



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, SEPTEMBER 14, 7:00 PM

- Approval of Minutes for the July 29, 2020 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 7 & 8
- Approval of Payment to Arcari & Iovino for NWP Ramp design
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Discussion of NYS grant project(s)
- Approval of Stephanie Hartwell-Mandella's letter of resignation
- Approval of proposed 2021 Budget
- Review of NCPL Performance Metrics
- Discussion: Armonk Circulation area structural engineering assessment
- Discussion: Amnesty vs. Fines .
- Progress Report : Renovation of Whipoorwill Road East Porch
- Discussion on Elevator Bid Results

North Castle Public Library

Library Board of Trustees Minutes – Sept 14, 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: 7:09 pm

In Attendance:

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

Library: Edie Martimucci , Susan Grieco

Friends: Barbara Vircillo

Town: Saleem Hussain

Guests: Kim Longo, Jerrold March, Jennifer Paul Lee

Key Votes/Review:

- **Approval of Minutes for the July 29, 2020 NCPL Board of Trustees meeting** (attached). Thank you, Diane! - Stephanie Paul motioned, Jean second – all
- **Approval of NCPL 2020 Warrant 7** (AP GL Reports are attached). Total expenses included in Warrant 7 are \$74,987.87 of which the Friends are paying \$6335. 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 sent warrant 7 and motioned to approve. Scott seconded, all approved
- **Approval of NCPL 2020 Warrant 8** (AP GL Reports are attached). Total expenses included in Warrant 8 are \$23,580.83 of which the Friends are paying \$3,025. 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 approved, Scott seconded, all approved
- **Other business** – acknowledgement of Sean Ryan for his many contributions to the town and the library. Sept 12 is Sean Ryan day. Thank for contribution to the town and library. Sean suggestions for NWP – invest in expanding the wifi coverage to extend to parking lot and deck.
- **Approval of Payment to Arcari & Iovino** for NWP Ramp design proposal fee of \$5,500
 - They designed the circulation area in Armonk, adult bathroom and elevator
 - Jeanne motioned. Stephanie seconded, all approved
- **Discussion of NWP plans – approach**

- Next town meeting – Sept 23rd – will be discussing the plans for the NWP community center. Put key things in writing prior to meeting. Bullet points. Scott will prepare with Edie and Susan and share with board for feedback
 - Saleem – wheelchair accessibility and other points should be raised
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached 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.
 - Salaries down because no evening hours, less hourly salaries. Also 1 less staff – Stephanie Hartwell-Mandella resignation
- **Discussion of NYS grant project(s)** to be included in NCPL's 2020-2023 application. This must be submitted to the TB for their approval as well. Submitted and awaiting
 - Grant projects – we have \$0.50 on dollar. Town needs to approve moving forward with 2 grants. Need to get onto the board for 9/23 or next one.
 - Board needs to approve spending of fund balance.
 - We need – what is in fund balance and how much are the grant projects?
 - \$18,155 for children's educational courtyard and
 - \$13,900 – ADA ramp in NWP
 - \$171,947.19 is in fund balance. This will increase because running under budget thanks to covid. Money must come from fund balance. All other grants are earmarked.
 - Expiring grants were extended because of Covid.
 - Anticipate current grants to come in under budget by about \$40k which could be applied to elevator.
- **Approval of Stephanie Hartwell-Mandella's letter of resignation**
 - Scott motioned, Jeanne second, all approved
- **Approval of proposed 2021 Budget** Attached
 - Budget is a flat budget. Material at \$180k needs to be held, labor increases per agreements.
 - Sean motioned, Diane seconded, all approved
- **Review of NCPL Performance Metrics** - performance reports are attached Through July, August data to follow later this week
 - We are on track for one of best years for programming thanks to digital format
 - Digital circulation is up
- **Discussion: Armonk Circulation area structural engineering assessment** Document attached. – b3 truss
 - Get firm to present beyond what is reported in document.
 - Get others to review by end of this week
 - Roofer said it would be ok to replace that section of roof.
- **Discussion: Amnesty vs. Fines** A survey taken from the Directors list shows that more libraries are remaining fine free during COVID-19 than not.
 - Recommend staying in amnesty board through January 2021
- **Progress Report** : Renovation of Whippoowill Road East Porch
 - Submitted pictures and proposal to town. We are paying \$5000 deductible of \$7250 claim. Not much in building fund. Not dangerous.

Can push to 2021. Sean suggests moving fast as cost is going up.
Porch is pulling away from building

- Can we pull from fund balance? Damage to building.
- Solicit bids – Steve can solicit bids.
- **Discussion on Elevator Bid Results:** 9 bids were opened result summary attached
 - We need to use to low bid as long as references are good.
 - Low bid is aligned with architect estimates
 - Recommend we approve low bid as long as it meets architect approval.
 - Scott motioned, Sean seconded, all approved

Thank you Sean

Meeting adjourned 9:12 – motioned Diane, Stephanie second, all in favor

Respectfully submitted by,

Diane Borgia
Secretary

❖ Review of YTD Performance Metrics