



AGENDA FOR BOARD OF TRUSTEES
MEETING MONDAY, JUNE 14, 2021 AT
7:00PM

- Approval of Minutes for the May 10, 2021 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 5
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Approval to pay Abbot & Price #3 Pay application for work on Elevator .
- Approval to Award Westchester Green Breezway repair as second bidder
- Approval to Pay Arcari & Iovino for Work done on Interior Elevator and LL bathroom design
- Extension of Employee hours to 35 hours per week

North Castle Public Library

Library Board of Trustees Minutes July 12, 2021

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: 7:02pm

In Attendance :

Trustees: Diane Borgia, Jeanne Lapsker, Scott Stopnik, Kim Longo, Brian Harp, Stephanie Paul

Absent: Farva Jafri

Library: Edie Martimucci,

Friends: Barbara Vircillo

Town: Saleem Hussain

Key Votes/Review:

- **Approval of Minutes for the June 14th, NCPL Board of Trustees meeting** (attached). Thank you, Diane!
 - Motion to approve – Diane
 - Second – Kim
 - Approved – All

- **Approval of NCPL 2021 Warrant 6** (AP GL Reports are attached). Total expenses included in Warrant 6 are \$ 56,752.02 of which the Friends are paying \$1,735.00. Thank you to the Friends for their continuing support! Stephanie Paul has reviewed all invoices in the warrant and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!
 - Motion to approve – Stephanie
 - Second – Brian
 - Approved - All

- **Review of NCPL 2021 YTD Revenue and Expense Reports** (attached in two formats through June 30)
 - Question – Where did \$18,099 come from? - this is a return to the library for the unemployment due to Covid from the Covid relief payment.
 - Edie will check with Abbas as to which account this goes into.
 - Need to review how Abbas is moving funds in accounts. The board is supposed to be notified. Edie will setup a meeting to review how funds are transferred.

- **Approval of B3 proposal and transfer of funds:** This proposal is to facilitate the design, preparation of bid document, management, and reference checks of bidders, and oversee the execution of design of Truss repair at the Armonk branch library. The

request is to transfer 20k from the fund balance. Further discussion necessary on details (proposal attached)

- Trusses are the support beams on top of roof and show signs of cracking. The engineers evaluated the stress level if a new roof was put on. The conclusion last year was a snowstorm would cause extra weight on the trusses at an unacceptable level. The engineer will oversee the design and build and put it out to bid. The repair solution is unknown.
- Need to fund the balance by transferring \$20K from the fund balance to an account that Abbas is setting up.
- This is just for the engineering services to assess the issue, and project management.
- Open questions:
 - How long will the assessment take?
 - When can bids be solicited?

- Motion to approve – Scott
- Second – Jeanne
- Approved - All

- **Approval to:** Hire Jonathan Lazo as an hourly Page @ \$15.00 per hour Effective July 12, 2021. Resume attached
 - Questions:
 - What was the process to offer him the position?
 - He was a long term volunteer and the older brother volunteered before him.
 - Comment – The library needs to recruit volunteers from other parts of the community.
 - There is a student and adult volunteer form. People usually just call, and fill out the commitment form
 - Usually the library gets volunteers from the HS when they need to do their internship
 - Comment – We want to engage the community but also need to reward those who have historically volunteered at the library.

 - Motion to approve – Stephanie
 - Second – Diane
 - Approved - All

- **Approval to pay Arcari & Iovino:** For architectural services rendered on Armonk Lower Level Bathrooms: \$3,562.50 and Interior elevator \$550.00
 - Timeline – Otis – need to do outside and interior. The actual cabin needs to be installed.

 - Motion to approve – Scott
 - Second – Jeanne
 - Approved - All

- **Review of and adoption of : Disaster Plan draft (Attached)**
 - This is a template from WLS
 - Financial documents need to be stored for 5 years and are in the process of being digitized on a thumb drive. The backups were validated
 - Payroll is done by the town.
 - Generator is tested and maintained by the vendor
 - In NWP – what is the generator status for NWP?
 - This document is very general. There needs to be a procedure document for each library.
 - NWP needs an emergency procedure document.
 - Does the plan need to be vetted by the NC Dept of Public Safety? Police/Fire
 - Request to have the document be in a checklist, easy to read format. For the library specific
 - Do we have designated fire marshals and defibrillator's in each building? Edie is not sure if there is one or the location and who is trained in using this. Edie needs to check on this. The company usually requests that someone is certified
 - Between now and September, need to contact Police/Town
 - We need the disaster plan for the library materials and two procedure manuals for emergencies. One at each location.
 - Someone should be certified for each shift.

- **Review of and adoption of: Violence in the Workplace Policy (Attached) .**
 - Training was conducted. Edie has signed papers from each person.
 - The Policy document needs to have the steps bulleted and more obvious.
 - Incidents are handled and filed by management – either Susan or Edie.

New business

- Written out loud program at the schools. It would be good for the students to have a forum to read their material in a library program

- Survey results
 - Significant part of the population was not aware of the digital content from the library
 - Results were distributed 7/12.

Website redesign

- We need to review the survey results to ensure they align with the goals
- Review of the draft of the goals.
- Feedback:
 - Based on preliminary review of the survey a lot of the goals address the trends of the survey
 - Survey needs to be incorporated in the next version of the goals
 - See how these ties to the current statistics
 - The goals hit all the major areas
 - Means of informing the community of the resources
 - Way to give users access to the resources
 - Survey implies the patrons want to see more digital content
 - Objectives are spot on
 - Very high level but correct
 - Right in line with objectives all along for the library
 - Gives us the opportunity to design the website with these goals in mind. Hone the experience to be more focused
- Present website grew dramatically over the last 4-5 years as more content was added
- Edie is looking for visualizations
- More feedback
 - What is the user population – residents? Need clarity on this
 - We are trying to do a few things

- Drive awareness of resources – should this be a goal?
 - Reaching new audiences?
 - Helping users engage with more types of things – ie – books to programming or digital
 - Prioritization valuable. Rank what is most important when it comes to design
- Need to plan workshop – possibly 3 hours
 - Team meets every Wed
 - Team will come up with proposal for workshop

Friends – Art Show – 9/25-26 10 am – 5pm

- Assistance is needed manning and running the exit booth.
 - Looking for a trustee to help run and co-chair the committee and get volunteers
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- Motion to adjourn meeting 8:51 – Scott
 - Second – Diane
 - Approved - all

Respectfully submitted

Diane Borgia
Secretary