

# North Castle Public Library

## Library Board of Trustee Minutes – Dec 16, 2013

Sean Ryan called meeting to order at 7:35 pm

### In attendance:

**Trustees:** David Charney, John Naclerio, Sean Ryan, Jerry March, Jeanne Lapsaker, Scott Snopnik, Jennifer Paulson Lee

**Library Director:** Scott Jarzombek

**Town Board:** Michael Schiliro

### Opening Comments:

**Approval of Minutes:** October 15, 2013. Jerry moved. Jeanne second. All were in favor.

**Approval of Warrant** Warrant No. 1 for a total of \$27,238.05

was submitted and approved. The friends portion was \$3,792.18

Jeanne made the motion to approve Warrant No.1 and Jennifer seconded. All were in favor. Sean signed the warrant.

NOTE: The Warrant is now issued to the BOT ahead of time for efficiency of time. Items of concern or question will now be addressed ahead of the meeting, and John, as Treasurer, will lead discussions concerning the Warrant.

### Director's Report Highlights:

There have been a few incidences that occurred in NWP which were handled beautifully by Susan.

There has been a history of book buying by generic selection vs. real time request by the community. This is changing. Also the presentation and "marketing" of books, making new books visible, opening up the circulation area and reorganizing shelving has begun.

side note: A gentleman approached Scott comparing NCPL to the Chappaqua library, where he overwhelming claimed the Chappaqua library is superior. We have asked Scott to invite this person to our meetings so that we can better understand his comments

**Building:** Changes to bathroom assignment – upstairs bathroom is now public, and parking in front is reserved for patrons only. Also a railing will be added to an outside stairwell. New cleaning service has been implemented. Staffing is now a Town HR department responsibility. Some financial items are handled now by the Town. A leadership team within employees has now been created by Scott. Response is positive.

**Marketing:** We now have "staff picks" with a bookmark inside with the photo of the staff member along with other book suggestions. FB events are now being created on the fb page pointing to particular books.

Incidents: A teen room nare-do-well was addressed. A patron attending a movie at the library fell –

this is being treated as serious complaint and the Town has been notified. A light bulb exploded.

**Transformation Focus Items:**

**New logo and visual message, New Business, Media Policy, Budget**

**Whippoorwill Hall:** We need a mission statement. This statement will be drafted by our director. Jeanne, Jerry, Jen are members.

**David's report** – we all participated in an exercise to engage BOT members in creating the path to transforming the way the NCPL operates, feels and the services we provide to our community

Team assignments:

Finance Team: John and Scott Stopnik

Services Team: Jeanne and Jennifer

Marketing Team: Jerry Sean David

Facilities Team: MaryBeth, Sean and David

Proposed Scenario: "NCPL is the best library in the country – it's 2016 and there has been a NY Times article announcing all of the amazing assets.... Describe our library"

Samples of the brainstorming the exercise generated are available in attached jpeg, and summarized by Sean and also attached.

The meeting was adjourned at 9:24 pm. Our next meeting will take place January 13, 2014 at 7:30pm.

Respectfully submitted by,

Jennifer Paulson Lee