

# North Castle Public Library

## Library Board of Trustee Minutes – July 14, 2014

Executive Session: Board met in executive session at 6:00PM to discuss the Library Director opening.

Sean Ryan called meeting to order at 7:40PM

### **In attendance:**

**Trustees:** David Charney, Jeanne Lapsker, Jennifer Paulson Lee, Jerry March, Sean Ryan, Scott Stopnik and Mary Beth Weisner

**Resident:** Ilana Adler

**Patron Input:** Ilana Adler asked that the board consider having staff members answer the phone when calls come in rather than the new automated system. The Trustees are looking into her concern.

**Approval of Minutes:** A motion to approve the June Minutes was made by Scott. Jerry seconded the motion. All were in favor.

**President's Report:** Sean reviewed the current financial state of the library which is much improved highlighting opportunities for realignment of budget to address critical needs to improve services to the community.

Sean and Jeanne have been working with the leadership team (Megan – Youth Services, Virginia – Technology/Information Reporting and Edie – Adult Services) to develop the leadership team's knowledge and skills in (1) finance and performance management, (2) the library's relationship with town management and (3) identifying and implementing change opportunities.

Sean and Jennifer have been meeting with town officials to identify needs of the NWP branch. The objective is to encourage town wide effort and investment to improve the NWP facility for that part of our community.

Sean asked for a volunteer to take John Naclerio's role as treasurer (moved out of North Castle) including management of warrant review. Scott Stopnik agreed to assume the role. All supported.

**Approval of Warrant:** Warrant No. 7 for \$26,977.70 was distributed and approved. The warrant included two additions (1) purchase of two Adirondack chairs from Design Within Reach - \$864.00 and (2) payment of three months of cleaning services from Advanced Building Maintenance - \$595.00 per month. Included in the warrant is \$8,322.61 that will be reimbursed by the Friends. Thank you, Friends! Jeanne made motion, Scott second. All were in favor.

### **Votes:**

A motion was made to re-allocate \$15,000 from the Insurance budget line to Materials

as follows: Armonk Adult - \$9K, Armonk Youth - \$3K, NWP Adult/Youth - \$3K. Mary Beth made the motion, Scott seconded. All were in favor.

A motion was made by Scott to re-allocate \$3500 to the office supplies budget line from the Insurance budget line. Mary Beth seconded. All were in favor.

Two proposals for annual HVAC Maintenance were reviewed. ABM was the low bidder and offered double the number of visits for the year. Payment will be made from the Fund Balance. All were in favor.

The meeting was adjourned at 9:20 pm. Our next meeting will take place on September 8, 2014.

Respectfully submitted by,

Jennifer Paulson Lee