



April 18, 2022 Library Board Meeting Minutes

North Castle Public Library
Apr 18, 2022 at 7:30 PM EDT

Attendance

Members Present:

Diane Borgia, Angela Cooke, Susan Grieco, Farva Jafri, Kim Longo, Stephanie Paul, Scott Stopnik

Guests Present:

Saleem Hussain - Town Board, Barbara Virchillo - Friends of North Castle Library, Sharron Kearney - Katonah Classic Stage, Trent Dawson - Katonah Classic Stage

I. Call to order

7:34 Welcome from Scott.

7:44 - Farva Jafri arrives.

II. Review Minutes

 [March 14, 2022 Library Board Meeting Minutes.pdf](#)

Motion:

Motion to approve the March minutes:

Motion moved by Diane Borgia and motion seconded by Scott Stopnik. All approved

III. Review Warrant 3

(AP GL Reports are attached). Total expenses included in Warrant 3 are \$83,298.55 of which the Friends are paying \$6,778.35. 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 Mar 22 Incl Apr 8 Pmts.pdf](#)

 [Lib AP GL Mar 22 - Incl Apr 8 Pmts.pdf](#)

Motion:

Motion to approve the Warrant 3

Motion moved by Stephanie Paul and motion seconded by Kim Longo. All approved

IV. Performance measures and Door Counters

 [Door counters 2022.pdf](#)

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

Note: Performance measures and Door Counters were not reviewed.

V. Announcement of new Library Director

We do not know the start date for Katherine F. Kevin Hay is hopeful transfer papers will be prepared for the April 27 Town Board meeting. Katherine is required to give 30 days notice to her current position.

The staff has been informed and are all positive about the new director.

VI. Armonk Bathroom Bids and Summary

Please Review, and vote to approve or reject Armonk LL Bathroom bids. Architect is reviewing vetting lowest bids

 [Library Restroom Peter A. Camilli & Sons.pdf](#)

 [Library Restroom S&L Plumbing & Heating.pdf](#)

 [Library Restroom Taconic Remodeling Corp.pdf](#)

 [Library Restroom Vinco Builders.pdf](#)

 [Library Restroom WND Construction Corp.pdf](#)

 [Bid Comparison Summary North Castle Public Library Restroom Alterations.xlsx](#)

 [Library Restroom FC&C Construction.pdf](#)

Note:

These bids do not include materials.

Materials will cost approximately \$8000.

The job needs to be completed by June 2022 prior to the grant expiration.

The lowest bidder is WND Construction. A search by Board members did not find any information on this company. The company needs to be registered to do business in NY.

All bidders are supposed to be capable of doing the work on time and the company must be in good standing.

Having performed a business entity search on the NY Secretary of State web site, we have been unable to find WND Construction as an active corporation. As such, the board has concern that they are an active legal entity that is permitted to do business in NYS.

Task: ([view in OnBoard](#))

Saleem Hussain will contact the Town for more information on the bidders and protocol. Due April 19, 2022 at 10:30 PM EDT.

Motion:

Motion to approve WND Construction as the lowest bid as long as the Town Board can confirm that this is an operating firm registered with the State of NY.

If the Town does not find WND to be suitable, then we would accept the next lowest bidder Vinco Builders.

Motion moved by Scott Stopnik and motion seconded by Diane Borgia. all in favor

VII. Meeting with Katonah Acting Company

Katonah Acting company directors Trent and Sharon will be presenting to the board. Hudson Stage sadly is closing its doors, and are proposing KAC as the new "home" theater company

Sharron Kearney and Trent Dawson are the directors of the Katonah Classics Stage company, a professional non-profit dedicated to producing classic plays. They are requesting to become the theater company in residence at Whippoorwill Hall.

<https://www.katonahclassicstage.com/>

They would like to have a permanent location where they can do 2 productions per year plus readings.

Armonk Players is the community theater that will continue to operate at Whippoorwill Hall.

Virginia shared the calendar for the Fall 2022 with KCS. They would like to do a reading and event to introduce to the community and a Spring 2023 production.

There will be insurance obligation, rental agreement etc drawn up if everyone is in agreement.

The performances by KCS attract a wide demographics of theater goers. They are starting a Shakespeare class for young people, film editing and others classes for young people.

This will not be a large revenue source.

Task: ([view in OnBoard](#))

Pull the last copy of the Hudson Stage agreement. Due April 21, 2022 at 8:00 PM EDT.

Assigned to: Susan Grieco

VIII. Discussion: WLS policy agenda items

Kim Longo will share what she has learned and what we will be doing in this regard moving forward

This was not discussed at the meeting. More information will be communicated via email.

IX. Discussion: Armonk Art Show

The Armonk Outdoor Art Show will take place on October 1 & 2, 2022. Nicole Blum is the new Managing Director of the Art Show and she has some great ideas for the 60th anniversary show!

This year show will be highlighting the connection of the Friends and the Library. Volunteers from the Library will be needed.

X. Discussion: Enhanced security system and policy

 [Incident_03262022184703.PDF](#)

 [Sample Digital Video Surveillance Policy - Scarsdale.pdf](#)

There was an incident in the YA room with kids entering after hours through an open window. A police report was filed.

This was the first occurrence. There is a group of young adults that have been breaking the code of conduct over the last month.

What is the expense of security cameras? The single incident may not warrant the investment.

If there are repeat incidents then this will be escalated as needed. The staff will ensure everything is locked when closing.

We have a new applicant for the Library Board. Steven Harrison is from Armonk. He has a marketing background. Scott has spoken with him. Steven will be presented to the Town Board for approval.

Actions pending from last meeting:

- Brian Harp's resignation - remove Brian from the web site and inform Mindy - Susan/Angela
- Recruiting new board members - Angela and Susan will have someone create a flyer based on info from from Kim.
- NYS report has not been reviewed yet by the WLS

Kim is making a list of items to discuss with Katherine.

Diane will not be able to attend the board meeting on June 13 due to personal travel.

For July 11, Diane is available remotely should the board approve joining via zoom.

She will need a board member to act as interim secretary in her absence..

Motion:

motion to close 9:13

Motion moved by Scott Stopnik and motion seconded by Farva Jafri. All approved