



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, JUNE 11, 2018 AT 7:30PM

- ❖ Approval of Minutes – April 9, 2018 and May 14, 2018
- ❖ Approval of 2018 Warrants 4 and 5
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of Revised Children’s Expansion Design (from Lothrop)
- ❖ Approval of Award for YA Room Finishing Project
- ❖ Personnel Approvals
- ❖ Approval of Revised Whippoorwill Hall Policy
- ❖ Review of YTD Performance Metrics
- ❖ Brainstorming – Discussion of Children’s Room Expansion

North Castle Public Library

Library Board of Trustee Minutes – June 11, 2018

Sean Ryan called meeting to order at 7:34 PM

In attendance:

Trustees: Lisa Meyer Chorne, Jennifer Paulson Lee, Jerry March, Scott Stopnik, and Sean Ryan

Library: Edie Martimucci **Friends:**

Marilyn Heimerdinger **Town**

Liaison:

Key Votes/Review

- **Approval of the Minutes for the April 9, 2018 NCPL Board of Trustees meeting.** Jennifer made motion to approve the minutes and Jerry seconded. All were in favor.
- **Approval of the Minutes for the May 14, 2018 NCPL Board of Trustees meeting.** Jerry made motion to approve the minutes and Jennifer seconded. All were in favor.
- **NCPL 2018 Warrant 4** (AP GL Report). Total expenses included in 2018 Warrant 4 are \$28,958.32 of which the Friends are paying \$14,811.67. Thank you Friends for your continuing support!!! The April Baker & Taylor invoice for books was paid from the Isabelle Brinkman Fund - all of these books have been labeled to reflect this funding. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Lisa made the motion to approve and Jennifer seconded. All were in favor.
- **NCPL 2018 Warrant 5** (AP GL Report). Total expenses included in 2018 Warrant 5 are \$43,456.23 of which the Friends are paying \$11,671.67. Thank you Friends for your continuing support!!! The April Baker & Taylor invoice for books was paid from the Isabelle Brinkman Fund - all of these books have been labeled to reflect this funding. Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura

and Kieya Glaze for their financial support of NCPL!!! Jerry made the motion to approve and Jennifer seconded. All were in favor.

- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru June 11, 2018). NCPL YTD financial results remain strong. Building improvement expenditures continue as expected, with the new Friends' Gallery now complete, and significant progress being made on the new YA Room. A big thanks to Steve Gallo for his leadership and hard work on both of these projects!!!
- **Approval of Revised Lothrop Drawings for the Armonk Children's Room Expansion** - downsized children's room project of total usable space to control costs. Usage of noncombustible materials has been changed from concrete block to steel studs. Geotech engineer assessing soil bearing capacity allowing structural engineer to determine requisite building material to ensure structural integrity. Jerry made the motion and Jennifer seconded. All were in favor.
- **Approval of the award of the project to finish the new YA Room to Sundahl Restoration LLC.** Sundahl is the low bidder. Scott made the motion to approve and Jennifer seconded. All were in favor.
- **Approval to hire William Salerno** - William will be hired as a page at \$11/hour with a start date of June 18. William's responsibilities will be in both Adult and Youth Services. Lisa made the motion to approve and Jennifer seconded. All were in favor.
- **Approval to hire Nicholas Percello** - Nicholas will be hired as a page at \$11/hour with a start date of June 18. Nicholas will take direction from the Library Director or designated librarians and his responsibilities will be in both Adult and Youth Services. Jennifer made the motion to approve and Scott seconded. All were in favor.
- **Approval of Terminal Leave Payment to Gabrielle Madera** - Payment is \$500.73 for accrued vacation. Jerry made the motion to approve and Scott seconded. All were in favor.
- **Review of our performance metrics** - April and May performance metrics were discussed. Armonk performance has been impacted significantly due to the combination of understaffing and construction disruption. North White Plains performance remains strong – thank you to Susan Grieco!!! Thank you also to Virginia Garcia for all her work on performance metrics!!!
- **Discussion to amend the Whippoorwill Theater policy** - the discussion focused on defining the responsibilities of organizations

renting Whippoorwill Theater to keep space clean, and best practices to protect the library. Scott agreed to review the town's contract as an addition to the new policy. The new policy will be considered for approval in the July meeting.

June Brainstorming Session focused on the Armonk Children's Room expansion, identifying ways to enhance the space to best serve the children in our community.

- Keep room empty and unstructured, with some soft cube-like furniture, to serve as a safe space for use by younger children to expend excess energy.
- Add storage and recessed lighting.
- Include a living wall/children's garden.
- Install glass doors to incorporate natural light and to create a sense of flow and unity with the entire room.
- A partition, such as an accordion divider, can be added in the future to divide space for multiple uses.
- Discuss design with Lothrop re incorporating features like at Montrose library.
- Visit Darien library to evaluate their design of similar space.

The meeting was adjourned at 9:08 PM. Our next meeting will be at 7:30pm on July 9, 2018.

Respectfully submitted

by, Lisa Meyer Chorne

Secretary