



September 12 Library Board of Trustees

Meeting Minutes

North Castle Public Library
Sep 12, 2022 at 7:30 PM EDT

@ North White Plains Library, 10 Clove Road

Attendance

Members Present:

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

Guests Present:

Saleem Hussain - North Castle Town Board, David Fromm - Friends of North Castle Library,
Susan Grieco - Library Staff

Guests Present (Remote):

Todd Hause, Arcari + Iovino Architects (via phone/Zoom)

I. Call To Order

Meeting Started 7:39

II. Introduction of New Board of Trustees Member - Megan Wilt

Welcome to the Board.

III. Approval of Minutes for July 11, 2022 NCPL Board of Trustees Meeting

 [July 11, 2022 Library Board of Trustees Meeting Minutes. \(1\).pdf](#)

Motion:

Motion to approve the minutes:

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

IV. North White Plains Ramp Discussion (Guests: Todd Hause, Arcari + Iovino Architects (via phone/Zoom))

Todd Hause provided more detail responses to questions from the Board Trustees regarding the North White Plains ramp. More information will be provided to Kathryn and Kevin Hay in the upcoming weeks.

V. Review Warrant 7

AP GL Reports are attached. Total expenses included in Warrant 7 are \$25,325.66. Stephanie Paul has reviewed all invoices in the warrant and supports their approval. Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

Please note that Warrant 8 will be produced after the town Board meeting. Warrant 8 will be included in the October Board Packet. This warrant will also better reflect a programming amount for the Friends of the Library regarding reimbursements. Thank you to the Friends for their continuing support!

 [Lib RevExp July 31 2022 \(2\).pdf](#)

 [Lib Ap Gl July 31 2022 \(1\).pdf](#)

There have been discrepancies on the GL report between Friends, Library and Town to the amount of approximately \$24K since January 2022. This may be a result of time differences of the reports where the Friends were not reimbursing the Town for expenses. Some of the expenses may have been coded to the wrong account. Kathryn worked with the Finance department. She received a complete report to identify this issue.

Going forward there will be a monthly reconciliation. This will be up to date through Warrant 8.

Motion:

Motion to approve warrant 7.

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

VI. Performance Metrics & Door Counters

Reports included are as follows: Door Counters (including a comparison of 2022 to 2019), Programs (Including Virtual and In-Person, attendance categorized by age group of Adult, YA, and Children), and Program attendance (including a detailed comparison of 2022 to 2019).

 [Door counters 2022 .pdf](#)

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

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

 [Program Attendance 2019vs2022 .xlsx](#)

Kathryn believes there is a portion of the community that prefers on-line programming. Remote programming is holding steady.

North White Plains used to have Mahjong, English and Chair yoga in person and these are not in NWP anymore. This impacts the door counter as well.

VII. Elevator Maintenance Plan

The cost for a one year maintenance plan is \$3792.21 (reflects a 5% discount if paid in full) or \$332.65 a month (\$3991.80 total for 12 months).

 [North Castle Library - Revised Contract.pdf](#)

Motion:

Motion to approve the maintenance plan. Also to make the payment in full to obtain the 5% discount. The price will increase 4% year over year.

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

VIII. Discussion: Timelines for new Five Year Plan and Other Initiatives

Discussion to create a timeline for completion of a new Five Year Plan and any other initiatives we want to tackle in the near future (i.e. review/revise Bylaws and Policies - one per month).

The board conducted a discussion to prepare for the creation of a Five Year Plan.

- The board needs to look at programming with the friends.
- What services are we providing to in-person population?
- What is the interplay with remote access and physical materials?
- We need to review the platform, the hardware, software and applications

There was a question if the board needs to have separate meetings dedicated to just the 5 year plan.

Idea - running google docs on the plan and tracking to the 5 year plan with dates shared in the board meetings.

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

Five Year Plan action item. Due October 10, 2022 at 8:15 PM EDT. Assigned to: Board of Trustees

IX. Town Board Business Update

Kevin Hay is interviewing a candidate to replace Steve Gallo.

There is a request to have the Town mowing the lawn in the Armonk library.

X. Friends of the Library Update

XI. Library Updates

- Armonk Bathroom
- Approval of Stipends
- 2023 Budget

- North White Plains Community Center Construction Concerns
- NYS Construction Grants - submitted for installation of security cameras at Armonk and North White Plains locations
- Replacement for Steve Gallo
- Truss Project

Kathryn and Saleem provided updates.

XII. Voting Item

I make the recommendation that Amanda Park be hired as an Hourly Page with a start date of September 19, 2022. This recommendation for this additional hourly page position is due to two current hourly pages reducing the number of hours they are able to work each week. Amanda was an intern during the summer and will be an excellent member of the team!

Motion:

Kathryn Feeley made the recommendation to hire Amanda as an Hourly Page

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

XIII. Trustee transition

Scott's term expires with the last meeting being Dec 2022. Stephanie also will be leaving in Dec 2022. A trustee can serve for 2 full terms. We need to fill at least 1 more position.

Motion:

Conclude the meeting 9:32

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

Next meeting is October 10. Columbus Day. In Armonk. We may alternate locations with December in Armonk