

March Library Board of Trustees Meeting

North Castle Public Library

Mar 11, 2024 at 7:00 PM EDT to Mar 11, 2024 at 8:30 PM EDT

10 Clove Road, North White Plains, NY 10603

Meeting Details:

<https://northcastleny.zoom.us/j/85796992789?pwd=MWlxWWxvU0xCbEtJTWluYkNhNURWZz09>

Agenda

I. Call To Order

II. Approval of February 2024 Minutes

III. Review Warrants

The Revenue/Expense Report for Warrant 3 is attached. Total expenses were \$35,161.88.

The 2023 Revenue/Expense Report for 2023 is also attached.

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 Warrant 3 is attached.

Expenses were \$6,045.

Thank you to the Friends for their continuing support!

VI. NCPL Updates

1. Truss (Armonk)
2. Armonk Building Updates: theatre sink, deep cleaning, exterior lighting, solar lights, outdoor spring cleanup
3. Ramp (NWP)
4. NWP Building Updates: painting, changing table, garbage cans, and other upgrades
5. NCCC Meeting Room Form - Susan Grieco
6. Smart Boards
7. State Report
8. National Library Week, April 7-13

VII. Trustee Updates

1. Fol-de-Rol, June 6-9 2024
2. Trustee Recruitment

VIII. Long Range Plan

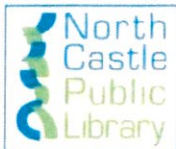
IX. Program Metrics and Statistics Review, 2017-2019, 2023

X. Evening Hours

XI. Performance Metrics and Door Counters

XII. Public Comment

XIII. For The Good of the Order



March Library Board of Trustees Meeting

Minutes

North Castle Public Library
Mar 11, 2024 at 7:00 PM EDT

@ 10 Clove Road, North White Plains, NY 10603

Attendance

Present:

Members: Annie Gala, Steve Harrison (remote), Kim Longo, Dean Roseti, Megan Wilt

Guests: Kathryn Feeley - NCPL Director, Susan Grieco - NCPL Librarian, Angela Cooke - NCPL Asst. Director

Absent:

Members: Diane Borgia

Guests: Saleem Hussain - North Castle Town Board Liaison, David Fromm - Friends of the North Castle Library President

I. Call To Order

Meeting called to order at 7:05pm.

II. Approval of February 2024 Minutes

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

Motion:

Motion to approve February 2024 Minutes

Motion moved by Steve Harrison and seconded by Megan Wilt. All approved.

III. Review Warrants

The Revenue/Expense Report for Warrant 3 is attached. Total expenses were \$35,161.88.

The 2023 Revenue/Expense Report for 2023 is also attached.

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

 [Lib Rev Exp 2023.pdf](#)

 [Lib Rev Exp Warrant 3 \(Feb to Mar 2024\).pdf](#)

It was noted that Warrants do not follow month-to-month dates. Kathryn will contact Town Finance to have reports run on true month dates going forward.

Megan noted Lib Processing Charges line at 39.58%. This is due to Baker & Taylor covering books for us. Will assess budget line going forward.

Kim noted income exceeding expectations from Whipporwill Hall.

Motion:

Approval of Warrant 3

Motion to approve moved by Dean Roseti and seconded by Annie Gala. All in favor - motion passed.

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

Touch base with finance for true month-to-month reports. Assigned to: Kathryn Feeley

IV. Town Board Business Update

Councilmember Saleem Hussain unable to attend tonight.

V. Friends of the Library Update

Friends of the Library President David Fromm was not in attendance.

The Friends Report for Warrant 3 is attached.

Expenses were \$6,045.

Thank you to the Friends for their continuing support!

 [Friends Report Feb to March 2024.pdf](#)

VI. NCPL Updates

1. Truss (Armonk)
2. Armonk Building Updates: theatre sink, deep cleaning, exterior lighting, solar lights, outdoor spring cleanup
3. Ramp (NWP)
4. NWP Building Updates: painting, changing table, garbage cans, and other upgrades
5. NCCC Meeting Room Form - Susan Grieco
6. Smart Boards
7. State Report
8. National Library Week, April 7-13

 [NCCC Rental Form Version 1.docx](#)

 [NCCC multipurpose rm rental agreement SG Version 2.pdf](#)

1. Truss (Armonk) - Kathryn updated website with end of March opening date. Work experienced delay due to worker being out sick. Painting and carpet cleaning to follow.
2. Armonk Building Updates - Exterior lighting outside of Whipporwill Hall has been updated and solar lights have been added. Felix will strip paint spilled in the stage sink in Whipporwill Hall. It was proposed that a staff member assess the space after usage going forward. Outdoor spring clean up to be scheduled end of March/early April.
3. Ramp - preconstruction meeting was held last Wednesday. One final check on insurance and bonds. Vinco will be sending construction timeline shortly.

