



AGENDA FOR BOARD OF TRUSTEES
MEETING
WEDNESDAY, APRIL 13, 2016 AT 7:30PM

- ❖ Approval of Minutes – March 14, 2016
- ❖ Approval of 2016 Warrant 3
- ❖ Review of YTD Revenue and Expense
- ❖ Review of Performance Metrics
- ❖ Key Votes:
 - NCPL Policy – Code of Conduct
 - Personnel
- ❖ Brainstorming – Project List 2016 - 2020

North Castle Public Library

Library Board of Trustee Minutes – April 13, 2014

Sean Ryan called meeting to order at 7:35PM

In attendance:

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

Library: Megan Dean, Edie Martimucci

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

Approval of NCPL 2016 Warrant 3 - Total expenses included in Warrant 3 are \$42,383.06 of which the Friends are paying \$13,818.25. Thank you Friends for your continuing support!!! Scott Stopnik has reviewed all invoices in this warrant and supports its approval. Thank you, Scott!!! Thanks also to Kieya Glaze for her financial support of our library!!! Motion to approve Warrant 3 was made by David and seconded by Jeanne. All were in favor.

Key Votes/Decisions:

- NCPL Code of Conduct was updated and approved – Lisa made motion. David seconded. All were in favor.
- Motion to approve the hiring of Nicolas Shallcross effective April 18, 2016 at a salary of \$11.00/hour was made by Jennifer and seconded by Scott. All were in favor.
- Motion to approve new carrels for public work stations - a 4 carrel plan – to be installed in Armonk and paid for by The Friends - was made by Jeanne. Scott seconded. All were in favor. Thank you, Friends!!! The library will incur cost for replacement of floor tiles and for repositioning of electric and computer wiring. Installation of these new carrels are one part of the project to reorganize space use within the library – renovation of the Magazine Room into a dedicated programming space and consolidation of adult materials into the Elson Room. This will reduce conflicts between our rapidly growing programming attendance and our other uses of the library such as quiet study.

President's Report:

We are on track to meet our 2016 objectives and to make significant progress on our strategic initiatives – completion of our awarded grant, growth of circulation and programming attendance, and our financial restructuring to enable the above initiatives.

Brainstorming Session:

A review of planned NCPL restructuring actions through the strategic period 2016-2020 including projections of financial restructuring savings and costs of re-engineering projects was discussed. This review provides concrete evidence of our success to date and will allow for the BOT to prescribe a list of priorities as we move forward. Major projects reviewed were:

2016

- *Kent Place entry replacement.
- *Armonk generator installation

- *Door/ADA compliant ramp between the Michelman Room and the new programming space.
- *Elsion Room renovation to support Magazine Room conversion to dedicated programming space.
- *New deck installation in North White Plains.

2017

- Magazine Room renovation to dedicated programming space.
- *LED lighting installation in Armonk Teen Room.
- Renovation of Armonk backroom to increase storage capability lost due to renovation.
- Phase 1 of North White Plains renovation to expand library space.
- *North White Plains electrical work to support a better patron technology solution.

2018

- Construction of a new teen space in the Armonk lower level.
- Replacement of the sunroom in the Armonk children's area.
- *Replacement of steam boiler that supports the Magazine Room, upstairs Teen Room and the break room.
- Phase 2 of North White Plains renovation to expand library space.

2019

- Renovation of the Armonk upstairs Teen Room into usable adult space.
- Phase 1 of Armonk roof replacement.
- Construction of a patio at the Kent Place entry.

2020

- Phase 2 of Armonk roof replacement.
- Elevator installation in Armonk.

* - projects already approved by Board of Trustees

The meeting was adjourned at 9:04pm. Our next meeting will take place May 9, 2016.

Respectfully submitted by,

Jennifer Paulson Lee