



July 11, 2022 Library Board of Trustees Meeting

Minutes

North Castle Public Library
Jul 11, 2022 at 7:30 PM EDT

Attendance

Members Present:

Diane Borgia, Kathryn Feeley, Steve Harrison, Kim Longo, Stephanie Paul, Scott Stopnik

Guests Present:

Saleem Hussain - Town Board, David H. Fromm - Friends of Library

I. Call To Order

Meeting started at 7:34 pm. David Fromm arrived later.

II. Approval of Minutes for June 13, 2022 NCPL Board of Trustees Meeting

 [June 13, 2022 Library Board Meeting Minutes..pdf](#)

Motion:

Motion to approve the minutes

Motion moved by Kim Longo and motion seconded by Scott Stopnik. All accepted - Diane Borgia abstained

III. Review Warrant 6

(AP GL Reports are attached). Total expenses included in Warrant 6 are \$33,113.48 of which the Friends are paying \$350.00. 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 support of NCPL!

 [Lib Ap Gl July 06 2022 \(3\).pdf](#)

 [Lib RevExp July 06 2022 \(1\).pdf](#)

Questions regarding the guidelines and any restrictions regarding what the Friends can fund. For example, can they fund web site development?

Motion:

Approval of Warrant 6

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

IV. Performance Metrics & Door Counters

Comparison of 2019 to 2022 is also included.

 [Door_counters_2022.pdf](#)

 [Program Attendance 2019vs2022 detailed.xlsx](#)

Kathryn's observations:

Children's programming is a significant increase from last year. Children's programs are packed. There are 300 children registered for the summer reading. Adults are more hesitant. She is not sure if it is a hesitancy or if people have just gotten in the habit of online and zoom.

Is part of the reason NWP numbers are down because it appears that the library is closed since the rest of the NCC is still under construction. The senior programs in NCC have not started again.

The programming numbers include zoom.

Saleem asked if we should be concerned and take action yet. We agreed to wait through the summer after vacation season ends.

Other programs are for all ages

Steve - door counter - is this an issue that we are not back to 2019 levels?

Actions we can take - new residents getting library card?

Stephanie request -

- 1) a pop-up on the website that indicates that the NWP library is open
- 2) a sign on the door with a QR code pointing to the library and the programs that are planned
- 3) setup voice mail for NWP

Action - Task for

track age groups that are attending the programs
how many are virtual and how many are in person

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

Track more metrics. Assigned to: Kathryn Feeley

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

Setup voice mail for NWP. Due July 11, 2022 at 7:55 PM EDT. Assigned to: Kathryn Feeley

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

Post a sign on the door with a QR code pointing to the library and the programs that are planned. Assigned to: Kathryn Feeley

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

Add a pop-up on the website that indicates that the NWP library is open.

V. Elevator Maintenance Plan

There is a one year warranty with Otis from 12/13/21 – 12/12/2022. There is an optional annual service contract after the one year warranty period is over.

 [Final Acceptance - North Castle Public Library \(1\).pdf](#)

Need to check on pricing for maintenance from Otis for future years

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

Obtain elevator maintenance pricing. Assigned to: Kathryn Feeley

VI. North White Plains Ramp

- The attached architect drawing is the spec that the library director, town administrator, building inspector, rec superintendent and Steve Gallo met to discuss - all agreed on the design.
- The original contractor quote attached #123 was used to initiate a grant for the project. Once approved, the library went to an architect to spec, because it was over \$20k and the building department would need to see and approve drawings for a building permit.
- Revised quote #177 is from the original contractor based on the architect's specifications.
- If a Trex ramp is requested, the architect will need to spec that out at a cost of \$2,500 attached. There is concern by the architect over the incline on the ramp being slippery when wet (there is a Trex bridge at Wampus Pond that gets slippery).

 [architects drawing.pdf](#)

 [Estimate-123- clove rd 08-17-2020.pdf](#)

 [Estimate- 177 .pdf](#)

There were concerns about the material for the ramp. The most recent quote is for aluminum. Bid #123 was all Trex. Bid #177 is all aluminum. We would like to talk to the contractor to find out why we are switched to aluminum. What is the difference between having Trex vs Aluminum, The architects drawing did not specify a material. Also the quote #177 did not include materials yet #123 includes materials.

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

Request Kevin and the Architect to explain and answer questions above. Assigned to: Kathryn Feeley

VII. Updates

1. Art of Storytelling Fundraiser. Set-Up to begin Wednesday, September 28. Thursday, September 29 and Friday, September 30 the Library will be curbside pick-up with pick-up on the lower level near Children's.
2. Armonk Bathrooms
3. Truss Repair

- 1) The space in Armonk will work. WLS IT will unplug and move computers and reset afterwards. Nicole was very happy with the space. The Friends will help with setup.
- 2) The bathroom grant was extended. Asbestos was found and can be abated in 1 day. The contractor can then return to work. There is no timeline on when the work will be completed. The demolition is done. We need to stay on top of this contractor as he does not seem professional.
- 3) The trusses are going out to bid end of July with 2 weeks. The goal is to complete this by the end of this year. The architect walk through is schedule for July 13 or 14.

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

Publish information on the Art of Storytelling on the Town email and other communications.

VIII. Financial Reports Training - July 14, 12:30 p.m. ZOOM

This training will take place via Zoom and will be presented by Abbas Sura, Director of Finance. The session will be recorded.

Time: Jul 14, 2022 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://northcastleny.zoom.us/j/83476094777?pwd=cnE4OWhiMU52RHd4RElrUG5DTHZnUT09>

Meeting ID: 834 7609 4777

Passcode: 747768

One tap mobile+16469313860,,83476094777#,,,,*747768#

US+16468769923,,83476094777#,,,,*747768# US (New York)

Meeting ID: 834 7609 4777

Passcode: 747768

This has been a challenging area so attendance would be a good idea.

IX. Trustee Education

- Beginning January 1, 2023, each trustee, elected or appointed, of a public library will be required to complete a minimum of two hours of trustee education annually ([Education Law 260-d](#) added by *Chapter 468 of the Laws of 2021*).
- The next WLS Trustee Institute is scheduled for July 21 via Zoom. The topic is long range planning. Registration information is here:

<https://westchesterlibraries.evanced.info/signup/EventDetails?EventId=6473&backTo=Calendar&startDate=2022/07/01>

The training requirement is for 2023. When training is completed then send the certificate to Kathryn for tracking.

Motion:

conclude 8:31

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