



January Library Board of Trustees Meeting

Minutes

North Castle Public Library

Jan 8, 2024 at 7:00 PM EST

Attendance

Present:

Members: Diane Borgia (remote), Annie Gala (remote), Steve Harrison (remote), Kim Longo (remote), Dean Roseti (remote)

Guests: Saleem Hussain – Liaison - NC Town Board (remote), Kathryn Feeley - NCPL Director (remote)

Absent:

Members: Megan Wilt

Guests: David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order at 7:04 pm via zoom.

II. Approval of December 2023 Minutes

 [December Library Board of Trustees Meeting Minutes-draft.pdf](#)

Motion:

Motion to approve the December 2023 minutes.

Motion moved by Diane Borgia and motion seconded by Kim Longo. The motion was approved by all.

III. Review Warrants

The Revenue/Expense Report for December 2023 is attached. Total expenses were \$***** (report is pending).

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

The December 2023 warrant did not match the finance report. Kathryn has requested finance to regenerate the reports. The Trustees will review the December 2023 warrants and finance report during the February meeting.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

The new Town Supervisor and Town Board members have been sworn in.
The first Town Board meeting is scheduled for 1/10/24. The liaisons will be assigned during this meeting.
Saleem will outline the liaison process for the Library procedures manual.

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.
The Friends Report for December 2023 is attached. Expenses for December were \$***** (report is pending).
Thank you to the Friends for their continuing support!

David Fromm was not present. The Friends Report for December 2023 will be reviewed during the February Library Board meeting.

VI. NCPL Updates

1. Building Updates
 1. Armonk: Truss and Mold Remediation
 2. NCCC Exterior Ramp
2. Human Resources Update
 1. Receipt of resignation of Kevin Mills.
 2. Receipt of resignation of Susan Kramer.
 3. Motion to hire Jake Harvey, Hourly Librarian I.
3. Long Range Plan
4. 2024 Fol de Rol
5. AdHoc Updates

- Building Updates
 - The mold remediation is completed and the root cause addressed.
 - Truss project:
 - Change orders 3 and 4 - enclosing the ridge headers and prepare for painting: Town Board Councilman Jose Berra questioned the cost of these change orders and asked for additional quotes from other companies. This has delayed the completion of the Truss project. Kathryn has emailed Kevin Hay a summary of her research to consolidate with his findings. Saleem requested a copy of Kathryn's research prior to the 1/10 Town Board meeting.
 - NCCC Ramp:
 - The Town Board needs to approve the bid for the ramp. The grant expires June 2024. All work must be complete by then.

- The Town Attorney approved using the second lowest bidder for the NCCC Ramp based on the Library Trustees recommendation.

Human Resources:

- Two Hourly Librarian I staff members tendered their resignations. A replacement Hourly Librarian I candidate has been identified. Funding for a Full-Time Librarian I staff member was part of the 2024 budget request.
- 3. Long Range Plan
 - Dean is working with Kathryn on the dates for the plan. These dates will be discussed at the February Board meeting.
- 4. Fol De Rol
 - Megan has ideas she will present in February.
- 5. AdHoc updates
 - Kathryn met with Kevin Hay, and Joe Rende, the new Town Supervisor and briefed them on the library activities.
 - An updated version of the Code of Ethics was distributed via email to all Trustees for their review.

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

Watch Book Club Webinar on Financing and Managing Construction Projects. Due February 12, 2024 at 5:00 PM EST. Assigned to: Annie Gala, Diane Borgia, Megan Wilt, Steve Harrison

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

Building projects - Town Board action items. Due January 10, 2024 at 5:00 PM EST. Assigned to: Saleem Hussain

Motion:

Motion to hire Jake Harvey as hourly Librarian I.

Motion moved by Kim Longo and motion seconded by Dean Roseti. The motion was approved by all.

VII. Performance Metrics and Door Counters

1. Door Counters
2. Adult Programs
3. Children's Programs

 [Door Counters 2023.pdf](#)

 [Adult Programs 2023 .xlsx](#)

 [Children's programs 2023.xls](#)

- The Trustees requested totals for the summary counts for door counters.
- The Trustees decided to create a short narrative highlighting the Library Programming and Door counters to be presented to the Town Board twice per year.

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

Create a narrative on Door Counters and Programming for Town Board. Assigned to: Steve Harrison

VIII. For the Good of the Order

The Trustees had nothing to add.

Motion:

Motion to adjourn the meeting at 8:17 pm.

Motion moved by Kim Longo and motion seconded by Steve Harrison. The motion was approved by all.

