

March 2023 Library Board of Trustees Meeting

North Castle Public Library

Mar 13, 2023 at 7:00 PM EDT to Mar 13, 2023 at 8:30 PM EDT

10 Clove Rd, North White Plains NY 10603

Agenda

I. Call to Order

II. Approval of Minutes

III. Review Warrants

Reports not received from Finance as of 3/9/23 3:30 P.M. KF note: will upload once received.

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

1. Furniture and Upgrades for North Castle Community Center
 1. Wishlist - Finalize
2. Staff Vacancies Update
3. Truss Project Bid Period
4. NWP Ramp Bid
5. Armonk Bathrooms
6. Armonk Sewer Issues
7. Outreach Efforts
 1. Frosty Day
 2. Art Show - Saturday, September 29 and Sunday October 1
 3. Nametags

VII. Long Range Plan

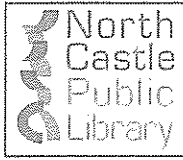
Review notes from 3/6/23 and document draft.

Next Meeting Date.

VIII. Performance Metrics and Door Counters

This section includes:

1. Door Counter metrics



March 2023 Library Board of Trustees Meeting

Minutes

North Castle Public Library
Mar 13, 2023 at 7:00 PM EDT

@ 10 Clove Rd, North White Plains NY 10603

Attendance

Present:

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

Guests: Kathryn Feeley - NCPL Director, David Fromm - Friends of the NCPL Liaison, Susan Grieco - NCPL

Absent:


Members: Steve Harrison

Guests: Saleem Hussain - NCPL Town Board Liaison

I. Call to Order

The meeting was called to order at 7:15.

II. Approval of Minutes

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

Motion:

The February minutes were reviewed and approved.

All approved.

III. Review Warrants

Reports were not received from Finance as of 3/9/23 3:30 P.M.

There has been a delay in receiving warrants due to a new system implementation. This has not impacted the bill payments. The invoices were reviewed and approved by the acting Treasurer.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

This agenda item was tabled. Saleem was not in attendance.


V. Friends of the Library Update

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

David is still waiting for a response to his letter to the Town regarding the Groundskeeper.

VI. NCPL Update

1. Furniture and Upgrades for North Castle Community Center
 - o Wishlist - Finalize
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 [Wishlist: North Castle Community Center.docx](#)

1. Furniture and Upgrades for NCCC

The Trustees discussed the wish list and provided feedback to Kim.

2. Staff Vacancies Update

An offer letter will be sent out tomorrow for a new Groundskeeper. This person is available to start immediately. He will take care of the inside and out of Armonk and NWP inside. The NCCC grounds are handled by recreation.

The Librarian 1 position is being canvassed.

The Assistant Director position is going to the Town Board for approval.

Kathryn is working on staffing the positions.

3. Truss Project Bid Period

A firm came by to review the truss. Bids are due on 3/20. This is the third time this project has gone to bid.

4. NWP Ramp Bid

This bid will go out once the Groundskeeper starts. The ramp is part of a grant.

5. Armonk Bathrooms

Payment to the contractor will be withheld pending the satisfactory inspection.

6. Armonk Sewer issues

There was another backup today - the 5th or 6th backup. Sewer Heroes scoped the line. Multiple items have been flushed down the toilet.

The toilet will be replaced by a high pressure toilet. The current toilet is not meant for commercial use.

The staff may need to keep this bathroom locked and have patrons request the key.

7. Outreach Efforts

A resident had approached the Board via email to suggest that the Library Board be more visible at Town events.

Megan volunteered to compile a list of Town events for our review.

VII. Discussion Topic


Plans for the North Castle Community Center

The Trustees discussed various ideas for the usage of the NCCC and how to best leverage the available space for the library.

VIII. Long Range Plan

Review notes from 3/6/23 and document draft.

Next Meeting Date.

 [Draft: North Castle Public Library Long Range Plan 2023-2028.docx](#)

The next meeting on the Long Range Plan will be Tues 4/18 - 6-8.

A communication to be sent to those present at the initial meeting was reviewed and finalized. Kim will send the communication via email.


IX. Performance Metrics and Door Counters

This section includes:

1. Door Counter metrics
2. Program attendance (categorized by Adult, Teen, Children)
3. Detailed program attendance 2023 compared to 2022.

 [Door Counters 2023.pdf](#)

 [Armonk NWP Programs Jan February 2023.pdf](#)

 [Program Attendance 2022vs2023 detailed \(3\).xlsx](#)

NWP door counter is up since 2022.

The library is moving to more in person programs.

X. For the Good of the Order

The first meeting of the Technology Committee will be 3/16. Annie Gala volunteered to attend as the Library Board liaison.

Motion:

Adjourned 8:44

All approved