

February 2023 Library Board of Trustees Meeting

North Castle Public Library

Feb 13, 2023 at 7:00 PM EST to Feb 13, 2023 at 8:30 PM EST

19 Whipoorwill Rd East, Armonk, NY

Agenda

I. Call to Order

II. Approval of Minutes from December 12, 2022 NCPL Board of Trustees Meeting

III. Review Warrant

The AP GL Distribution Report, Revenue/Expense Control Report are attached for December 2022. Total expenses are \$30,655.34. Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

The Friends are paying \$7,963.45 (see separate Friends Report - General Ledger TE Account). Thank you to the Friends for their continuing support!

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

V. Friends of the Library Update

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

VI. NCPL Update

Armonk Bathrooms

Finance Software Change

North Castle Community Center Multipurpose Room

Sewer Repair

Staff Vacancies - Letter to Town Board

Truss Project

VII. Policies

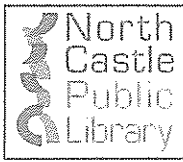
Voting Items:

- Museum Pass Policy (with revisions discussed in December)
- Bulletin Board Policy

VIII. Long Range Plan

IX. Performance Metrics and Door Counters

X. For the Good of the Order



February 2023 Library Board of Trustees

Meeting Minutes

North Castle Public Library
Feb 13, 2023 at 7:00 PM EST

@ 19 Whipoorwill Rd East, Armonk, NY

Attendance

Present:

Members: Diane Borgia, Kathryn Feeley, David Fromm, Annie Gala, Susan Grieco, Saleem Hussain, Kim Longo, Dean Roseti, Megan Wilt


Absent:

Members: Steve Harrison

I. Call to Order

7:03 pm

II. Approval of Minutes from December 12, 2022 NCPL Board of Trustees Meeting

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

need to modify- clean up attendees and caps
keep separate notes doc with details


Motion:


with modifications

Motion moved by Megan Wilt and motion seconded by Dean Roseti. all approved

III. Review Warrant

The AP GL Distribution Report, Revenue/Expense Control Report are attached for December 2022. Total expenses are \$30,655.34. Thank you to Abbas Sura and Patrick Ricci for their support of NCPL! The Friends are paying \$7,963.45 (see separate Friends Report - General Ledger TE Account). Thank you to the Friends for their continuing support!

 [Lib Ap Gl Dec 22 Jan 6 2023 \(1\).pdf](#)

 [Lib RevExp Dec 22 Jan 6 2023 \(1\).pdf](#)

 [Friends Report Dec 2022.pdf](#)

Friends

L is Library Operating Fund

TE are Friends funded

Town converted to new financial reporting system. Therefor we do not have Jan-Feb reports.

We will ask Abbas to have an overview on the new system

Motion:

Approval of warrant 12 for \$30,655.34

Motion moved by Kim Longo and motion seconded by Annie Gala. All approved

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

The Town Technology Task Force has been asked to evaluate how the town can connect better with the residents. The library is one of the most important touch points. The task force and Saleem would like feedback. Another point was the use of OnBoard for meeting minutes vs the current process of using Drop Box. The Town would like to know if there are better ways to share information.

Are there options to get a different OnBoard licensing model?

There is a need for residents to have more transparency for other board meetings.

V. Friends of the Library Update

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

A letter was sent to town board that the town is neglecting the library. David has not heard anything back. Kevin Hay runs the process for hiring.

Saleem will get information regarding where

What is the status of finding the replacement library grounds keeper?: ([view in OnBoard](#))

What is the status of finding the replacement library maintenance staff?. Assigned to: Saleem Hussain

VI. NCPL Update

Armonk Bathrooms


Finance Software Change

North Castle Community Center Multipurpose Room

Sewer Repair

Staff Vacancies - Letter to Town Board

Truss Project

 [Draft Letter to Town Board re Groundskeeper .docx](#)

The bathroom did not pass inspection. There is a list of items that need to be redone. The contractor is not acting professionally and has poor workmanship. The architect has been contacted and is aware of the issues. Partial payments have been withheld. The North Castle Community Center Multi-purpose room. Matt Trainor - Parks and Recs - the library can be in control of this room and can schedule it. The room is basically finished. The fire alarm system was changed and there is some repainting that is required, The latches in the kitchen are not working properly. This is the last item from the punch list. There is a committee that is looking at the usage of this room. Susan will track the number of requests for this room and what the policies should be. This will be just during library hours. There is an open question about insurance. The town attorney should also be informed.

There have been multiple maintenance issues with library facilities.

Motion:

Motion to approve sending letter to

Motion moved by Megan Wilt and motion seconded by Dean Roseti. all approved

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

create community room usage policy. Assigned to: Kathryn Feeley, Kathryn Feeley, Susan Grieco, Susan Grieco

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

Check with Town Attorney regarding community room usage. Assigned to: Kathryn Feeley

VII. Policies

Voting Items:

- Museum Pass Policy (with revisions discussed in December)
- Bulletin Board Policy

 [Museum Pass Policy January 2023 \(1\).docx](#)

 [Bulletin Board Policy .docx](#)

Motion:

Motion to approve Museum Pass Policy document with modifications.

Motion moved by Diane Borgia and motion seconded by Megan Wilt. All approved

Motion:

Motion to approve Bulletin board policy with modifications


Motion moved by Diane Borgia and motion seconded by Megan Wilt. all in favor

VIII. Long Range Plan

A letter was received suggesting a toy lending library. This already exists. She also asked about the Italian club.

Board meet to have internal meeting March 6 to collate and summary -6-8
then send to public and ask for more info
second workshop in NWP

IX. Performance Metrics and Door Counters

 [Program Attendance 2019vs2022.xlsx](#)

 [Door counters 2022 \(DEC\).pdf](#)

X. For the Good of the Order

Until further notice Dean will be the acting Treasurer.

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

Request the Town update the Website with the current board members. Assigned to:
Kathryn Feeley, Saleem Hussain

Motion:

Adjourn 8:59 pm

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