

## **North Castle Public Library**

### **Library Board of Trustees Minutes – February 8, 2021**

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: 7:02 pm

#### **In Attendance :**

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

**Library:** Edie Martimucci, Susan Grieco

**Friends:** Barbara Vircillo

**Town:** Saleem Hussain

#### **Key Votes/Review:**

- **Approval of Minutes for the January 11, 2021 NCPL Board of Trustees meeting** (attached). Thank you, Diane!
  - Diane motioned to approve – Stephanie seconded, all approved
- **Approval of NCPL 2020 Warrant 1** (AP GL Reports are attached). Total expenses included in Warrant 1 are \$37,522.09 of which the Friends are paying \$229.30. Thank you to the Friends for their continuing support! Stephanie Paul has reviewed all invoices in these warrants and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!
  - No questions on Warrant 1. Stephanie motioned, Kim second, all approved
- **Discussion: Planning for upcoming board turnover**

Scott to meet Wednesday prior to Town Board meeting to discuss pending turnover in board members and request expanding the board membership. The bylaws require a minimum of 5 members and a maximum of 9. We have had 5 for several years. Of the current board members, 1 term ends this year (Jeanne), and 2 the subsequent year (Scott and Stephanie), leaving 2 members who have recently joined. All board members agreed we need to increase membership.

Increase in membership will:

- Provide opportunity to have representation from all areas of North Castle after incumbents' term expire
- Allow time for new members to get acclimated before turnover – possibly stagger new members to ensure terms do not expire same year
- Ensure quorum possible – a challenge with only 5 members
- Add new skills and interests to the board (technology and finance skills requested)
- Potential to add members that represent patrons using youth/children library services

There has been interest from the community in joining the board. Anyone joining needs to apply through the process. Scott and Edie will have initial meeting with subsequent meeting with full board. Should there be more applicants than positions, the board may need to vote on candidates.

Onboarding process for new members:

- Need orientation or onboarding process for new board members.
- There are trustee workshops for new board members. Diane and Kim need to attend
- Diane and Kim should be getting WLS emails. They need to be added.
- Edie will provide information on next steps

Scott will report back after board meeting Wed.

- **Discussion - Snow** removal at Armonk. The streets were not cleared. This should have been handled by the parks department. Edie sent pictures to Kevin.
- **Review of NCPL 2020 YTD Revenue and Expense Reports** (attached in two formats through December 31, 2020) – nothing significant.
- **Review of NCPL Performance Metrics** - Will be sent when updated
- **Approval to pay Abbott & Price:** Payment Application #1 in the amount of \$67,364.50 documents attached
  - Architect reviews the work and payment. This is payment 1 for elevator project. There will be a balance. This is the initial payment from the capital account. Scott motioned to approve. Jeanne second, all approved.
- **Approval of Survey** Updated Saturday:

<http://survey.constantcontact.com/survey/a07ehgv0po0kirm5dlx/tmp/questions>

Thank you to Saleem for his work on the survey. The board provided feedback on the questions. Saleem and team will make updates and the board will review and comment via email prior to the March meeting. A final vote will be at the March meeting and is pending these changes.

- **Discussion:** Whippoorwill Hall Green room and Armonk Players update
  - Armonk players will come in and look at area to be cleared out and will determine what can be packed vs remain. There is a question about the risers.
  - What is the timeline? When will this be done?
  - Whippoorwill Hall is not ADA. There is a plan to make this compliant – an enormous project. As we move forward, we are taking ADA into consideration. This area was not meant to be occupied. The library must electrical and HVAC to be Covid compliant. Many items are left on the list
  - Recommendation – do HVAC and electric and let Hudson handle rest
  - Town wants to take on larger project and may not be easy to take on
  - Is this something that needs to be a grant? And we will need to partially fund this.
  - Add potential grants to the March agenda
  - Edie – do bare minimum – Electric and HVAC so we can afford this.

- Not sure what productions Hudson and Armonk players can do this year with Covid. It is a good opportunity to do this project

**Discussion** - Susan – Can we do a plaque for the anonymous funder of the elevator when the work is completed and the donor agrees to be recognized?

Meeting adjourned 8:40. Scott motioned, Jeanne seconded. All approved