

May Library Board of Trustees Meeting

North Castle Public Library

May 13, 2024 at 7:00 PM EDT to May 13, 2024 at 8:30 PM EDT

10 Clove Road, North White Plains, NY 10603; Zoom Option:

<https://northcastleny.zoom.us/j/84641955297>

Meeting Details: <https://northcastleny.zoom.us/j/84641955297>

Agenda

I. Call To Order

II. Approval of April 2024 Minutes

III. Review Warrants

The Revenue/Expense Report for Warrant 4 is attached. Total expenses were \$151,518.36

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 4 is attached. Expenses were \$8344.91

Thank you to the Friends for their continuing support!

VI. NCPL Updates

1. Truss Repair - Armonk fully reopened April 15, 2024.
2. NCCC Ramp - anticipated completion date May 24, 2024.
3. Voting Item: Hourly Librarian Increases
4. Human Resources Updates
5. Voting Item: Library Policies
 1. Trustee Education Policy
 2. Conflict of Interest Policy
6. Recap of Presentation to the Friends
7. 250th Anniversary Celebration - Historical Society

VII. Trustee Updates

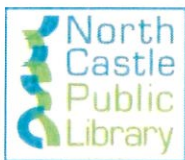
1. Trustee Recruitment
2. Trustee Handbook
3. BHHS Library Update
4. AI Notetaking

VIII. Long Range Plan

1. Library Facilities Assessments
2. Evening Hours Update

IX. Performance Metrics and Door Counters

X. Public Comment



May Library Board of Trustees Meeting Minutes

North Castle Public Library

May 13, 2024 at 7:00 PM EDT

@ 10 Clove Road, North White Plains, NY 10603; Zoom Option:

<https://northcastleny.zoom.us/j/84641955297>

Attendance

Present:

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

Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Susan Grieco - NCPL Reference Librarian, David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order at 7:08 pm.

II. Approval of April 2024 Minutes

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

Motion:

Motion to approve the April 2024 minutes.

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

III. Review Warrants

The Revenue/Expense Report for Warrant 4 is attached. Total expenses were \$151,518.36
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

 [Lib Rev Exp April 2024.pdf](#)

The Trustees reviewed Warrant 4. Finance will move the accounting for expenses related to the Truss into the proper line item at a later date.

Motion:

Motion to approve Warrant 4.

Motion moved by Dean Roseti and motion seconded by Kim Longo. The motion was approved by all.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem briefed the Library Trustees regarding Town business. A letter will be sent to Kevin Hay from the Trustees that conveys the Board's opinion regarding the migration of the Library website to the Town website.

V. Friends of the Library Update

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

The Friends Report for Warrant 4 is attached.

Expenses were \$8344.91

Thank you to the Friends for their continuing support!

 [Friends Report APRIL 2024.pdf](#)

David briefed the Trustees on his discussion with Supervisor Rende regarding the Friends concerns about the deteriorating condition of the parking lot at the Armonk branch.

VI. NCPL Updates

1. Truss Repair - Armonk fully reopened April 15, 2024.
2. NCCC Ramp - anticipated completion date May 24, 2024.
3. Voting Item: Hourly Librarian Increases
4. Human Resources Updates
 1. Receipt of resignation of Jonathan Lazo, Hourly/Substitute Clerk, effective May 10, 2024.
 2. Motion to Hire John Faria, Hourly/Substitute Librarian, effective May 30, 2024
 3. Motion to Hire Kim Stucko, Hourly/Substitute Librarian, effective May 29, 2024
 4. Motion to Hire Cynthia Darcy, Hourly/Substitute Librarian, effective June 3, 2024.
 5. Motion to Hire Mary Jacobs, Hourly/Substitute Clerk, effective June 3, 2024.
 6. Motion to Hire Mukul Rahi, Hourly/Substitute Clerk, effective June 3, 2024.
5. Voting Item: Library Policies
 1. Trustee Education Policy
 2. Conflict of Interest Policy
6. Recap of Presentation to the Friends
7. 250th Anniversary Celebration - Historical Society

 [J. Lazo - Resignation Letter.pdf](#)

 [NCPL Presentation to Friends - April 18 2024 Final Rev.pdf](#)

 [North Castle Public Library Code of Ethics and Conflict of Interest Policy DRAFT May 2024 Board Meeting.docx](#)

 [TrusteeEducationSamplePolicy DRAFT FOR MAY 2024.docx](#)

1. The Armonk library fully reopened on April 15.
2. The NWP ramp is expected to be completed by 5/24. The deadline for the grant is 6/30.

