

## **February Library Board of Trustees Meeting**

North Castle Public Library

Feb 12, 2024 at 7:00 PM EST to Feb 12, 2024 at 8:30 PM EST

19 Whippoorwill Rd East, Armonk, NY 10504

Meeting Details: <https://northcastleny.zoom.us/j/84228241305>

### **Agenda**

#### **I. Call To Order**

#### **II. Approval of January 2024 Minutes**

#### **III. Review Warrants**

The Revenue/Expense Report for December 2023 (Warrant 12) is attached. Total expenses were \$243,438.36.

The Revenue/Expense Report for January 2024 (Warrant 1) is attached. Total expenses were \$132,383.02.

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

#### **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.

The Friends Report for December 2023 is attached. Expenses for December were \$2,181.12.

The Friends Report for January 2024 is attached. Expenses for January were \$1,841.41.

Thank you to the Friends for their continuing support!

#### **VI. NCPL Updates**

1. Building Updates
  1. Armonk: Truss
  2. NCCC: Exterior Ramp
  3. NCCC: Interior improvements
  4. Security Camera Grants and Bid Process
  5. Smart Boards
2. Human Resources Update
  1. Motion to hire Linda Surovich, Hourly Librarian I.

#### **VII. Trustee Updates**

1. Long Range Plan
2. Fol-del-Rol

3. Trustee Recruitment

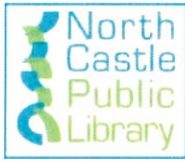
**VIII. Engineering firm for Capital Improvements: Investigation and Hiring**

**IX. Performance Metrics and Door Counters**

1. Program Highlights
2. Door Counters
3. Adult Programs
4. Children's Programs

**X. Public Comment**

**XI. For the Good of the Order**



# February Library Board of Trustees Meeting

## Minutes

North Castle Public Library  
Feb 12, 2024 at 7:00 PM EST

@ 19 Whipoorwill Rd East, Armonk, NY 10504

### Attendance

#### Present:

Members: Diane Borgia, Annie Gala (remote), Steve Harrison (remote), Dean Roseti, Megan Wilt  
Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian, Charity Lunder - Friends of the NCPL, David Fromm - Friends of the NCPL

#### Absent:

Members: Kim Longo

#### I. Call To Order

The meeting was called to order at 7:02 pm by Megan Wilt who led the meeting.

#### Task:

#### II. Approval of January 2024 Minutes

 [January 2024 Library Board of Trustees Meeting Minutes.pdf](#)

#### Motion:

Motion to approve the January 2024 minutes.

Motion moved by Diane Borgia and motion seconded by Dean Roseti. The motion was approved by all with Megan Wilt abstaining.

#### III. Review Warrants

The Revenue/Expense Report for December 2023 (Warrant 12) is attached. Total expenses were \$243,438.36.

The Revenue/Expense Report for January 2024 (Warrant 1) is attached. Total expenses were \$132,383.02.

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

 [UPDATED Revenue Expense Report Dec 2023.pdf](#)

 [Revenue Expense Report Jan 2024.pdf](#)

 [Friends Report January 2024.pdf](#)

David Fromm provided an update:

- The Community has requested that the library hours to be returned to pre-pandemic hours

This is in line with the Library Long Range Plan.

Discussion followed:

- Discussed the budget, hours and staffing level pre-pandemic versus current.
- Kathryn explained the Civil Service hiring process.
- Discussed how to best answer the communities questions regarding the hours and the Library's plans to address this request.

David also requested more clarity in the Library communication regarding the Armonk closure to ensure the Community is accurately informed of the timeline and situation.

Friends Warrants -

- December - The museum passes are incredibly popular. Thank you Friends for the support.
- January - The warrants consisted of standard orders and museum passes.

**Task:**

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

Update the Library website to provide current status of the Armonk Closure. Due February 26, 2024 at 5:25 PM EST. Assigned to: Kathryn Feeley

## VI. NCPL Updates

1. Building Updates
  1. Armonk: Truss
  2. NCCC: Exterior Ramp
  3. NCCC: Interior improvements
  4. Security Camera Grants and Bid Process
  5. Smart Boards
2. Human Resources Update
  1. Motion to hire Linda Surovich, Hourly Librarian I.

1) Truss project - Thank you Saleem for intervening in the Truss project. Graham Restoration is returning on 2/14 complete the work on the ridge headers Expected completion is 2/22. Felix will paint and the entire area will receive a deep cleaning. The staff has been doing a great job juggling space to continue providing library services. Reopening is expected in March.

