

North Castle Public Library

Library Board of Trustee Minutes – Sept 8, 2014

Sean Ryan called meeting to order at 7:35PM

In attendance:

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

North White Plains resident and Trustee Candidate: Stephanie Paul

Town: Barbara W. DiGiacinto

Friends: Marilyn Heimerdinger

Approval of Minutes: A motion to approve the July Minutes made by Jerry. Seconded by Mary Beth. All were in favor.

Approval of Warrant. Warrant No. 8 for \$40,918.09 was distributed and approved. This warrant includes \$16,545.00 for the replacement of the AC unit that supports the Elson Room which was approved to be paid from the Fund Balance by the Town Board. In addition, \$6,504.88 of this warrant will be reimbursed by the Friends of the North Castle Public Library, Inc. Thank you, Friends!!! Jerry made motion, David seconded. All were in favor.

Key Votes:

(1) A **NYS grant application** has been submitted for the following projects:

- Replacement of the AC Unit supporting the Elson Room (\$16,545.00).
- Replacement of the Boiler supporting the Elson Room and Whippoorwill Hall Theater/Lobby/Basement (\$25,769.00).
- Installation of a generator for the Armonk branch (estimate - \$42,350.00).
- Replacing two outside doors in Whippoorwill Hall (estimate - \$6,425.00)
- Replacement of the main entry door on Kent Place with an automatic door – ADA improvement (estimate - \$9,700.00 plus prep and electrical work described below).
- Installation of six study carrels in the Elson Room to provide additional private study space (estimate - \$18,111.00 plus electrical work described below).
- Installation of three fans to help circulate air in the Elson Room and to reduce utility cost (\$1,334.00).
- Renovation of the break/archival room to increase available programming space - primarily for children's programming. This includes prep work for the front entry on Kent Place (estimate - \$32,125.00).
- Carpeting for the break/archival room (estimate - \$1,472.00).
- Installation of electrical service for the automatic door, the ceiling fan and the study carrels (estimate - \$7,385.00).

A motion to approve all projects was made by Mary Beth, seconded by Jennifer including authorization to spend of up to \$162,000 for these projects. All were in favor.

(2) The BOT approved the hours of both branches up to 20% starting this fall using mostly part-time/as needed employees. We would like to announce the expansion for both branches in the fourth quarter. The cost is estimated at \$30K/year. In Armonk, adding evening hours and weekend hours and in NWP, adding Sunday hours. Implementation was delegated to Megan Dean and Edie Martimucci. Jeanne made motion. Mary Beth seconded. All were in favor.

(3) Mary Beth made a motion to approve the hiring of three part-time employees to support extended hour including A. Conte (page) at \$14/hour, C. Genovese (page) at \$11/hour and E. Madsen (librarian) at \$23/hour. David seconded. All were in favor.

(4) The BOT approved an increase in pay for Gabby Madera from \$10/hour to \$12/hour. Motion to approve was made by Jeanne and seconded by Mary Beth. All were in favor.

The BOT had a discussion in executive session.

The meeting was adjourned at 9:20 pm. Our next meeting will take place October 13, 2014.

Respectfully submitted by,

Jennifer Paulson Lee