3. Kathryn requested a salary increase for three hourly librarians. There is funding in the PT Librarian budget to cover this additional expense.
4. Kathryn updated the Trustees on several staffing changes:
 1. She received the resignation letter from Jonathan Lazo, Hourly/Substitute Clerk, effective May 10, 2024.
 2. She requested approval from the Trustees to hire three Hourly/Substitute Librarians and two Hourly/Substitute Clerks. These new staff members will provide Saturday and vacation coverage. Funding is available in the PT staff budget. The Town Board will also need to approve these hires at their next meeting.
5. Kathryn requested approval for changes to the Library Trustee Education Policy, and a new Library specific Conflict of Interest Policy. The Conflict of Interest Policy needs to be reviewed by the Town Ethics Board to ensure alignment.
6. The presentation to the Friends was well accepted.
7. Ed Woodyard from the 250th Anniversary committee has requested Library participation in activities.

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

Request a review of the Library Code of Ethics policy by the Town Ethics Board. Due June 10, 2024 at 8:05 PM EDT. Assigned to: Kathryn Feeley

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

Send welcome letter to new hires. Due June 14, 2024 at 7:50 PM EDT. Assigned to: Kim Longo

Motion:

Motion to increase the salary for three Hourly Librarians per documentation.

Motion moved by Diane Borgia and motion seconded by Steve Harrison. The motion was approved by all.

Motion:

1. Motion to Hire John Faria, Hourly/Substitute Librarian, effective May 30, 2024
2. Motion to Hire Kim Stucko, Hourly/Substitute Librarian, effective May 29, 2024
3. Motion to Hire Cynthia Darcy, Hourly/Substitute Librarian, effective June 3, 2024.
4. Motion to Hire Mary Jacobs, Hourly/Substitute Clerk, effective June 3, 2024.
5. Motion to Hire Mukul Rahi, Hourly/Substitute Clerk, effective June 3, 2024.

Motion moved by Megan Wilt and motion seconded by Kim Longo. The motion to hire the above listed applicants was approved by all.

Motion:

Motion to accept the modifications to the Trustee Education Policy as written.

Motion moved by Kim Longo and motion seconded by Megan Wilt. The motion was approved by all.

VII. Trustee Updates

1. Trustee Recruitment
2. Trustee Handbook
3. BHHS Library Update
4. AI Notetaking

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

Review the chapter from Trustee Handbook on the Open Meeting Law. Due June 10, 2024 at 9:05 PM EDT. Assigned to: Diane Borgia, Megan Wilt

Motion:

Motion for go into an executive session to discuss Library Trustee candidates at 8:20 pm.

Motion moved by Kim Longo and motion seconded by Megan Wilt. The motion was approved by all.

Motion:

Motion to exit executive session at 8:45 pm.

The motion was approved by all.

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

Contact Trustee applicants to schedule interviews. Due June 7, 2024 at 8:55 PM EDT. Assigned to: Kim Longo

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

Create a list of interview questions. Due May 31, 2024 at 8:40 PM EDT. Assigned to: Diane Borgia, Megan Wilt

VIII. Long Range Plan

1. Library Facilities Assessments
2. Evening Hours Update

 [The North Castle Public Library RFP May 8, 2024.docx](#)

Library facility walk throughs were conducted with four firms to review the scope of requested work. Responses to the RFP are due 5/22. Kevin Hay and the Town Board

need to stay informed on the RFP progress. Thank you Dean for your hard work on this activity.

A memo will be sent to Kevin Hay documenting the request to add one FT Librarian and to increase the PT Librarian to FT. Kevin Hay is agreeable to sending a request to the Town Board for the funding since it should have been part of the 2024 budget.

IX. Performance Metrics and Door Counters

 [Door counters 2024.pdf](#)

 [Adult Programs 2024 May Board meeting.xlsx](#)

 [children's programs 2024 May Board Meeting.xlsx](#)

Kathryn reviewed the performance statistics. The decrease in Armonk traffic is related to the building closure for the Truss repairs.

X. Public Comment

There were no public attendees.

XI. For the Good of the Order

The meeting was adjourned at 9:15 pm.

