



May 9, 2022 Library Board Meeting Minutes

North Castle Public Library
May 9, 2022 at 7:30 PM EDT

Attendance

Members Present:

Diane Borgia, Susan Grieco, Stephanie Paul, Scott Stopnik

Members Absent:

Farva Jafri, Kim Longo

Guests Present:

Saleem Hussain - Town Board, Barbara Virchillo - Friends of North Castle Library, Angela Cooke - North Castle Library

I. Call to order

Scott called the meeting to order at 7:34 pm.

Farva had informed Scott she would arrive 8:15 at the earliest.

There was a quorum.

II. Review Minutes

 [April 18, 2022 Library Board Meeting Minutes-draft.pdf](#)

Motion:

Motion to approve the final copy of minutes circulated prior to the meeting via email

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

III. Review Warrant 4

(AP GL Reports are attached). Total expenses included in Warrant 4 are \$34,222.99 of which the Friends are paying \$1,774.04. 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 AP GL Apr 2022.pdf](#)

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

Motion:

Motion to approve the Warrant 4.

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

Scott would like a meeting in the first 2 months after the Kathryn arrives. amongst Kim, Abas, and Kathryn to review the finances.

The objective is to gain a common understanding on how things are catalogued. Barbara would like to be included as well.

IV. Performance Measures and Door Counters

 [Door counters 2022.pdf](#)

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

The statistics were not reviewed during the meeting.

Kathryn starts June 6

Angela and Susan should prepare for her arrival.

Diane requested comparison from 2019 – last

V. Discussion: Status of truss project

The last work was in the end of March. The Library Board needs an update. Steve reached out to the contractor. We need updates from Steve and the timeline. B3 looking to complete the drawings to give to library.

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

Get and update from Steve on the truss project. Due June 13, 2022 at 9:45 PM EDT.

VI. Discussion: Status of bathroom project

There is urgency to complete the bathroom project as the grant expires on June 30. All work must be completed by then.

The contractor, WMD never received the contract from North Castle.

Susan had checked with Kevin. The town lawyer has approved the bid. The contract has been with the attorney for 2 weeks this coming Thursday.

Steve notified WMD verbally that they have the contract.

WMD also needs to get the insurance certificate to us

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

Susan needs to contact Kevin and get the name of the town attorney who is reviewing this. Send this information to Scott. Due May 10, 2022 at 5:50 PM EDT. Assigned to: Susan Grieco

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

Check if we can get an extension of the grant. Due May 10, 2022 at 5:50 PM EDT.

VII. Discussion: Status of approved raises/stipends

A memo recommending the raises was sent to the Town. The Town Board is looking for more information prior to giving Susan stipend. They would like to know what she did outside of her job title.

Scott requested Susan to provide him more information.

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

Provide information regarding the stipend to Scott. Assigned to: Susan Grieco

VIII. Discussion: Armonk Outdoor Art Show

Scott suggested we invite Nicole – director of art show to the next Board meeting. We need the vision of 60th show. The theme is the Story of Art. The trustees are needed to staff the exit booth. Last year's trustee participation was sporadic. Both the trustees and library staff are needed to volunteer. The shifts are 3-4 hours each.

IX. Discussion: Katonah Classic Stage Contract

 [Hudson Stage Co. Agreement.pdf](#)

 [Katonah Classic Stage.contract.2022 .pdf](#)

 [Katonah.Classic.Stage.contract.suggestions.2022.pdf](#)

There was an open discussion regarding the contract. It was agreed not to change the fee structure. If the Katonah Classic Stage is successful then we can increase the fee in successive contracts. We can add “fair and reasonable “ for the extra fees. There is no need for security deposit. \$250 – or 10% non-refundable deposit would be ok.

How far in advance did Hudson Players give for scheduling? Virginia will know.

How much notice does KCS need?

Once our contract is completed, Scott will send the contract to KCS.

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

Contact Armonk players to confirm dates they need for Fall 2022.

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

Advise KCS of open dates in October.

The Board needs to determine date for June meeting as Diane is away. If the meeting is held as scheduled, Diane will need an alternative secretary.

Motion:

Motion to adjourn at 8:23

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