

April 2023 Library Board of Trustees Meeting

North Castle Public Library

Apr 10, 2023 at 7:00 PM EDT to Apr 10, 2023 at 8:30 PM EDT

19 Whipoorwill Road East

Agenda

I. Call to Order

II. Approval of Minutes

III. Review Warrants

Reports not received from Finance as of 4/6/23 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. Staff Vacancies Update

1. Assistant Director

1. Voting Item: Motion to approve the hiring of Angela Cooke, Assistant Director, recommended by appointing authority, Director Kathryn Feeley, effective March 23, 2023.

2. Librarian 1

1. Interviews completed.
2. Next steps.

3. Groundskeeper: Felix Barrios, start date April 3, 2023.

2. Truss Project - Bid Received

3. Armonk Bathrooms

4. Armonk Sewer Issues

5. North White Plains Ramp - Bid Timeline

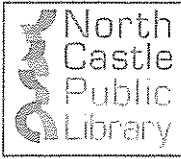
6. Whipoorwill Hall

VII. Long Range Plan

Next Meeting is Tuesday, April 18, 2023, Armonk Location, 6-8 p.m.

VIII. Performance Metrics and Door Counters

This section includes:



April 2023 Library Board of Trustees Meeting

Minutes

North Castle Public Library
Apr 10, 2023 at 7:00 PM EDT

@ 19 Whippoorwill Road East

Attendance

Present:

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

Guests: Saleem Hussain - Town Board Liaison, Kathryn Feeley - Director NCPL, David Fromm - Friends of NCPL, Susan Grieco - NCPL


Absent:

Members: Steve Harrison, Megan Wilt

I. Call to Order

The meeting began at 7:01 pm.

II. Approval of Minutes

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

Motion:

Motion to approve the minutes.

Motion moved by Diane Borgia and motion seconded by Annie Gala. The motion was approved by all.

III. Review Warrants

Reports were not received from Finance as of 4/6/23 3:30 P.M. Kathryn Feeley will upload the Warrants once received.

The new system is still not ready to generate Warrants. The Treasurer has reviewed and approved all invoices received to date. Payments are being made.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

A Groundskeeper has been hired.

The North Castle Community Center build-out issues are resolved except for one small item. The final payment is pending final completion.

Saleem was informed that the lines on the pickle ball courts were laid incorrectly. This will be referred to the Town Recreation department.

V. Friends of the Library Update

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

There were no updates.

VI. NCPL Update

Staff Vacancies Update

1) Assistant Director

Voting Item: Motion to approve the hiring of Angela Cooke, Assistant Director, recommended by appointing authority, Director Kathryn Feeley, effective March 23, 2023.

2) Librarian 1

Interviews completed.

Next steps.

3) Groundskeeper: Felix Barrios, start date April 3, 2023.

Other items

1. Truss Project - Bid Received
2. Armonk Bathrooms
3. Armonk Sewer Issues
4. North White Plains Ramp - Bid Timeline
5. Whippoorwill Hall

Motion to approve Angela Cooke as Assistant Director:

Motion moved by Kim Longo and motion seconded by Annie Gala. The motion was approved by all.

Staff Vacancies Update

Assistant Director

Voting Item: Motion to approve the hiring of Angela Cooke, Assistant Director, recommended by appointing authority, Director Kathryn Feeley, effective March 23, 2023.

Librarian 1

Interviews completed. A candidate was offered the position and the appointment has been included for the next Town Board meeting.

Groundskeeper: Felix Barrios, start date April 3, 2023. A WLS email address is pending.

Truss Project - One bid was received. Kathryn will send it to the architect, B Cubed Engineering, for review.

Armonk Bathrooms - Construction continues to fail inspection. A meeting is pending with the contractor. The third payment is pending satisfactory completion of the project.

Armonk Sewer Issues - The new high-power toilets have been received. The last sewer incident damaged the carpet in the teen room. An insurance claim will be filed.

North White Plains Ramp - Bid Timeline - This is going to bid with a 3 week time period.

Whippoorwill Hall - Katonah Classic Stage is rehearsing.

Add a message on the Library website to welcome new Groundskeeper and congratulate promotions; Assistant Director and Librarian 1.

Kim met with Susan Geffen regarding NCCC community room ideas.

Susan Grieco will be handling scheduling for the NCCC community room. No final decision has been made regarding who schedules the gym to avoid conflicts with recreation activities..

The new Groundskeeper is full time and has been very helpful in handling issues since he started.

VII. Long Range Plan

Next Meeting is Tuesday, April 18, 2023, Armonk Branch, 6-8 p.m.


Kim, Annie and David can't make the Long Range Planning meeting. It will still be held with Diane, Dean and Megan representing the Trustees.


VIII. 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 March 2023.pdf](#)

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

The metrics are following the same trend. March had a few bad weather days and sewer issues in Armonk that impacted the door counts.

A few programs are being added in NWP.

All the programs have been during the day. Kathryn is investigating how to add an evening program and potentially add another evening to be open.

IX. NCCC Multipurpose Room Policy

Voting Item: NCCC Multipurpose Room Policy

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

There is an open question on how the insurance should be handled. Should the room renter be required to provide a rider via their personal policy vs using the Town's insurance policy? The Town needs to weigh in on the need for insurance. The multipurpose room rental policy should be in line with the usage of other Town facilities. There was additional discussion of the form.

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

What are the requirements for insurance for any private parties renting the Community Center Room?. Assigned to: Kathryn Feeley, Kathryn Feeley

X. For the Good of the Order

Motion:

Appoint Dean Roseti as Treasurer.

Motion moved by Kim Longo and motion seconded by Diane Borgia. The motion was approved by all.

The meeting was adjourned at 8:06 pm.