1. Program Highlights
2. Door Counters
3. Adult Programs
4. Children's Programs

 [Door counters 2024.pdf](#)

 [Adult Programs 2024.xlsx](#)

 [Children's Programs 2024.xlsx](#)

Program highlights - There were 145 attendees at the animal program. The Chess club continues to be popular and an instructor scheduled. Susan Grieco noted that NWP served as alternative location for patrons during Armonk branch renovation closure.

#### X. Public Comment

Public comments:

1) Please clarify the timeline to get extra library hours.

- Kathryn provided additional detail and described the overall process.

2) Please provide more detail on the timeline and background for the construction project in Armonk that necessitated a closure.

- A discussion followed on how to improve the communication around the closure. An action was assigned to update the Library website to reflect the current status.

#### XI. For the Good of the Order

Additional information was provided about the Composting - food waste recovery in town with a request to highlight this in the Library.

##### **Motion:**

A motion was made to adjourn the meeting at 8:43pm.

Motion moved by Megan Wilt and motion seconded by Steve Harrison. The motion was approved by all.



## NCPL Door Counter 2023 & 2024

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	<b>54,135</b>	<b>38,684</b>
		<b>92,819</b>

Door Counter 2024		
	Armonk	NWP
January	2,687	2,746
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTAL	<b>2,687</b>	<b>2,746</b>
		<b>5,433</b>

2023 vs 2024			
Armonk	% +/-*	NWP	% +/-*
-875	75%	332	114%

\*Percentages under 100% indicate a decrease in foot traffic.

NCA Adult program stats 2024

In-person - ARM	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
Adult Coloring	1	1													0	0
Art History w/ Val Franco	1	1													1	1
Cello Concert	2	32		1											2	32
Chair Yoga	2	8													2	8
Chess Club	1	13													1	13
Community Puzzle															0	0
Craft w/ Virginia															0	0
Current Affairs Bookclub															1	1
Earring Making			1													0
Find Your Inner Yogi			1	6												4
Friday Film w/ Val Franco	1	4	1												1	24
Gallery Reception	1	24													1	38
Grab-n-go			1	38											1	38
Knitting	9	35													2	17
Meditation	2	17													1	12
Painting w/ Virginia	1	12													1	12
Story Teller															0	0
Whippoorwill Hall	4	264													4	264
Writer's Workshop				3												4
	24	410	4	44	4	0	0	0	0	0	0	0	0	0	28	448

Virtual	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
Armonk Readers Bookclub	1	13													1	13
Friends Author Series	1	42													1	42
Whipporwill Hall															0	0
	2	55	0	0	0	0	0	0	0	0	0	0	0	0	1	42

Hybrid	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
Armonk Readers Bookclub	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

North White Plains	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
Non-Fiction Book Club	1	10													1	10
Chair Yoga	2	18													2	18
Tai Chi	0	0													0	0
Saturday Matinee Movie Club	1	8													1	8
Essential Oils Workshop	0	0	1												1	0
Essential Oils Sugar Scrub	0	0	0	1											1	0
Summer Reading - Adult	0	0	0	0											0	0
	4	36	1	0	1	0	0	0	0	0	0	0	0	0	6	36

Summer Reading - Adult Registration ARM\*



NCA children's program stats 2024

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
ARM Ages 0-5																
Toddler Yoga	1	14													1	14
Let's Groove	1	41													1	41
Bounce the Baby	2	50													2	50
Mother Goose															0	0
Science Lab grab-n-go	1	25													1	25
Free Play															0	0
Sensory Play															0	0
	5	130	0	0	0	0	0	0	0	0	0	0	0	0	5	130

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
ARM Ages 6-12																
Grab-n-Go	2	256													2	256
Afternoon Activity															0	0
Scavenger Hunt															0	0
Wildlife Show & Tell															0	0
Science Club	1	10													1	10
															0	0
															0	0
															0	0
															0	0
	3	266	0	0	0	0	0	0	0	0	0	0	0	0	3	266

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
ARM Teen																
Grab-n-go															0	0
Board Game Club															0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
NWP Youth																
Toddler Yoga	2	55													2	55
123 Sing With Nancy	4	86													4	86
Mother Goose Story Time	5	90													5	90
Bounce the Baby	3	34													3	34
Preschool Story and Craft	1	22													1	22
Play and Learn	0	0													0	0
Freestyle	0	0													0	0
Lunch Bunch	4	38													4	38
Drop In Craft	4	70													4	70
Lego	0	0													0	0
Take Home Crafts	4	182													4	182
	27	577	0	0	0	0	0	0	0	0	0	0	0	0	27	577

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
NWP Teen																
Take Home Crafts - TEENS	0	0													0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Program Name	# people												TOTAL SESSIONS	TOTAL PARTICIPANTS		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
NWP Non-Library Sponsored Programs	1	50													1	50
Non-Library Sponsored Programs																