



AGENDA FOR BOARD OF TRUSTEES MEETING **MONDAY, MARCH 9, 2020 AT 7:30PM**

- ❖ Approval of Minutes – February 10, 2020
- ❖ Approval of 2019 Warrant 12A and 2020 Warrant 2
- ❖ Review of YTD Revenue and Expense
- ❖ Approval of GiaCorp Payment #3
- ❖ Approval North End Roof Replacement
- ❖ Approval of Arcari & Iovino services for adult restroom
- ❖ Acceptance Friends funding of Design work for Armonk Elevator and Furniture in NWP
- ❖ Approval of transfer of funds from Capital account to Fullam trust account
- ❖ Approval to Accept Brinkman Donation for Books
- ❖ Discussion of follow-up projects in children's courtyard
- ❖ Review of YTD Performance Metrics
- ❖ Approval of NYS Annual Report for Public and Association Libraries 2019
- ❖ Discussion of Eagle Scout project
- ❖ Approval of B3 Engineering evaluation of trusses

North Castle Public Library

Library Board of Trustees Minutes – March 09, 2020

Scott Stopnik called meeting to order at 7:32 PM

In attendance:

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

Library: Edie Martimucci

Friends: Barbara Vircillo

Town: None

Key Votes/Review:

- **Approval of Minutes for the February 10, 2020 NCPL Board of Trustees meeting**
 - Jeanne made motion, Sean seconded, all approved
- **Approval of NCPL 2019 Warrant 12B and 2020 Warrant 2**
 - For 2019 Warrant 12B, approval of the last three invoices in the Friends' TE account totaling \$1,182.64. Sean made motion, Stephanie seconded, all approved
 - Total expenses included in Warrant 2 are \$22,750.04 of which the Friends are paying \$615.00. Thank you, Friends for your continuing support!!! - Sean made motion to approve, Jeanne seconded, all approved
- **Review of NCPL 2019 and 2020 YTD Revenue and Expense Reports** - NCPL 2019 financials are final. NCPL 2020 financials thru February are as expected. Capital accounts are not fully setup. NCPL ended 2019 in great shape with \$132K added to the fund balance putting us in good position to complete the \$842K of projects in grants. \$75K in grants completed already in 2020. The roof over the Elson Room and the gutters behind the circulation/Elson were completed this month and the children's sunroom replacement is progressing (currently working on framing).
- **Review of NCPL Performance metrics** – Circulation is still an issue traced back to the TotalBoox closure and the impact of competitive streaming alternatives. Programming is strong and growing as is patron visits.
- **Approval of Giacorp Payment Applications #3 for Armonk Children's Sunroom Replacement Project.** This payment of \$15,318.00 is for Giacorp's completion of the foundation underpinning work and installation of insulation. They have still not billed for framing. Sean motioned to approve, Jeanne seconded, all approved
- **Approval to have B Cubed structural engineers assess the beams in the circulation area** - there are several cracks in these beams that need to be assessed and potential issues remedied. BBB has done work for NCPL in the new YA Room, the Children's Sunroom and in NWP. Sean motioned to approve, Jeanne seconded, all approved.
- **Approval to bid replacement of the roof at the north end of the Armonk building and to accept the low bid.** This represents 3,788 square feet (36% of the Armonk roof). Roofers have told us it should be replaced as soon as possible. Two acceptable bids have been received. Steve Gallo is pursuing another bid required by town procurement policy. This will leave only the middle of the building to complete which should not be addressed until the structural engineering assessment and any required actions are complete. Sean motioned to accept the lowest bid, Stephanie seconded, all approved.
- **Approval of Arcari + Iovino proposal for architectural services for the adult rest room.** The current bathroom is not ADA compliant. Jeanne motioned to accept, Scott seconded, all approved.
- **Approval to accept Friends funding of the architectural design work for the Armonk elevator (\$21,000) and for furniture (four lounge chairs and a table with surface mounted electric (\$8,303.04) in NWP.** At their February meeting, the Friends approved

funding of these significant projects. Thank you, Friends for these great contributions! Everyone is encouraged to spread the word of how the Friends have enabled these library improvements and to encourage residents to become Friends' volunteers to enable future enhancements to NCPL. This is especially true for North White Plains. Stephanie motioned to accept, Jeanne seconded, all approved.

- **Approval to transfer \$21,000 from the elevator capital account to the Fullam trust account** - these funds will help fund the soon to be delivered shelves/cabinets in North White Plains. Sean motioned to approve, Diane seconded, all approved
- **Approval to accept a Brinkman Estate donation of \$321.83 and to use these funds to supplement the NCPL 2020 book budget** - NCPL received an additional donation from Isabelle Brinkman's estate bringing her total donation to NCPL to \$38,521.83. Sean motioned to approve, Jeanne seconded, all approved
- **Discussion of the follow-on projects in the children's courtyard** (fence, turf, etc.). Edie, Stephanie Mandella and Steve are evaluating several potential improvements. Steve has two quotes on artificial turf and one quote for sod. All trustees preferred artificial turf as it will be cleaner and hold up better than grass in inclement weather. Approximate cost is \$20K. Agreed to apply for a grant for this. The work can begin during the grant process.
- **Discussion on Eagle Scout project:** Boy Scout project to create an outdoor sitting area near the Whippoorwill Road East entry is proceeding. Eagle Scout candidate has met with Boy Scout Council. Board discussed ideas for public acknowledgement of this work once completed.
- **Approval of NYS Annual Report:** Edie prepared NCPL's 2019 submission to NYS. Thank you, Edie! Scott motioned to approve, Jeanne seconded, all approved

New Business

- **Discussion on how to handle the corona virus.** Ideas were: updates to the web page, notations on CDC compliance, sanitizing and an email blast to distribution list. Concerns about programming, impact/risk to seniors. Should we close or cancel programming. Anticipate low attendance. Decided to monitor the situation and actions of other libraries and other organizations (i.e. schools).

Diane made the motion to adjourn at 9:01 pm, Scott seconded, all approved

Respectfully submitted by,

Diane Borgia
Secretary