



**AGENDA FOR BOARD OF TRUSTEES MEETING**  
**MONDAY, DECEMBER 12, 2016 AT 7:30PM**

- ❖ Approval of Minutes – November 14, 2016
- ❖ Approval of 2016 Warrant 11
- ❖ Review of YTD Revenue and Expense
- ❖ Review of Performance Metrics
- ❖ Review of Library Construction Grant Project Status
- ❖ Brainstorming – What NCPL infrastructure improvement projects should be considered for the 2017 – 2020 NYS Library Construction Grant program?

# North Castle Public Library

## Library Board of Trustee Minutes – December 12, 2016

Sean Ryan called meeting to order at 7:38PM

### **In attendance:**

**Trustees:** David Charney, Lisa Meyer Chorne, Jeanne Lapsker, Jerry March and Sean Ryan.

**Library:** Megan Dean, Edie Martimucci

**Friends:** Marilyn Heimerdinger

**President's Report:** Programming attendance, digital circulation and patron visits are on course to be all time annual records for NCPL. Significant progress has been made on the fourth key metric of total circulation with over 12% YTY growth when many libraries are experiencing declines in circulation. Two key projects – replacement of failing Armonk YA Room lighting with more energy efficient LED technology and the Armonk generator installation (pending test) have just completed. Construction of the North White Plains deck is on course for a January completion – framing starts this week followed by installation of Trex the following week. Thank you to our town board and town administrator for their support of renovating the North White Plains facility.

**Approval of Minutes:** A motion to approve the November 14, 2016 minutes was made by Jeanne and Lisa seconded. All were in favor.

**Approval of Warrant 11:** Warrant 11 includes total expenses of \$37,557.74 of which the Friends are paying \$9,093.78. Thank you Friends for your continuing support!!! Scott Stopnik reviewed all invoices in this warrant and supported its approval. Jerry made motion to approve. David seconded. All were in favor.

**Joint Trustee/Friends Meeting:** Marilyn invited all trustees to the February 22, 2017 Friends meeting. Agenda will focus on current library strategy and how to create an even stronger relationship between our organizations to benefit our library.

**Brainstorming Session:** "What future infrastructure projects should NCPL undertake to accelerate our library's performance metric improvement?" The objective is to think about how we can evolve our facilities that support our transformation and provide flexible configuration alternatives. A summary of projects completed, projects committed via NYS Library Construction Grants and projects included in a withdrawn grant application were reviewed (attached). This brainstorming should lead to further analysis and actions in applying for required financing through construction grants and/or fundraising efforts. Ideas identified were:

- Create larger open spaces that can be flexibly reconfigured.
- Build spaces that can facilitate development and evolution of centers of competence/areas of expertise – i.e. art, STEAM, etc.

- Develop innovation labs for youth, adults and families.
- When expanding/renovating the North White Plains branch – build the “library of the future” vs. expanding our existing operation into a larger space. Should incorporate other ideas identified in this discussion into the design.
- Add meeting rooms.
- Introduce a café.
- Renovate all bathrooms.
- Acquire a mobile unit that can support flexible programming in both Armonk and North White Plains.
- Create additional outdoor meeting/study spaces.
- Introduce an art playground – flow to children’s area.

**Key vote:** Jerry made the motion, contingent on Civil Service approval, to eliminate one senior clerk position. David seconded. All were in favor.

The meeting was adjourned at 9:08pm. Our next meeting will take place on January 9, 2016.

Respectfully submitted,

Sean Ryan

**NCPL Completed, In Process and Planned Construction Improvements**

**1. Completed Projects - 2013-2016**

<b>Project (major projects)</b>	<b>Date</b>	<b>Cost</b>
Replacement of Whippoorwill Hall Rooftop AC \$16,545	2014	
Replacement of Whippoorwill Hall Boiler \$25,769	2014	
Replacement of Whippoorwill Hall Doors \$6,050	2014	
Installation of Elson Room Fans \$4,419	2014	
Installation of Permanent Study Carrels \$26,411	2014/5	
Renovation of Armonk Children's Room (+ abatement) \$110,482	2014/5	
Installation of LED Lighting in NWP Main Library Room \$7,770	2015	
Replacement of Armonk Children's Room HVAC \$9,175	2015	
Armonk Break Room Renovation to Program Space (+ abatement) \$39,049	2015	
Installation of Kent Place Automatic Door/Sidewalk/Lobby Heating \$29,267	2016	
Installation of Generator – Armonk \$20,633 +	2016	
Installation of LED Lighting in Armonk Teen Room	2016	\$5,212
Construction of New Deck in NWP \$179,800	2016 +	
Total Spent \$480,582		

**2. Remaining NYS Library Construction Grant Project Work – 2017-2019**

This project list assumes completion of NWP deck in 2016.

(Original expense of total grant application – includes completed projects)

**Awarded/Committed Grants**

**Project**

**Est. Cost**

2015-2018 NYS Library Construction Grant –Armonk (\$39,912)

- Michelman Room to Break Room entry and ramp.  
\$18,200

- Steam boiler replacement.  
\$18,300

2015-2018 NYS Library Construction Grant – North White Plains (\$107,530)

- Electrical work for public workstations.  
\$25,000

2016-2019 NYS Library Construction Grant – North White Plains (\$248,050)

- Interior renovation of expanded NCPL space.  
\$140,000
- Carpeting for expanded NCPL space.  
\$18,050

Total Committed  
\$219,550

### **3. Withdrawn Grant Application**

#### **Project**

#### **Est. Cost**

2016-2019 NYS Library Construction Grant –Armonk

- Children’s sunroom replacement/expansion.  
\$79,600
- Magazine Room and adjacent areas abatement.  
\$39,950
- Magazine Room renovation.  
\$19,340
- Carpeting for above new spaces.  
\$12,080
- Electrical to accommodate new technology solutions. \$2,336

Total Estimated Cost  
\$153,306

### **4. Future Projects (previously identified but not included in a NYS grant application)**

#### **Project**

#### **Est. Cost**

- New teen space on lower level  
\$250,000
- Roof replacement – Armonk  
\$75,000

- Elevator – Armonk  
\$100,000
- Patio/new Whippoorwill Hall entry  
\$100,000
- Back office renovation – restores storage from other renovations)  
\$15,000

Total Future Project Cost (Withdrawn Grant + Future Projects)  
\$693,306

**Currently Available Funds for Infrastructure/Construction Projects**

**Source**

**Available  
Funds**

- Library Trust Funds  
\$187,196
- 2016-2019 NYS Library Construction Grant – North White Plains  
\$27,648  
(projected).
- NCPL Fund Balance- YE 2016 – estimated.  
\$150,000

Total Estimated Funds - Not all available  
\$364,844