

May 2023 Library Board of Trustees Meeting

North Castle Public Library

May 15, 2023 at 7:00 PM EDT to May 15, 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

The Trial Balance (previously AP GL Distribution) Reports and Revenue/Expense Reports for January, February, March, and April 2023 are attached. Total expenses are:

January 2023: \$32,175.56

February 2023: \$85,774.88

March 2023: \$52,087.32

April 2023: \$25,503.67

Total: \$195,541.43

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

The Friends Reports are as follows (see separate Friends Report - General Ledger TE Account).

January 2023: \$150.00

February 2023: \$3,994.05

March 2023: \$5,338.81

April 2023: \$4,618.69

Total: \$14,101.55

Thank you to the Friends for their continuing support!

IV. NCCC Multipurpose Room Policy (Voting Item)

V. 2022 State Report (Voting Item)

VI. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

VII. Friends of the Library Update

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

VIII. NCPL Updates

1. Armonk Building Updates
 1. Bathrooms - Upstairs and Downstairs
 2. Sewer/Plumbing

3. Cleaning Company
4. Whippoorwill Hall - Katonah Classic Stage and Armonk Players
2. NWP Building Updates
3. Truss Project - Graham Restoration

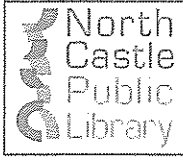
IX. Long Range Plan

X. 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.

XI. For the Good of the Order



May 2023 Library Board of Trustees Meeting

Minutes

North Castle Public Library
May 15, 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: Saleem Hussain - NC Town Board Liaison, Kathryn Feeley - Director NCPL, Susan Grieco - NCPL

Absent:

Members: Steve Harrison

Guests: David Fromm - Friends of NCPL

I. Call To Order

Call to order at 7:02 pm.

II. Approval of Minutes

 [April 2023 Library Board of Trustees Meeting Minutes.docx](#)

Motion:

Motion to approve the minutes.

Motion moved by Diane Borgia and motion seconded by Annie Gala. All approved.
Megan Wilt abstained as she was not in attendance at the April meeting.

III. Review Warrants

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-  [Trial Balance/Voucher Detail Actual January 2023.pdf](#)
-  [Trial Balance/Voucher Detail Actual February 2023.pdf](#)
-  [Trial Balance/Voucher Detail Actual March 2023.pdf](#)
-  [Trial Balance/Voucher Detail Actual April 2023.pdf](#)
-  [Rev Expense Jan 2023.pdf](#)
-  [Rev Expense Feb 2023.pdf](#)
-  [Rev Expense Mar 2023.pdf](#)
-  [Rev Expense Apr 2023.pdf](#)
-  [Friends TE Jan2023 .pdf](#)
-  [Friends TE February 2023 .pdf](#)
-  [Friends TE March 2023.pdf](#)
-  [Friends TE April 2023.pdf](#)

Motion:

Motion to accept the warrants 1-4.

Motion moved by Dean Roseti and motion seconded by Megan Wilt. All approved.

Setup a meeting with Abbas Sura to understand the new financial system and reports generated.: (view in OnBoard)

Setup a meeting with Abbas Sura to understand the new financial system and reports generated. Assigned to: Kathryn Feeley

IV. NCCC Multipurpose Room Policy (Voting Item)

 [MultiPurpose Rental Form May 2023.docx](#)

The Board discussed the final edits to the rental form.

Motion:

Motion to approve the NCCC Community Room Rental Form pending the changes discussed.

Motion moved by Megan Wilt and motion seconded by Kim Longo. All approved.

V. 2022 State Report (Voting Item)

 [2022 State Report NCA.PDF](#)

The Board discussed the State Report. Kathryn explained the differences between 2021 and 2022.

Motion:

Motion to approve the 2022 State Report with the changes suggested if possible. An address was incorrect, a Trustee name was not included, and a Trustee's continuing education hours needed to be updated.

Motion moved by Kim Longo and motion seconded by Megan Wilt. All approved.

VI. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Notes from Saleem Hussain:

- Pickleball Court - There will be an additional set of lines drawn to create a regulation court. The smaller courts will be used when appropriate.

The library will schedule use of the gym only when rented in conjunction with the NCCC Community Room.

- Open gym was discussed. The Recreation Department is exploring time slots for Fall 2023.
- NCPL Website - Annie Gala has agreed to join the Town's Technology Committee as the NCPL liaison.


VII. Friends of the NCPL Update

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


David Fromm was not present.

VIII. NCPL Updates

1. Armonk Building Updates
 1. Bathrooms - Upstairs and Downstairs
 2. Sewer/Plumbing
 3. Cleaning Company
 4. Whippoorwill Hall - Katonah Classic Stage and Armonk Players
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3. Truss Project - Graham Restoration

 [TRUSS BID 22 FEB 2023.pdf](#)

 [Library Truss Bid-Graham Restoration.pdf](#)

 [Library Truss Bid 2023 comparison sheet.pdf](#)

Bathrooms:

Ongoing plumbing issues were discussed. Additional signage will be placed. Felix Barrios, Library Groundskeeper, will provide the repairs necessary for the two lower-level bathrooms to pass inspection.

Cleaners:

There has been a change in the Library cleaning staff.

Katonah Classic Stage:

Katonah Classic Stage informed Kathryn Feeley that the performance season was a success.

NWP CC:

The list of items needed to be completed in the Community Center was discussed. Kathryn is looking into the possibility of using grant money for an AV screen in NWP. A smart board may be more functional.

Truss project:

The bid was reviewed by the architect. The engineering firm had questions for the contracting firm. The advantages of hiring of a project manager were discussed, and the Board will investigate this further.

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

Truss project Project Management. Assigned to: Kathryn Feeley

IX. Long Range Plan

Work on the long range plan continues.

A meeting is scheduled for Monday 5/22 at 6pm. The goal is to present a draft of the plan at the June meeting and approve a final version in July.

X. 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 April 2023.pdf](#)

 [Program Attendance 2022vs2023.xlsx](#)

Enhancements to the report were discussed, including name of program, location, and attendance. Kathryn Feeley will implement those changes for future reports.

Kathryn Feeley is investigating the possibility of changing the hours of operation at the North White Plains location.

XI. For the Good of the Order

The next Board meeting is scheduled for Monday, June 12 at 7:00pm in Armonk. The NWP ramp project will be posted for bid once the Armonk truss project is underway. We have until next summer to complete the ramp project. The Library appointments and promotions are on the website.

Meeting was adjourned at 8:59 pm