



**AGENDA FOR BOARD OF TRUSTEES**  
**MEETING**  
**MONDAY, FEBRUARY 8, 2016 AT 7:30PM**

- ❖ Approval of Minutes – January 11, 2016
- ❖ Approval of 2016 Warrant 1
- ❖ Approval of 2015 Warrant 12 Addition
- ❖ Review of YTD Revenue and Expense
- ❖ Review of Performance Metrics
- ❖ Key Votes:
  - NCPL Pennant Design
  - Project Status Report
  - Personnel
- ❖ Brainstorming – Curated Collections

# North Castle Public Library

## Library Board of Trustee Minutes – February 8, 2016

Sean Ryan called meeting to order at 7:35PM

### In attendance:

**Trustees:** David Charney, Jeanne Lapsker, Stephanie Paul, Sean Ryan and Scott Stopnik.

**Library:** Edie Martimucci

**Friends:** Marilyn Heimerdinger

**Approval of Minutes:** A motion to approve the January 11, 2016 minutes was made by David and seconded by Scott. All were in favor.

**Approval of Warrant 12 (2015) Amendment:** The total amount of the Warrant 12 amendment is \$7,143.22 of which the Friends are paying \$150.00 - Thank you, Friends!!! Scott made motion to approve the Warrant 12 amendment and David seconded. All were in favor.

**Approval of Warrant 1 (2016):** The total expenses included in Warrant 1 are \$44,115.68 of which the Friends will be paying for \$7,143.22. Thank you, Friends!! A motion to approve Warrant No. 7 was made by David and seconded by Stephanie. All were in favor.

**Discussion on Banners:** Edie has developed a proposal for creating banners that highlight and promote the many capabilities of NCPL. Designs were presented and the following suggestions were made – (1) consider redesign of the literature and technology banners and (2) review Picasso design with legal.

**Discussion on NCPL Project List** – The status of all current infrastructure projects (both approved projects that are in NCPL's awarded grant and our two grant applications and our "wish list" projects) was reviewed to ensure that all Trustees were in agreement with project priority and progress. List is attached. No issues were identified.

### Brainstorming Discussion – How Curated Collections can Improve NCPL Performance:

Edie reviewed:

- The current status of NCPL's initial set of curated collections – Jacob Burns DVD Collection, Oprah Winfrey Book Club Collection and Staff Picks Collection.
- A new idea of a Cook Book Collection curated by local chefs.
- The work staff needs to do support the curated collection plan including weeding, re-cataloging, labeling, etc.

The following ideas were introduced by meeting participants:

- Have a curated collection that incorporates input from the Calder Center, the National Audubon Society, the New York Botanical Garden, Rockefeller State Park Preserve, etc.
- Have a curated collection that is built on input from local teachers including STEAM components.
- Consider working on a Westchester or broader basis to tap resources and ideas in developing curated collections (i.e. Stone Barns).
- Have a student's curated collection.
- Have a Neil DeGrasse Tyson collection also possibly paired with our STEAM work.
- Find prominent places for the highest interest/volume collections.
- Use information to better understand patron interest in created collections.
- Evaluate similar implementations by other libraries (i.e. Princeton Public Library move of reference materials to digital).
- Improve signage.
- Increase marketing as we roll out collections.
- A solution is needed for parking or we will lose patrons regardless of how we improve our collection and its organization.
- Leverage our website and other digital tools to promote these collections.

**Next Month's Brainstorming Discussion** – NCPL Marketing Plan.

The meeting was adjourned at 8:50pm. Our next meeting will take place on March 7, 2016.

Respectfully submitted by,

Sean C. Ryan

## **PROJECT STATUS - NYS Library Construction Grant Application Projects**

The North Castle Public Library Board of Trustees has approved the following projects and has applied for NYS Library Construction Grants to help pay for these and future projects. Three active grants are involved. The 2014-2017 Grant has been awarded for \$46,772 and two 2015-2018 Grant Applications have been submitted – one for Armonk and one for North White Plains. A NYS decision on the 2015-2018 applications is expected in 3Q 2016. These projects total an estimated \$308,658 investment in improving our library facilities.