NCA Adult program stats 2024

North Castle Public Library

In-person - ARM	#	people	#	people	#	people	#	people	#	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY			
Adult Coloring											0	0
Andrew Carnegie Speaker							1	6			1	6
Art History w/ Val Franco	1	1	1	3	2	8	2	11			6	23
The Birth of Rock N Roll											0	0
Cello Concert					1	20					1	20
Chair Yoga	2	32	3	67	2	33	4	68			11	200
Chess Club	2	8	2	27	3	34	2	13			9	82
Community Puzzle							1	14			1	14
Craft w/ Virginia	1	13	1	15	1	16	1	12			4	56
Current Affairs Bookclub											0	0
Earring Making			1	31							1	31
Estate Planning at Every Age											0	0
Find Your Inner Yogi			1	6							1	6
Friday Film w/ Val Franco	1	4	1	6	1	6	1	3			4	19
Gallery Reception	1	24	0	0	1	23	0	0	2	102	4	149
Grab-n-go			1	38							1	38
Knitting	9	35	8	31	9	42	9	38			35	146
Master Gardener							1	25			1	25
Meditation	2	17	3	29	2	12	4	25			11	83
Movie Screening - Asian Film Club							1	2			1	2
Movie Screening - Street Team											0	0
National Gallery of Art Talk											0	0
Painting w/ Virginia	1	12	1	23	3	34	3	33			8	102
Adult Craft with Virginia	1	13	1	15	1	15	1	12			4	55
Story Teller											0	0
Whippoorwill Hall	4	264	3	244	3	160	3	193	13	691	26	1552
Winchester Mystery House											0	0
Writer's Workshop					3	29					3	29
											0	0
											0	0
											0	0
	25	423	27	535	32	432	34	455	15	793	133	2638

Virtual	#	people									TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY			
Armonk Readers Bookclub	1	13									1	13
Current Affairs Bookclub							1	5			1	5
Friends Author Series	1	42	0	0	0	0	0	0	1	45	2	87
Whippoorwill Hall											0	0
											0	0
											0	0
	2	55	0	0	0	0	1	5	1	45	4	105

Hybrid	#	people									TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY			
Armonk Readers Bookclub			1	11	1	19	1	12			3	42
											0	0
											0	0
	0	0	1	11	1	19	1	12	0	0	3	42

North White Plains	#	people									TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY			
Non-Fiction Book Club	1	10	1	9	1	9	1	13			4	41
Chair Yoga	2	18	3	22	2	19	4	34			11	93
Saturday Matinee Movie Club	1	8	0	0	1	8	1	7			3	23

2024_stats

Preschool Story and Craft	1	22	2	53	2	31	2	42			7	148
Play and Learn	0	0	0	0	0	0	0	0			0	0
Freestyle	0	0	0	0	0	0	0	0			0	0
Lunch Bunch	4	38	3	22	1	5	1	8			9	73
Drop In Craft	4	70	5	88	4	76	4	64			17	298
Osmo/Dash	0	0	0	0	1	15	0	0			1	15
Discovery Time	0	0	0	0	1	28	0	0			1	28
Junior Chefs	0	0	1	20	1	40	0	0			2	60
Kids Crafts	0	0	2	24	1	25	1	11			4	60
Lego	0	0	1	20	0	0	1	16			2	36
Take Home Crafts	4	182	5	246	4	229	4	215			17	872
											0	0
											0	0
											0	0
	27	577	30	725	29	712	29	636	0	0	115	2650

Program Name	#	people									TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Teen	JAN		FEB		MAR		APR		MAY			
Take Home Crafts - TEENS	0	0	0	0	0	0	0	0			0	0
Teen Craft - TEENS	0	0	0	0	0	0	1	2			1	2
											0	0
	0	0	0	0	0	0	1	2	0	0	1	2

Program Name	#	people									TOTAL SESSIONS	TOTAL PARTICIPANTS
Non-Library Sponsored Program	JAN		FEB		MAR		APR		MAY			
Non-Library Sponsored	1	50	0	0	0	0	1	45			2	95
											0	0
	0	0	0	0	0	0	0	0	0	0	0	0

NCPL Door Counter 2023 & 2024

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	2,628	3,011
May	3,780	3,005
June		
July		
August		
September		
October		
November		
December		
TOTAL	14,256	15,105
		29,361

2023 vs 2024			
Armonk	% +/-*	NWP	% +/-*
-875	75%	332	114%
-1,127	68%	590	125%
-1,112	72%	780	130%
-1,479	64%	-46	98%
-687	85%	-338	90%

*Percentages under 100% indicate a decrease in foot traffic.

Percentages over 100% represent an increase.