



November 14 Library Board of Trustees

Meeting Minutes

North Castle Public Library
Nov 14, 2022 at 7:30 PM EST

@ 19 Whippoorwill Road East, Armonk, NY

Attendance

Members Present:

Diane Borgia, Kathryn Feeley, David Fromm, Susan Grieco, Saleem Hussain, Kim Longo, Stephanie Paul, Scott Stopnik, Megan Wilt

Members Absent:

Steve Harrison

Guests Present:

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

I. Call To Order

Kim called at 7:33

II. Approval of Minutes for September 12, 2022 and October 10, 2022 NCPL Board of Trustees Meeting

 [September 12 Library Board of Trustees Meeting Minutes.pdf](#)

 [October 10 Library Board of Trustees Meeting Minutes..pdf](#)

Motion:

approve September minutes

Motion moved by Megan Wilt and motion seconded by Stephanie Paul. all approved

Motion:

motion to approve October minutes

Motion moved by Megan Wilt and motion seconded by Stephanie Paul. all approved with Diane Borgia abstaining

III. Review Warrant

The AP GL Distribution Report, Revenue/Expense Control Report are attached. Total expenses included in Warrant 9 are \$15,665.05. 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!
The Friends are paying \$6,220.70 (see separate Friends Report - General Ledger TE Account). Thank you to the Friends for their continuing support!

 [Lib RevExp Sept 30 2022.pdf](#)

 [Lib Ap Gl Sept 30 2022.pdf](#)

 [Friends Report Sept-October 2022.pdf](#)

Motion:

approval warrant 9

Motion moved by Kim Longo and motion seconded by Megan Wilt. all approved

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

Kathryn will be reviewing the stipend as it was lower than the expected amount of \$5000 each. Assigned to: Kathryn Feeley

IV. Performance Metrics and Door Counters

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

 [Door counters 2022 .pdf](#)

 [Program Attendance 2019vs2022 .xlsx](#)

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

Please add a column for % on the door counter tracker. Assigned to: Kathryn Feeley

Kathryn is seeing increase in in-person attendance at programs with 238 attendees at the Halloween program in Armonk. People are interested in crafts.

V. Union Contract Update

Susan Grieco, Librarian, will provide an update.

The contract expired 12/31/2021. There has been no movement regarding re-negotiating. Kevin is waiting for the CSEA to discuss. The contracts are 5 years in duration. Susan is the President of the Union. Susan has not yet met with Kevin Hay. Salaries are part of the Library budget.

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

Clarify what the role of the Trustees are in the Union contract negotiations as salaries are a line item on the Library budget. Assigned to: Saleem Hussain

VI. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

The Whistle Blower policy only needs to be reviewed by the Trustees

The budget is up for public hearing on Wednesday.

There will be a Technology Task force working session on Wednesday with interim findings and recommendations. Suggestions impacting the library.

- Calendaring of events
- consistency and consolidation of websites - library and parks are offshoots
- alerting and email list integration
- cybersecurity

Changes to the Ethics disclosure - library trustees only need to sign the disclosure, not list

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

Add Whistleblower Policy to website. Assigned to: Kathryn Feeley

VII. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.

The art show was successful with a net the same as last year. There were more sponsors. Attendance was down 40% thanks to the weather.

VIII. 2023 Holiday Schedule (Voting Item)

 [Holidays 2023.docx](#)

Christmas eve is a holiday because of a union rule. Union people do not work on Saturday.

Motion:

Approve the holiday schedule per modifications for Christmas

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

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

Change the Christmas Eve holiday to the day after Christmas - 12/26. Assigned to:
Kathryn Feeley

IX. Board of Trustees Action Items

- Officer Nominations for the 2023 Calendar Year.
- 2023 Board of Trustees Meeting Schedule.
- Trustee Recruitment.

 [2023 Library Board Meeting Schedule.docx](#)

Kim nominated for President.

Steve Harrison is nominated for Treasurer. This will be an expanded role with more need to oversee budget and interact with the Town and director to be more attentive to the finances.

Megan Wilt is nominated for Vice President.

Diane Borgia is nominated for Secretary

The new slate of officers will be voted on in December.

A flyer was created to be circulated to recruit more Trustees.

The Trustees agreed to keep the meetings on Monday with the change for Columbus day to Oct 16 and February.

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

Add calendar to the website. Assigned to: Kathryn Feeley

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

Review trustee recruitment flyer. Due November 16, 2022 at 8:50 PM EST. Assigned to:
Board of Trustees

X. Library Policies: Collection Management; Privacy and Confidentiality of Library Records

Voting Items

Library Policy: Collection Management Policy

Library Policy: Privacy and Confidentiality of Library Records Policy

 [Collection Management Policy November 2022.docx](#)

 [Privacy and Confidentiality of Library Records Policy.docx](#)

Motion:

Motion to approve both policies

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

XI. Discussion: Five Year Plan

Please email 3 goals using the following templates to the Library Director by the December 2, 2022. These goals will be used to develop the Five Year Plan. A timeline of the 5 Year Plan Process is attached.

 [GoalTemplatesforLongRangePlan.pptx](#)

 [5 Year Plan Timeline.docx](#)

Idea...what would the media say about this 5 year plan.

All Trustees, Angela, Sue and Kathryn need to be involved. The staff should be asked.

We can have a separate meeting to discuss outside of the board.

Saleem and the community can participate in the planning.

The first 5 year plan meeting would be Tues 1/17 6-8 pm in Armonk. This will be an open forum and include pizza.

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

schedule meeting for 1/17 6-8 pm. Assigned to: Kathryn Feeley

XII. North White Plains Ramp

Amended drawing with TREX materials is attached.

 [2030 A.100 - 11.08.22 \(1\).pdf](#)

XIII. Truss Project

The re-bid of project was approved by the Town Board. Director is coordinating with the office of the Town Clerk office to put the project out to bid.

XIV. For the Good of the Order (Other Business)

Motion:

adjourn 9:13 pm

Motion moved by Megan Wilt and motion seconded by Scott Stopnik. all approved