### **2014-2017 NYS Library Construction Grant Application (Awarded)**

1. Removal of existing roof top AC system and replacement with new AC system.
  - COMPLETE.
2. Removal and replacement of existing heating system (boiler).
  - COMPLETE.
3. Replacement of two outside doors to Whippoorwill Hall
  - COMPLETE.
4. Installation of six new permanent study carrels in the rear of the Elson Room.
  - COMPLETE.
5. Install of three ceiling fans.
  - COMPLETE.
6. Renovation of the break room into usable programming space (Phases I and II).
  - COMPLETE.
7. Replacement of main entry door on Kent Place with an automatic door.
  - Schedule 1H2016. **Architectural firm, Arcari + Iovino have been hired to design new Kent Place entry.**
8. Installation of new generator.
  - Schedule 1H2016. **We will be proceeding to bid on installing a transfer switch at the Armonk branch to allow attachment of a town provided mobile generator (100 Kw) to support the library in the case of an outage. This is a substantially more powerful generator than the originally planned (35Kw).**

### **2015-2018 NYS Library Construction Grant Application (Submitted) – Armonk**

1. Break Room Phase III - create ADA compliant entry/ramp from the Michelman Room to the break room. **We have received an architectural proposal from Arcari + Iovino to design the break through from the Michelman Room to the break room (already distributed to Trustees).**

2. Removal and replacement of the steam boiler located near the break room.

2. Replacement of the lighting in the YA Room with LED lighting.

### **2015-2018 NYS Library Construction Grant Application (Submitted) – North White Plains**

1. Replacement of the lighting in the main NWP library room with LED lighting.

- COMPLETE.

2. Addition of a deck and ADA compliant door off the playground side of the library.

3. Install new electrical wiring to enable expansion of the public workstations available.

### **Other 2015/2016 Projects not included in the NYS Grant Application that will impact the Library**

The following are projects that have been or are currently being done outside of the NYS Library Construction Grant program. These projects have not all been estimated.

**1. Replacement of the Armonk Children's Room Greenhouse.**

- **A proposal has been received for replacement of the existing structure (attached to the February agenda email).**

**2. Replacement of selected bookshelves in the Armonk Children's Room. This project will replace some of the bookshelves on the walls of the main room to match the shelves we installed in 2015.**

- **A proposal has been requested from the same provider as used with the 2015 bookshelves. This vendor is on NYS contract which provides a significant discount.**

**3. Installation of new shelving/counters in the break room to support Youth services with programming related to STEAM including our new 3D printers.**

- **A proposal has been requested from the same provider as used with the 2015 bookshelves. This vendor is on NYS contract which provides a significant discount.**

**4. Renovation of the storage, kitchen and bathroom areas adjacent to the break room to create a new youth services space for teens.**

- **This project is in the pre-planning phase.**

5. Reorganization of the Magazine Room into a dedicated programming space and optional art gallery and the Elson Room into an expanded collection and quiet room.

- Project planning started.
- **New bookcases for the Elson Room have been installed. Friends funded this shelving. Thank you, Friends!!!**
- **Additional shelving for the Elson Room is being evaluated.**
- **Removal of the workstation/planter unit and replacement with modular workstation tables is being evaluated.**

6. Double the square footage of the North White Plains Library facility.

- This project is being done collaboratively with the North Castle Recreation department and the Town of North Castle and is in the planning phase. **Discussions will start this month to identifying the best alternatives and how determine how best to gain town wide support.**

7. Upgrade of the lighting and sound systems in Whipoorwill Hall.

- This project is in the pre-planning phase.

8. Install an HVAC solution for the Kent Place entry lobby.

- This project is in the pre-planning phase.

**9. Back office reorganization to increase space utilization/storage.**

- **A proposal has been requested from the same provider as used with the 2015 bookshelves. This vendor in on NYS contract which provides a significant discount.**

**Note: Project updates since our January Trustee meeting are in bold.**

February 8, 2016