



AGENDA FOR BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 9, 2019 AT 7:30PM

- ❖ Approval of Minutes – July 8, 2019
- ❖ Approval of 2019 Warrants 7 and 8
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of NCPL 2020 Budget Submission
- ❖ Personnel
- ❖ Review of YTD Performance Metrics
- ❖ Approval of 2019-2022 NYS Library Construction Grant Applications
- ❖ Discussion of ransomware/malware

North Castle Public Library

Library Board of Trustees Minutes – September 9, 2019

Sean Ryan called meeting to order at 7:35 PM

In attendance:

Trustees: Jeanne Lapsker, Stephanie Paul, Jennifer Paulson Lee and Sean Ryan

Library: Edie Martimucci

Town: Steve D'Angelo

Key Votes/Review -

- **Approval of the Minutes for the July 8, 2019 NCPL Board of Trustees meeting** - Jennifer made the motion to approve the minutes and Jeanne seconded. All were in favor
- **Approval of NCPL 2019 Warrants 7 and 8** (AP GL Report) - Total expenses in 2019 Warrant 7 are \$51,101.46 of which the Friends are paying \$3,675.65. Total expenses in Warrant 8 are \$42,121.05 of which the Friends are paying \$8,876.89. Thank you, Friends for your continued support!!! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thank you, Scott!!! Thanks also to Abbas Sura and Patrick Ricci for their financial support of NCPL!!! Jennifer made the motion to approve Warrant 7 and Jeanne seconded. All were in favor. Jennifer made the motion to approve Warrant 8 and Jeanne seconded. All were in favor.
- **NCPL 2019 YTD Revenue & Expense Reports** (in two formats thru August 30,2019). YTD 2019 NCPL financials are as expected and remain strong.
- **Approval of NCPL 2020 Budget Submission** – Key budget assumptions discussed were - (1) the Armonk Children's Room project will complete in 2019, (2) 2020 construction projects will include renovation of the Armonk bathrooms, part of the NWP renovation that includes HVAC and restroom replacement and potentially replacement of part of the Armonk roof, (3) the third position - part time Library Assistant - that the BOT and TB approved for 2019 will be filled no later than early 2020. Jennifer made the motion to approve the NCPL 2020 budget submission and Jeanne seconded. All were in favor.
- **Approval to hire one hourly Librarian and three hourly pages** (all as needed). (1) Karen Christopher as an hourly Librarian at \$23.00/hour. (2)

Justin Ciaramella as an hourly Page at \$12.00/hour; (3) Paula Landi as an hourly Page at \$12.00/hour and (4) Vicenta Mauri as an hourly Page at \$12.00/hour. Due to minimum wage law the hourly rate for the three pages will increase to \$13.00/hour in 2020. All of the above positions will have a start date of September 15, 2019. Town Board ratification of these approvals is also required. Stephanie made the motion to approve hiring the four individuals at the indicated hourly rates and start dates and Jeanne seconded. All were in favor.

- **Review of NCPL Performance Metrics** – The August performance package was part of the materials reviewed. Thank you to Virginia Garcia for her work on NCPL's performance metrics!!!

- **Approval of NCPL's 2019-2022 NYS Library Construction Grant Applications** - At our July BOT meeting, we approved the projects to be included in two NCPL grant applications - one for Armonk and one for North White Plains. The Armonk application includes replacement of the roof and installation of an elevator. The North White Plains application includes an automatic entry door. Edie, submitted these two applications on August 21. Summaries of the two grant applications were reviewed. Jeanne made the motion to approve the Armonk grant application as Edie submitted and Jennifer seconded. All were in favor. Jennifer made the motion to approve the North White Plains grant application as Edie submitted and Stephanie seconded. All were in favor. Thank you, Edie!

- **Discussion of ransomware/malware.** Today, more than ever before, one of the risks that library and other boards must address is the possibility of malware or like attacks. We have all seen recently a large number of these type attacks across our country and beyond. Library systems in Westchester County have been attacked twice in the last eight months. Our protection from these type attacks is provided by the IT staff at WLS whose hard work has limited the impact to the systems we use and, in turn, enabled our library's operation to continue through these attacks. The major topics discussed were (1) actions being taken by WLS - i.e. hiring an IT consultant to assess all WLS systems and to make recommendations on how to best protect these systems from attack and how to best enable fast recovery when required; and (2) education of NCPL staff on best practices in avoiding exposure to these malware attacks.

- The meeting was adjourned at 8:55 PM. Our next meeting will be held at 7:30 PM on October 14, 2019.

Respectfully submitted by,

Sean Ryan
President

