



March 14, 2022 Library Board Meeting Minutes

North Castle Public Library
Mar 14, 2022 at 7:00 PM EDT

Attendance

Members Present:

Diane Borgia, Kim Longo, Edie Martimucci, Stephanie Paul, Scott Stopnik

Members Absent:

Brian Harp, Farva Jafri

Guests Present:

Saleem Hussain - Town Board, Barbara Vircillio - Friends of North Castle Library, Susan Grieco - Library

I. Call to Order

The meeting is in person - opened at 7:33 pm

II. Review Meeting Minutes from 2/14/22

 [Library Board of Trustees Feb. 14th Meeting Minutes \(3\).pdf](#)

Motion:

Approve the minutes

Motion moved by Diane Borgia and motion seconded by Stephanie Paul. All approved

III. Review Revenue and Expenses

Approval of NCPL 2021 Warrant 2(AP GL Reports are attached). Total expenses included in Warrant 2 is \$26,824 of which the Friends are paying \$2097.56. Thank you to the Friends for their continuing support! Stephanie Paul has reviewed all invoices in the warrant and supports their approval. Thanks to Abbas Sura and Patrick Ricci for their financial support of NCPL!

 [Lib Rev Exp Feb 2022.pdf](#)

 [Lib AP GL Feb 22.pdf](#)

 [NCPL Revenue & Expense Report \(2020 - 2021\) - Updated 3-02-22 \(1\).xlsx](#)

 [Abbas final highlighted.pdf](#)

Motion:

To approve the warrants.

Motion moved by Stephanie Paul and motion seconded by Scott Stopnik. All approved

Board membership:

We are addressing the need for additional board members due to the pending departure of 2 members 12/31/2022.

We need a background in any of these area: finance, accounting, marketing, legal.

It would be helpful if the new trustees had young members in the household.

Ideally we need 2 new board members now and 1 or 2 later to get to a full slate of 7 members.

The is posted on the town website, announced at the town board meeting.

Actions:

- add to the library website - Edie
- put flyers in the library and in books that are going out - Edie/staff
- post flyer in the library
- Saleem to reach out to personal contacts and Matt Milim

IV. Approval to pay b3 incremental payment of Truss Project

There are two Invoices: #2253 in the amount of **\$5000**
and Invoice 2313 for **\$4055.20**
Each Phase has been completed by b3

 [B3 incremental payment PH 1, PHII.pdf](#)

 [B3 # 2313 North Castle Library Trusses Retrofit.pdf](#)

Motion:

Motion to approve invoice #2253 and #2313

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All in favor

V. Approval of State Report

Summation of 2021 programming, staffing and finances to be submitted to NYS for statistics and NYS funding

 [2022 Survey Report.pdf](#)

Notes:

Edie:

We do have a whistle blower policy - the Town's policy that covers the library.

We do have an assisted technology - 13.1 - for deaf and visual

This was due on March 11. WLS is currently reviewing.

Action:

Board needs to review the document for approval in the April meeting

Review and approval of the summation needs to be added to the agenda for next month.

The vote will be handled after the review.

VI. Performance measures and Door Counters

For Review

 [Door_counters_2022.pdf](#)

 [Armonk NWP Programs February 2022.pdf](#)

This item was skipped due to time constraints.

VII. Elevator Dedication

Scott will prepare a thank you speech.

VIII. Brian Harp Resignation

 [Brian Harp email resignation.pdf](#)

Notes:

Mindy needs to be informed that Brian has resigned

Actions:

Brian's name needs to be removed from the website - Mindy will handle

IX. Salary Increases

Discussion Tabled from February meeting

 [Salaray.increment.2022.BOARD.pdf](#)

Notes:

The salary increase is in the budget.

Salary ranges should be reviewed more frequently.

The hourly employees with get .50 increase.

The professionals will receive a \$1.00 increase.

Motion:

Motion to provide these increases retroactive to January 1, 2022.

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All approved

Notes:

Require that if we pay for education, the person needs to stay 2 years afterwards. If the person leaves before 2 years the money would be clawed back.

The board went into Executive session to discuss this

Motion:

In recognition of the many years of service and the extra effort during the pandemic, we wish to grant a \$5000 bonus to Susan Grieco

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All approved

Motion:

In recognition of the additional responsibilities undertaken during the pandemic we would like to grant a \$5000 bonus to Angela Cooke.

Motion moved by Scott Stopnik and motion seconded by Kim Longo. All approved

X. Review Director Candidates

 [Kathryn Feeley Resume 2022.doc](#)

 [Copy of MPetry Resume \(2\).docx \(1\).pdf](#)

 [Caroline Ford Resume.pdf](#)

Notes:

Candidates must have a certain test score and be on the list

We looked at similar library sizes and community size.

Salary was posted at \$95,000

We are allowed to speak with candidates on the list or transfers.

The candidates were asked the same questions in the first interviews conducted by Scott and Kim.

The board discussed the feedback from the first interviews.

Can we get references? One candidate asked to keep her application confidential at this time.

Next steps:

Schedule second interview

Areas to cover:

- How will the candidate handle employee issues/difficulties?
- During the second interview we need to discuss the five year plan.
- We would like to include the Friends in the process to explain the role of the Friends in the library.

The meeting would be late day for 1 hour in North White Plains.

Focus first needs to be on the vision for the library

Potential dates for second interview - Stephanie and Diane are 4/21, 4/22 or 4/23

Diane and Stephanie will get an email address from WLS for communication to the candidates.

Meeting was adjourned at 9:31 pm