

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=MWIxWWxvU0xCbEtJTWluYkNhNURWZz09

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.
 - 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 availibility 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

X 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.

NCA Adult program stats 2024

In-person - ARM		people		people		people		people		people		people		people		people		people		people					TOTAL SESSIONS	TOTAL PARTICIPAN
Adult Calada	JAN		FEB	-	MAR	-	APR		MAY		JUN		JUL		AUG		SEPT	-	ОСТ	-	NOV		DEC	-	-	
Adult Coloring			-		-	-				105	-						-	-			1000		-		0	
Art History w/ Val Franco	1	1	1	3							-													-	2	
Cello Concert					1					5837															1	
Chair Yoga	2	32	3	67					1000	10000															5	
Chess Club	2	8	2	27						ALC: UNIVERSE															4	
Community Puzzle										1000															0	
Craft w/ Virginia	1	13	1	15					1000													199.2	1		2	
Current Affairs Bookclub										10000															0	
Earring Making			1	31					To delicate	THE REAL PROPERTY.				anna S											1	
Find Your Inner Yogi			1	6						TO STATE OF		20.00		- 8							230	92.2				
Friday Film w/ Val Franco	1	4	1	6					(1) hard													The same			2	
Gallery Reception	1	24							100000	10000											110000000000000000000000000000000000000				1	
Grab-n-go			1	38																				1	1	
Knitting	9	35	8	31	1				100000												1000	100.00		1	17	
Meditation	2	17	3	29					219mistage		1										12700	1000			5	
Movie Screening									10000																-	
Painting w/ Virginia	1	12	1	23							1										0.000	5153.00			2	
Story Teller	-		-	-	-		-		300000		1					-	-						-		0	
Whippoorwill Hall	4	264		-	-	-		-	-	-							-							1	4	26
Writer's Workshop		204	-	-	3	-	-			-	-		-				-	-		-		-	-	 	 	
Trice 3 Workshop	24	410	23	276	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47	680
		-120	1 23						10		10		-					1 0	-				10	1		
Virtual	#	people				1			T		T						Г						1	1	TOTAL SESSIONS	TOTAL PARTICIPAN
	JAN		FEB		MAR		APR		MAY	100	JUN		JUL		AUG		SEPT		ОСТ	-	NOV	E	DEC			
Armonk Readers Bookclub	1	13								W 100 / 100												100000			1	
Friends Author Series	1	42	1		1				100													100000	-	1	1	Annual State of Contract of Co
Whipporwill Hall	1		-		_						_												1	1	0	
771110001111111111111111111111111111111	2	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	42
		- 33	-			-	-				10		-	-			1 0	1 0	0 1			1 0	10	-	1 -	1
Hybrid	#	people		T				T	T		T												Г	Π	TOTAL SESSIONS	TOTAL PARTICIPAN
	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV	Concella	DEC	1		
Armonk Readers Bookclub			1	11		1			100000	Material S											500	1000			1	
	0	0	1	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	11
											-			1000												
North White Plains	#	people		I	T						T							I				1		T	TOTAL SESSIONS	TOTAL PARTICIPAN
	JAN	-	FEB		MAR	1	APR		MAY	04-20-0	JUN		JUL		AUG		SEPT	1	OCT		NOV		DEC			
Non-Fiction Book Club	1	10	1	9		1			10000	00000	1							1						1	2	
Chair Yoga	2	18	3	22														1						-	5	
Tai Chi	0	0	0	0		-				100 E C 100	-				-		-	-							1 0	
Saturday Matinee Movie Club	1	8	0	0	-	-			-	-		-		-		-	-	-					-	-	1	
Adult Craft with Virginia	0	0	1	10	-				-		-		-				-	-		-	-	-	-	1	1	the same of the sa
Essential Oils Workshop	0	0	1	6	-	-	-		-		-	-	-		-		-	-			-	-	-		1	
ssential Oils Worksnop	0		0		1	-	-			-	-	-					-	-		-		-	-	-	1 1	
	0	0		0	1				1														1	-		
ummer Reading - Adult	0	0	0	0							1	1					1	1							0	

