



# September Library Board of Trustees Meeting

## Minutes

North Castle Public Library  
Sep 11, 2023 at 7:00 PM EDT

@ 19 Whippoorwill Road East, Armonk

### Attendance

#### Present:

Members: Diane Borgia, Annie Gala, Kim Longo, Dean Roseti, Megan Wilt

Guests: Kerri Kazak - NC Ethics Board, Charity Lunder - NC Ethics Board, Saleem Hussain - Liaison  
- NC Town Board, Kathryn Feeley - NCPL Director, David Fromm - Friends of the NCPL

#### Absent:

Members: Steve Harrison

#### I. Call To Order

The meeting was called to order at 7:06 pm.

#### II. Board of Ethics Presentation

Kerri Kazak explained that the Library Trustees need to comply with the NC Code of Ethics even though they are volunteers. The Trustees and guests watched a video that provided more details on the Code of Ethics.

This presentation and document are available on-line on the Town website. If there are any questions pertaining to the Code of Ethics there is a process to request an Advisory Opinion.

The Library Trustees are not required to file an annual ethics disclosure. This disclosure was provided when the Trustee was appointed to the Library Board.

#### III. Approval of July 2023 Minutes

 [July 2023 Library Board of Trustees Meeting Minutes.pdf](#)

#### Motion:

Motion to approve the July 2023 minutes:

Motion moved by Diane Borgia and motion seconded by Megan Wilt. All in favor - the motion is passed.

#### IV. Review Warrants

The Revenue/Expense Reports for July and August 2023 is attached.

Total July expenses were **\$148,713.27**

Total August expenses were **\$82,032.41**

Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

The Friends Reports are as follows (see separate Friends Report - General Ledger TE Account).

Expenses for July were \$2,312.64

Expenses for August were \$10,547.17

Thank you to the Friends for their continuing support!

 [Lib RevExp Jul 2023.pdf](#)

 [Lib RevExp Aug 2023.pdf](#)

 [TE \(Friends\) Report July 2023.pdf](#)

 [TE \(Friends\) Report August 2023 .pdf](#)

Kathryn clarified the Trustees questions.

**Motion:**

Motion to approve warrants for July - 7 and Aug - 8

Motion moved by Kim Longo and motion seconded by Dean Roseti. All in favor - the motion is passed.

V. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem provided an update:

- The Long Term Plan was presented to the Town Board and well received.

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

How can e-readers be loaned?. Assigned to: Kathryn Feeley

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

Request for Trustees. Assigned to: Saleem Hussain

VI. Friends of the Library Update

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

David provided an update:

- The Friends Board authorized an additional \$10,000 donation for the Library which came from the Geffen Fund. Thank you to the Friends and Susan Geffen for their continued generosity.

7,500 of the donation will be for used for benches in the Armonk entry way and \$2,500 will be for additional museum passes.

## VII. NCPL Updates

1. Armonk Bathrooms
2. NWP Ramp
3. Truss Project
4. Summer Reading Wrap Up
5. 2nd Annual School Supply Drive

Kathryn provided an update:

- Felix Barrios was instrumental in ensuring the finishing touches were all completed. This allowed for the completion of the Armonk bathrooms and to pass inspection.
- The bids were posted for the NWP ramp and at least 5 were received. Kathryn will get the bids from Allison so the Trustees can vote on them. The Board discussed the need for oversight during constructions and who would be best suited to provide this oversight.
- Truss Project - The Town voted to award the contract to Graham Restoration. There needs to be a walk through either before or after library hours. B3 needs to provide the cost for the additional oversight. Kathryn has requested clarification from the Town as to who is paying for this work given it is a Town building. The library may need to be partially or fully closed during the work. Kathryn will contact Kevin and B3 and schedule walk through.
- Summer Reading Wrap Up - Participation was outstanding - double last year's numbers
- 2nd Annual School Supply Drive - 168.2 pounds of schools supplies were donated to the Community Center of Northern Westchester

## VIII. Long Range Plan

 [NCPL LRP Final Version.pdf](#)

There was an additional slide added to the LRP addressing tracking the progress against the LRP.

The LRP needs to now be published to the Library website and emailed to the community.

There was a discussion regarding a new Instagram page for the Library and improvements to the Library calendar. Any calendar functionality changes need to

integrate with the Town's website. Saleem will follow up to get the status of the Town website.

All NC Boards are required to have a Zoom option to accommodate extenuating circumstances.

IX. Performance Metrics and Door Counters

 [Door Counters 2023.pdf](#)

 [Adult Programs August 2023.xlsx](#)

 [Children's programs August 2023.xlsx](#)

The door counters are up consistently.

The Board would like to see more teen focused programs in NWP such as games.

X. For the Good of the Order

1. October Meeting Date Change
2. Art Show Volunteers

The October meeting is scheduled for October 16.

The Trustees have filled the requested Art Show volunteer time slots.

There was an open discussion regarding maintenance of the Armonk Library grounds.

There was an open discussion on additional library staff positions and the requests to increase programming.

The meeting was adjourned 9:15 pm