NCA Adult program stats 2023

In-person - ARM	#	people	#	people	#	people	#	people	#	people	#	people	#	people	#	people	#	people	#	people	#	people	#	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Adult Coloring											4	5	4	7	5	2	4	6	2	4					19	24
Adult Summer Reading Kick-Off											1	3													1	3
Art History w/ Val Franco			2	11	1	7	2	20	2	33	2	36	2	18	2	20	2	14	2	11	2	18	2	7	21	195
Avian Illuminations											1	1													1	1
Bridge					3	20	4	32	5	20															12	72
Chair Yoga			3	22	3	44	4	38	3	43	3	46	4	59	2	28	2	28	3	53	4	64	2	41	33	466
Chess Club											2	26	2	13	2	13	3	22	2	17	2	15	2	8	15	114
Christmas Concert																						1	27	1	27	
Community Puzzle											1	22	1	50	1	41	1	39	1	20					5	172
Craft w/ Virginia	1	15	2	23	1	13					1	10	1	12	1	15	1	13	1	9	1	12	1	8	11	130
Current Affairs Bookclub			1	2	1	5	1	4																	3	11
Demystifying Healthcare																					1	10			1	10
Earring Making													1	16	1	30									2	46
Friday Film w/ Val Franco	1	12	1	10	1	10	1	12	1	12	1	8	1	6	1	5	1	2	1	6	1	3	1	9	12	95
Funniest Moments in Film																					1	7			1	7
Funny Program About Funny Programs																	1	20							1	20
Gallery Reception			1	20					1	15					1	12			3	63					6	110
Geneology Research									2	7															2	7
Grab-n-go	1	45			1	30	1	60			1	60											1	88	5	283
Knitting	6	54	6	64	8	78	7	54	8	88	8	71	9	67	9	61	8	41	4	43	6	17	7	23	86	661
Master Gardener															1	14									1	14
Meditation			3	13	3	14	4	9	3	10	3	16	4	31	2	9	2	14	3	19	4	28	2	20	33	183
Mysterious Death of Edgar Allan Poe																			1	4					1	4
Painting w/ Virginia					2	22	3	32	2	16	3	33	2	20	3	25	2	18	2	17	2	24	1	10	22	217
Special - Cooking Class							1	4	1	6															2	10
Understanding Medicare															1	12									1	12
Whippoorwill Hall	3	190	1	27	4	428	4	289	8	569	9	790	5	395	3	185	5	225	12	989	3	231			57	4,318
	12	316	20	192	28	671	32	554	36	819	40	1127	36	694	35	472	32	442	37	1255	27	429	20	241	355	7212

Virtual	#	people																							TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Armonk Readers Bookclub	1	11	1	14	1	11	1	15	1	16			1	12							1	10	1	10	8	99
Art History w/ Val Franco	2	166																							2	166
Chair Yoga	5	238																							5	238
Current Affairs Bookclub	1	7	1	4	1	5		4													1	5	1	5	5	30
Friends Author Series	0	0	1	133	1	71	1	33	1	98	1	98													5	433
How to use eBay	1	45																							1	45
Italian Language	3	57																							3	57
Meditation	3	47																							3	47
Pelvic Health	2	26	1	15	2	28	2	24	2	24															9	117
Whippoorwill Hall			1	133	1	71	1	33																	3	237
	18	597	5	299	6	186	5	109	4	138	1	98	1	12	0	0	0	0	0	0	2	15	2	15	29	966

Hybrid	#	people																							TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Armonk Readers Bookclub											1	20			1	12	1	21	1	13					4	66
Current Affairs Bookclub									1	7	1	8	1	8	1	8	1	5	1	5					6	41
Pelvic Health											2	11	1	6											3	17
									1	7	4	39	2	14	2	20	2	26	2	18	0	0	0	0	13	124

North White Plains	#	people																							TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Non-Fiction Book Club	1	11	1	12	1	9	1	11	1	7	1	8	1	7	1	9	1	10	1	11	1	11	0	0	11	106
Chair Yoga	0	0	0	0	0	0	3	14	5	35	4	35	3	25	3	30	4	32	4	33	4	40	1	8	31	252
Tai Chi	0	0	0	0	0	0	2	22	5	44	4	24	0	0	0	0	0	0	2	11	5	23	1	4	19	128
Saturday Matinee Movie Club	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5	1	10	0	0	2	15
Summer Reading - Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	8	0	0	0	0	0	0	0	0	1	8
	1	11	1	12	1	9	6	47	11	86	9	67	4	32	5	47	5	42	8	60	11	84	2	12	64	509

Summer Reading - Adult Registration ARM*	112
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NCPL Door Counter 2022 & 2023

Door Counter 2022		
	Armonk	NWP
January	3,027	1,325
February	2,831	1,876
March	4,885	2,416
April	6,374	2,380
May	3,562	2,297
June	6,168	2,368
July	7,026	3,154
August	3,335	3,105
September	5,173	2,708
October	3,838	2,756
November	4,070	2,748
December	2,603	1,916
TOTAL	52,892	29,049
		81,941

Door Counter 2023		
	Armonk	NWP
January	3,562	2,414
February	3,473	2,395
March	3,927	2,578
April	4,107	3,057
May	4,467	3,343
June	7,782	3,787
July	4,766	4,705
August	4,612	3,995
September	5,081	3,941
October	6,651	2,897
November	3,020	3,268
December	2,687	2,304
TOTAL	54,135	38,684
		92,819

2022 vs 2023			
Armonk	% +/-*	NWP	% +/-*
535	118%	1,089	182%
642	123%	519	128%
-958	80%	162	107%
-2,267	64%	677	128%
905	125%	1,046	146%
1,614	126%	1,419	160%
-2,260	68%	1,551	149%
1,277	138%	890	129%
-92	98%	1,233	146%
2,813	173%	141	105%
-1,050	74%	520	119%
84	103%	388	120%

*Percentages under 100% indicate a decrease in foot traffic.
Percentages over 100% represent an increase.