

# North Castle Public Library

## Library Board of Trustee Minutes – June 8, 2015

The meeting was called to order at 7:30PM

### In attendance:

**Trustees:** Lisa Meyer Chorne, Jeanne Lapsker, Jerry March, Stephanie Paul, Jennifer Paulson Lee, Sean Ryan and Scott Stopnik.

**Library:** Megan Dean, Edie Martimucci

**Town Board Liaison:** Barbara DiGiacinto

**Approval of Minutes:** A motion to approve the May 11, 2015 minutes was made by Jerry and seconded by Lisa. All were in favor.

**Approval of Warrant:** Warrant No. 5 was distributed and approved. The total expenses included in the warrant are \$25,340.60 of which the Friends will be paying for \$9,117.51. Thank you, Friends!! A motion to approve Warrant No. 5 was made by Jerry and seconded by Lisa. All were in favor.

**Marketing:** Jerry reviewed the work he is doing with our leadership team in enhancing our marketing plan and of our use of tools like Constant Contact to better understand our customers and to better communicate with them.

### Key Votes summary:

- Jeanne made a motion and Stephanie seconded to approve hiring 2 seasonal pages - Caleb Brown and Amanda Livingston and 3 hourly pages - Lucy Zastenchik, Gabrielle Orr and Daniela Espinosa. All pages will have starting salaries of \$11.00 per hour and start dates of June 1, 2015. These pages will support our recently expanded hours. All were in favor.
- Jeanne made a motion and Lisa seconded to approve replacement of the AC unit that supports the Armonk Children's Room by ABM A/C and Heating, Inc. at a cost of \$9,175.00. It has failed and must be replaced. All were in favor.
- Jeanne made a motion and Scott seconded to approve the purchase and installation from S. H. Davidson Interiors of blinds for the windows behind the main circulation desk at a cost of \$979.20. Afternoon sun through these windows causes problems for patrons and staff. All were in favor.
- Scott made a motion and Lisa seconded to approve expansion of our cleaning service with ABM from three days to five days per week at a new monthly cost of \$1,195.00. All were in favor.

**Brainstorming Session:** Edie and Megan led a discussion performance metrics and NCPL's current levels of performance in circulation and programming attendance. Total programming attendance is running strong with 53% YTY growth and total circulation is up 2% on an YTY basis. Underneath these results are areas of strength (total programming attendance, NWP circulation/programming and digital circulation) and weakness (Armonk circulation and teen circulation/programming). Critical areas of future work that were discussed – staff development especially in the area of customer service,

enhanced marketing as referenced in the work being assisted by Jerry and the need for better information that better defines changes in customer activity.

The meeting was adjourned at 9:05PM.

Our next meeting will take place on July 13, 2015.

Respectfully submitted by,

Jennifer Paulson Lee