4. NWP Building Updates - a changing table has been installed in the men's room, Felix has begun hallway painting (nearly complete).
5. NCCC Meeting Room Form - updating to incorporate Recreation Dept management of gym. Annie to help implement website version of the form.
6. Smart Boards are installed in both branch locations. Need access point boosters at Armonk location to improve wireless connectivity.
7. State Report - meeting with Abbas prior to submitting to WLS. Anticipate Board vote in April.
8. National Library Week - ordering goodies and giveaways for patrons and staff.

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

Room Rental Form - implement dynamic version online. Assigned to: Annie Gala

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

Remind Matt that the trash/recycling containers at the entrance of the NWP branch need to be relocated. Assigned to: Kathryn Feeley

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

Power wash NCCC after ramp construction. Assigned to: Kathryn Feeley

VII. Trustee Updates

1. Fol-de-Rol, June 6-9 2024
2. Trustee Recruitment

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

Trustee availability for Fol-de-Rol. Assigned to: Megan Wilt

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

Contact Matt Milim re: Trustee recruitment being included in monthly message. Due March 28, 2024 at 3:55 PM EDT. Assigned to: Steve Harrison

Task:

Review Trustee Recruitment informational email and flyer. Assigned to: Kim Longo

1. Fol-de-Rol - Ask David if Friends would like to be involved.
2. Trustee recruitment - National Library Week promotion

VIII. Long Range Plan

Dean reports meeting with Kathryn. Library staff doing much of the background work to facilitate data collection and facilities auditing.

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

Send Dean engineering consultant information. Assigned to: Kathryn Feeley

IX. Program Metrics and Statistics Review, 2017-2019, 2023

 [Statistics 2017,2018, 2019, 2023.xlsx](#)

Extended metrics reviewed with intention to present concise review to Friends in April regarding pre-Covid vs current programming and hours offered.

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

Meeting with Saleem. Assigned to: Kathryn Feeley

X. Evening Hours

 [Evening Hours Narrative 2024.docx](#)

 [EveningHoursExpensesMarch2024BoardMeeting.xlsx](#)

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

DRAFT Presentation for Friends regarding their request to increase hours and programming. Due March 22, 2024 at 9:10 PM EDT. Assigned to: Kathryn Feeley

To accomplish increased hours will require staffing approval from Town and Civil Service as follows Excel document attached.

Also cannot currently hire new staff until library union contract is finalized.

XI. Performance Metrics and Door Counters

 [Door counters 2024.pdf](#)

 [Adult Programs 2024 .xlsx](#)

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

XII. Public Comment

XIII. For The Good of the Order

Motion to adjourn meeting at 9:15pm by Annie. Seconded by Steve. All approved and motion passed.

Annie proposes using AI for note-taking at meetings. She will send out information for us to review.

In-person - ARM	# 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																					0	0		
Art History w/ Val Franco	1	1	1	3																	2	4		
Cello Concert					1																1	1		
Chair Yoga	2	32	3	67																	5	95		
Chess Club	2	8	2	27																	4	35		
Community Puzzle																					0	0		
Craft w/ Virginia	1	13	1	15																	2	28		
Current Affairs Bookclub																					0	0		
Earring Making			1	31																	1	31		
Find Your Inner Yogi			1	6																				
Friday Film w/ Val Franco	1	4	1	6																	2	10		
Gallery Reception	1	24																			1	24		
Grab-n-go			1	38																	1	38		
Knitting	9	35	8	31																	17	66		
Meditation	2	17	3	29																	5	46		
Movie Screening																								
Painting w/ Virginia	1	12	1	23																	2	35		
Story Teller																					0	0		
Whippoorwill Hall	4	264																			4	264		
Writer's Workshop				3																				
	24	410	23	276	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47	680

Virtual	# 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												
Armonk Readers Bookclub	1	13																			1	13		
Friends Author Series	1	42																			1	42		
Whippoorwill Hall																					0	0		
	2	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	42

Hybrid	# 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												
Armonk Readers Bookclub		1	11																		1	11		
	0	0	1	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	11

North White Plains	# 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												
Non-Fiction Book Club	1	10	1	9																	2	15		
Chair Yoga	2	18	3	22																	5	40		
Tai Chi	0	0	0	0																	0	0		
Saturday Matinee Movie Club	1	8	0	0																	1	8		
Adult Craft with Virginia	0	0	1	10																	1	10		
Essential Oils Workshop	0	0	1	6																	1	6		
Essential Oils Sugar Scrub	0	0	0	0	1																1	1		
Summer Reading - Adult	0	0	0	0																	0	0		
	4	36	6	47	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	83

Summer Reading - Adult Registration ARM*

