



AGENDA FOR BOARD OF TRUSTEES MEETING

MONDAY, DECEMBER 14, 2020 @ 7:00 PM

- Approval of Minutes for the Nov. 9th, 2020 NCPL Board of Trustees meeting
- Approval of NCPL 2020 Warrant 11
- Review of NCPL 2020 YTD Revenue and Expense Reports
- Review of NCPL Performance Metrics
- Approval of Breezeway Repair
- Approval to transfer funds from Salaries / Part time to Elevator account
- Discussion: Long term Plan

North Castle Public Library

Library Board of Trustees Minutes – Nov 9, 2020

This meeting was a Zoom meeting due to COVID-19 restrictions. It was recorded and a transcript will be available.

Scott Stopnik called meeting to order at: 7:05 pm

In Attendance :

Trustees: Diane Borgia, Jeanne Lapsker, Stephanie Paul, Scott Stopnik , Kim Longo

Library: Edie Martimucci

Friends: Barbara Vircillo

Town: Saleem Hussain - absent

Key Votes/Review:

- **Approval of Minutes for the October 12, 2020 NCPL Board of Trustees meeting** (attached). Thank you, Diane!
 - Diane – motioned – Jeanne second, all approved
- **Approval of NCPL 2020 Warrant 10** (AP GL Reports are attached). Total expenses included in Warrant 10 are \$51,349.58 of which the Friends are paying \$7110.85 Thank you to the Friends for their continuing support! Scott Stopnik has reviewed all invoices in these warrants and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!
 - Stephanie – approved
 - Kim – seconded
 - All approved
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through October 31, 2020) –
 - Stephanie – question on negative numbers. These are all pre-populated by finance
- **Approval of 2021 Library Holidays:** PDF Attached. Please note *Observed July 4th* is on a Monday. Union staff must be off / Hourly employees can staff the library. Other option is to Close Library on the 5th due to budget restrictions.
 - We should close library for Monday July 5. We can revisit when it is closer if Covid allows more opening. Decision - We will be closed July 5.
 - Christmas and New Year are holidays falling on a Saturday so union employees will have the following Monday off and staff the library with hourly employees
 - Motion to approve with modifications – Diane, Stephanie second, all approved
- **Discussion: Armonk lower level restrooms project** - Arcari & Iovino are reviewing the blueprints of the area around the lower level restrooms. Can we plan a future project of ADA compliant Family Restroom where the stairwell presently stands? Do we proceed with updating present bathrooms with Unisex / Gender neutral restrooms and apply for 2021 grant that removes the stairwell? Proposal request in drive/ they are proceeding with study due in two weeks.
 - Bathrooms on approved grant. Westchester Green will be on next town meeting. Must be approved before a PO.
 - Start with rewiring the tech office. This is on the 2021 grant. This is Virginia's station and includes kitchenette area
 - Rest of tech office on next year grant
 - Town Board reviewed the Grant applications with Edie Martimucci and expressed caution about spending during this time. Decision for Edie to proceed as planned
 - Lower level bathroom – To have an ADA compliant gender-neutral bathroom downstairs we need 8x8 which is not possible with given space. Review of other options including removal of the stairwell and utilize the area for bathroom. This is a study of options.

- Need to do elevator first before the ADA bathroom.
- **Discussion:** Progress of HVAC in North White Plains and progress of Sullivan Architecture plans for Community Center. Upon inspection of our HVAC unit, water was discovered in the underground duct system. Steve Gallo has been investigating this problem and is formulating options based on HVAC engineers. Findings included in Drive
 - Water in the return ducts. Roto-rooter was called. May need to abandon that return
- **Approval of NYS grant project(s)** to be included in NCPL's 2020-2023 application. First round of approval passed by WLS. This includes the Children's Sensory Garden. This was submitted to the TB for their approval as well. Work session was held for November 4th,
 - No approval needed as it was approved in a previous meeting
- **Approval of lowest bid:** Award Westchester Green the contract for upstairs bathroom requisition in TB Agenda for Nov 18th meeting
- **Review of NCPL Performance Metrics** - performance reports are attached.
- **Discussion of Armonk Circulation area structural engineering assessment** This issue needs to be addressed. My suggestion is that we retain b3 to facilitate this project. First and foremost, he should evaluate if the trusses will withstand a heavy snow this 2020 winter season. If he feels that they are structurally sound, I will apply for a grant in 2021 to refurbish and upgrade the trusses. B3 fees attached
 - Decision - As long as snow not a danger, we can put this off. We have been inspected and we are safe
- **Funding secured for Native Plant Garden:** The Elks Lodge #535 has generously offered to support the Native Plant Garden outside the Whipoorwill Road East entrance. Letter attached
 - This will be in the spring
 - We will do something in the future in NWP
- **Eagle Scout Project update:** Benches and table are installed on platforms. Plaque in production.
- **Accept letter of Resignation:** Marcus Renna, NWP part-time employee for 11 years
 - Scott motioned to approve Jeanne second, all approved

Other business

- Someone should be attending the Friends meetings. Scott suggests that someone from Board attends Friends meetings
- Friends – Art Show was virtual. Disappointing attendance and no revenue. Friends will need to look for other ways to raise funds if the Art Show is cancelled again. Revenue was from booth fees.
- Long term strategy document
 - Are we due to submit the long-term plan?
 - Put on agenda for either Dec or Jan 2021
- Ramp in NWP - plans in progress.

Meeting adjourned Scott motioned 8:02, Jeanne seconded, all approved