more

outdoor space. Other ideas discussed: reimagine library, non-physical projects, conduct a survey, TV channel

- **Approval of NCPL 2020 Warrants 3, 4 and 5** (AP GL Reports are attached). Total expenses included in Warrant 3 are \$21,448.34 of which the Friends are paying \$3,696.75. Total expenses included in Warrant 4 are \$37,940.41 of which the friends are paying \$956.10. Total expenses in Warrant 5 are \$68,921.98 of which the Friends are paying \$7,411.58. Thank you to the Friends for their continuing support!!! Sean Ryan has reviewed all invoices in these warrants and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!!!
 - Sean motioned to approve, Scott second, all approved
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through June 1, 2020) - NCPL YTD financial results are as expected including in support of the key renovation projects we are focused on in 2020 and beyond.
 - Revenue slightly down, underrunning expenses, adding to fund balance by 10%
- **Discussion of Library proposed phase and safety measures when NY Pause is lifted** - there has been and continues to be much planning work done with involvement of both WLS and PLDA on how best to reopen libraries across Westchester County in a safe and coordinated way.
 - Bathrooms will be closed, no public seating, target June 15. Staff is all on-board, town supplied thermometer
- **Review Draft of phased Library opening** (Attached)
- **Review of NCPL Performance Metrics** - performance reports through May will be sent out late this week after all stats are reported
 - Record setting digital media and adult programming increases

Meeting adjourned 9:40

Agreement to hold July meeting via zoom

Respectfully submitted by,

Diane Borgia
Secretary