

North Castle Public Library

Library Board of Trustee Minutes – Sept 11, 2017

Sean Ryan called meeting to order at 7:35PM

In attendance:

Trustees: Lisa Meyer Chorne, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul, Sean Ryan and Scott Stopnik.

Library: Edie Martimucci

Friends: Marilyn Heimerdinger

Key Votes/Review

- **Approval of the Minutes** for the July 10, 2017 NCPL Board of Trustees meeting. Thank you, Jennifer!!! Jennifer made motion to approve. Stephanie seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 7** - Total expenses included in Warrant 7 are \$65,992.16 of which the Friends are paying \$12,375.16. Thank you Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in the warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Jennifer made motion to approve. Lisa seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 8** - Total expenses included in Warrant 8 are \$43,464.23 of which the Friends are paying \$7,280.46. Thank you Friends, for your continuing support!!! Scott Stopnik has reviewed all invoices in the warrant and supports its approval. Thank you, Scott!!! Thanks also to Abbas Sura and Kieya Glaze for their financial support of NCPL!!! Jennifer made motion to approve. Stephanie seconded. All were in favor.
- **Review of NCPL 2017 Revenue and Expense Reports** - NCPL YTD financial performance is strong and in line with our 2017 plan and our commitment to the town. It was noted that we have received the upfront payment (90%) of the 2016-2019 NYS Library Construction Grant award (\$52,924) for our North White Plains submission this month. We will receive the final 10% when we complete the grant.
- **Approval to hire Diana Cunningham** as an hourly librarian at \$23/hour. Jeanne made motion and Stephanie seconded. All were in favor.
- **Approval to hire Bonnie Giordano** as an hourly page at \$11/hour. Lisa made motion and Stephanie seconded. All were in favor.
- **Approval to hire Michelle MacDevitt** as an hourly page at \$11/hour. Lisa made motion to approve. Jeanne seconded. All were in favor.
- **Approval to hire Nancy West** as a part time Library Assistant for the Children's area. Resume is attached. Salary will be \$20,332 annually. Motion to approve conditionally (until her references are confirmed) made by Lisa. Scott seconded. All were in favor.
- **Acceptance of Megan Dean's Resignation** - The trustees voted to accept Megan's resignation. We thank Megan for all she has done for the North Castle Public Library over the last ten years and, especially, in the last three years as the Head of Youth Services!!! We also congratulate Megan on her great new position as the Library Director in Bethel, CT!!! Jeanne made motion to approve. Jennifer seconded. All were in favor.
- **Review of our performance metrics** - Our top three YTY growth metrics are patron visits (up 25.88%), digital circulation (up 25.11%) and adult programming attendance (up 17.32%). Thank you to Virginia Garcia for all her work on performance metrics!!!
- **Update on YA Room Renovation** - There are two parts to this project (1) replacement of the old boiler and (2) renovation of this space into a new young adult area. To date, the old boiler has been removed, the new boiler is in place and being installed. After the formal bids for the construction work were deemed unacceptable, we have developed a new plan with the upfront demolition being done in-house. The storage area has been fully cleared of all shelves and the non-structural walls around the storage area and the

old boiler room have been have been taken down. Demolition of the stairs between the Magazine Room and this area was the next step followed by construction of a new floor in place of the stairs creating a storage area off the Magazine Room. We are working with contractors on the follow-on steps, most importantly, construction of the ADA ramp which is part of our 2015-2018 NYS Library Construction Grant that must complete before July 2018. Thank you to Steve Gallo and Sean Ryan for all of their work on this project!!!

- **Update on North White Plains Expansion** - Lothrop Associates delivered detailed drawings for the North White Plains expansion to the town. These are being reviewed with the objective releasing a bid such that a contractor can be selected and construction can begin this fall (before the ground freezes). This is a tight schedule.

Brainstorming Session:

The following suggestions were made for future brainstorming session topics:

- Improve the aesthetics of the Gallery room. Make sure it is inviting and representative of the vibrancy of what the NCPL has to offer our community. Include tie to Armonk Outdoor Art Show.
- Encourage acceleration of the projects in North White and being more proactive with interior design and aesthetics.
- Design and install a significant sign near the corner of Clove Rd. and Rt. 22 North Broadway to draw attention to the upgraded structure, deck and grounds.
- Identify/plan fundraising work including from local corporations to support future infrastructure work. May require creation of a library foundation.

The meeting was adjourned at 9:05PM. Our next meeting will be at 7:30PM on October 9, 2017.

Respectfully submitted by,

Jennifer Paulson Lee
Secretary