Summer Reading - Adult Registration ARM*

NCA children's program stats 2024

Program Name	#	people						I					1											I	TOTAL SESSIONS	TOTAL PARTICIPANTS
- ARM Ages 0-5	JAN		FEB		MAR		APR		MAY	No.	JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Toddler Yoga	1	14	2	55					100000	Name of Street			1	-	11100		1				-	1000			3	6:
Let's Groove	1	41	2	83	+	1	-	1	-			-	1	-	-	-	1	-				-	-	-	3	
Bounce the Baby	2	50	1 5	183	1	-		-	-	-	-	-		-	-	-	-					-	_	-	7	
Mother Goose		1	1	1	1	+	+	-	100000	-	-	-	-	-	-	-	-	-		-			-	-	0	
Science Lab grab-n-go	1	25	2	35	-	-	-	-	200		-	-			-	-	-	_		-				-		
Free Play	1	123		33	-	-	-	-	-	-	-	-	-	-	-	-	-	-			-			_	3	
Sensory Play		-	+	-	+-	-	-	-	-		-	-	-		-	_	_			_				-	0	
Jensory Play		-	-	+	-	-		-	100000	1000	-	-	-			_	-				Search .			_	0	
		-	-	-	-	-		-	1000000	-	-		-													
	-	-	-	-		-		-																		
	5	130	11	356	0	D	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	486
	1 6		_			-							,				,						,		·	7
Program Name		people																							TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Ages 6-12	JAN	_	FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Grab-n-Go	2	256	4	376																					6	63
Afternoon Activity										1000												1000			0	
Scavenger Hunt									ST. 1855	100											New York	50500			0	
Wildlife Show & Tell			1	145					183393	70000		1									10000				1	14
Science Club	1	10	1 1	12					20100														-		2	
				1				-					-									_			0	
			1	+	1			-				-	-			-		-			-	-		-	0	
			-	-	-	-	1	777-100	1		-	-	-	-		-		-		-	A Land			-	0	
		-	+	-	+	-	-		-	-	-		-	-	-	_								-	U	
		_	-	-	+	-	-	-	-		_	-	-	_							100	Service !	_			
	-		-		+	-			-												million of					
	3	266	6	533	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	799
		-	_			1			_		_	-			-		,,							_		,
Program Name	#	people	-	-	-	-																			TOTAL SESSIONS	TOTAL PARTICIPANT
ARM Teen	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC			
Grab-n-go									30,000																0	
Board Game Club									100000	of Majorica												file in			0	
			1		1					0011															0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A CONTRACTOR OF THE CONTRACTOR			311030			-		-			-	-				-	-									
Program Name	H	people	T	T	I														-						TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Youth	JAN		FEB	1	MAR		APR		MAY	100	JUN		JUL		AUG		SEPT		OCT		NOV	Estimate 1	DEC		101712 020010110	101/12/17/11/10/17/11
Toddler Yoga	2	55	1	37	1	_			1				100				-	-				-	0.0	-	3	9
123 Sing With Nancy	- 4	86	3	120	-	-		_			-	-	-	-	-	-								-	7	
Mother Goose Story Time	5	90	4	70				-	2000				-	-	-	-						-	_	-	9	
Bounce the Baby	3	34	3	25	-			-	-		_	-	-		-	-	-	-	_	-	-			-		
Preschool Story and Craft	1	22		53	-	-	-	_	-				-		_							- , -		_	6	
			2		-		-		10000	1900															3	
Play and Learn	0	0	0	0	-				-																0	
Freestyle	0	0	0	0	-				-																0	
Lunch Bunch	4	38	3	22	-				-																7	
Drop In Craft	4	70	5	88					1000	S												140			9	
Junior Chefs	0	0	1	20					45	10015												96			1	
Kids Crafts	0	0	2	24						0											988				2	2
	0	0	1	20																	1001				1	
Lego	4	182	5	246																					9	
					1																					
				T man	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57	130
	27	577	30	725	0											-	-	-		-			_			
	27	577	30	725	1 0	1 0																				
	27	577 people	30	725					1															1	TOTAL SESSIONS	TOTAL PARTICIPANT
Take Home Crafts			FEB	725	MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC		TOTAL SESSIONS	TOTAL PARTICIPANTS
	#			725							JUN		JUL		AUG		SEPT		ОСТ		NOV		DEC		TOTAL SESSIONS	TOTAL PARTICIPANTS

NCPL Door Counter 2023 & 2024

Door C	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									

Door Counter 2024									
	Armonk	NWP							
January	2,687	2,746							
February	2,346	2,985							
March	2,815	3,358							
April									
May									
June									
July									
August									
September									
October									
November									
December									
TOTAL	7,848	9,089							
		16,937							

2023 vs 2024										
Armonk	% +/-*	NWP	% +/-*							
-875	75%	332	114%							
-1,127	68%	590	125%							
-1,112	72%	780	130%							

Percentages over 100% represent an increase.

^{*}Percentages <u>under</u> 100% indicate a decrease in foot traffic.