



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, JULY 9, 2018 AT 7:30PM

- ❖ Approval of Minutes – June 11, 2018
- ❖ Approval of 2018 Warrant 6
- ❖ Review of YTD Revenue and Expense
- ❖ Approval to bid of NWP Projects
- ❖ Approval of Revised Whipoorwill Hall Policy
- ❖ Review of YTD Performance Metrics
- ❖ Brainstorming – Discussion of potential 2018 – 2021 NYS Library Construction Projects
- ❖ Executive Session

North Castle Public Library

Library Board of Trustee Minutes – July 9, 2018

Sean Ryan called meeting to order at 7:35 PM

In attendance:

Trustees: Lisa Meyer Chorne, Jerry March, Jeanne Lapsker, Stephanie Paul and Sean Ryan

Library: Edie Martimucci

Friends: Barbara Vircillo

Guest: Ginny Magrone

Key Votes/Review

- Ginny Magrone addressed the board regarding concerns over safety issues involving involving the area Whippoorwill Commons and the library. Ginny indicated that positive changes have been made by the Town, and she expressed optimism that the Highway Crew would complete the remaining work. Sean Ryan thanked Ginny for her contribution to these improvements.
- **Approval of the Minutes for the June 11, 2018 NCPL Board of Trustees meeting.** Jerry made motion to approve the minutes and Lisa seconded. All were in favor.
- **NCPL 2018 Warrant 6** (AP GL Report). Total expenses in 2018 Warrant 6 are \$28,837.37 of which the Friends are paying \$12,568.73. Thank you Friends, for your continuing support!!! Included in these expenses are \$5,608.02 which have been paid from the Isabelle Brinkman Library Trust. All books purchased through this fund have labels recognizing this donation. Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Jeanne made the motion to approve and Stephanie seconded. All were in favor.
- **Review of NCPL 2018 YTD Revenue & Expense Reports** (thru July 6, 2018). YTD 2018 NCPL financials are as expected and

remain strong. Building improvement expenditures also continue as expected with the 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!!!

- **Review of our performance metrics** - June 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!!!
- **Approval to amend the Whippoorwill Theater Policy Additions** - the primary changes are in defining the responsibilities that organizations who rent Whippoorwill Hall have in keeping the space clean and in restoring the site after they are done with their program(s). The amended policy consolidates and streamlines all materials relating to renting the space, delineating the legal requirements and technical use of the theater. Jerry made the motion to approve and Lisa seconded. All were in favor.
- **Discussion to proceed to the bidding phase for the following construction projects in North White Plains:** (1) replacement of four windows; (2) replacement of the current library emergency door; (3) replacement of the window in the community center room with a new automatic door to the deck and (4) installation of additional electrical capacity in the community center room. No objections or concerns were expressed about proceeding with the bidding phase.

July Brainstorming Session

Identify additional construction projects that can add value to the residents of North Castle. The following suggestions were made:

- Renovate bathrooms
- Install an elevator
- Repair window in new YAI room
- Construct a ramp from the deck to the parking lot in NWP
- Landscaping
- Add benches to the hallway in NWP

An executive session was held to discuss personnel issues.

The meeting was adjourned at 9:16 pm. There is no meeting in August.
Our next meeting will be at 7:30 pm on September 17, 2018.

Respectfully submitted by,

Lisa Meyer Chorne

Secretary