

June 2023 Library Board of Trustees Meeting

North Castle Public Library

Jun 12, 2023 at 7:00 PM EDT to Jun 12, 2023 at 8:30 PM EDT

19 Whipoorwill Rd, Armonk

Agenda

I. Call To Order

II. Approval of May 2023 Minutes

III. Review Warrants

The Revenue/Expense Report May 2023 is attached. Total expenses were \$94, 612.84

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).

Total expenses were \$6,079.84.

Thank you to the Friends for their continuing support!

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

V. Friends of the Library Update

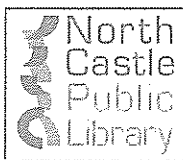
Friends of the Library President David Fromm will provide an update.

VI. NCPL Updates

1. Summer Reading
2. Update - new program additions
3. New Staff Additions (VOTING ITEMS)
 1. Kevin Mills - Hourly Librarian.
Voting Item: Motion to approve the hiring of Kevin Mills, Hourly Librarian, recommended by appointing authority, Director Kathryn Feeley, effective June 6, 2023.
 2. Geraldine Argentina - Hourly Page
Voting Item: Motion to approve the hiring of Geraldine Argentina, Hourly Page, recommended by appointing authority, Director Kathryn Feeley, effective June 12, 2023.
4. Armonk Bathrooms
5. Truss Project

VII. Long Range Plan

VIII. Performance Metrics and Door Counters



June 2023 Library Board of Trustees Meeting

Minutes

North Castle Public Library

Jun 12, 2023 at 7:00 PM EDT

@ 19 Whippoorwill Rd, Armonk

Attendance

Present:

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

Absent:

Members: Steve Harrison

Guests: Saleem Hussain - Town Board Liaison, Kathryn Feeley - Director NCPL

I. Call To Order

The meeting was called to order at 7:05pm.

II. Approval of May 2023 Minutes

 [May 2023 Library Board of Trustees Meeting Minutes .undefined](#)

Motion:

Motion to approve the May 2023 minutes as written.

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

III. Review Warrants

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 [Lib RevExp May 2023.pdf](#)

 [Friends Report May 2023.undefined](#)

Motion:

Motion to approve Warrant 5

Motion moved by Dean Roseti and motion seconded by Diane Borgia. All approved
Warrant 5

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

Ask Abbas Sura to walk the Trustees through the new reporting system during the July meeting. Assigned to: Kathryn Feeley

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem Hussain reported that activities pertaining to the Library and NCCC are progressing as planned.

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

Investigate the challenges Kathryn Feeley is having with the CityShare system. Assigned to: Saleem Hussain, Saleem Hussain

V. Friends of the Library Update

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

David Fromm was not present.

Kathryn Feeley had attended the Friends meeting and reported that David Fromm will continue to be President of the Friends of the Library. Kathryn shared the programming statistics with the Friends.

VI. NCPL Updates

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5. Truss Project

1) The kick off for summer reading program is planned. The events are for children and adults.

2) New programming has been well received. Statistics attached document the programs and attendance numbers.

3) New staff has been hired.

- 4) Progress is being made on the Armonk bathrooms. There are just a few items left which are being addressed.
- 5) Dean Roseti will have a preliminary conference call with a construction management company to oversee the Truss Project.

Motion:

Motion to approve the hiring of Kevin Mills as an Hourly Librarian

Motion moved by Diane Borgia and motion seconded by Kim Longo. All approved the motion to hire Kevin Mills.

Motion:

Motion to approve the hiring of Geraldine Argentina, Hourly Page

Motion moved by Megan Wilt and motion seconded by Annie Gala. All approved the motion to hire Geraldine Argentina.

Task: (view in OnBoard)

Update the Library Web site to welcome new staff members. Assigned to: Kathryn Feeley

VII. Long Range Plan

Annie Gala presented an initial draft of the Long Range Plan presentation. She will update the document and the Trustees will review the next version during the July meeting.

The final draft of the Long Range Plan will be presented to the Town Board at a working session for feedback. The Trustees will target August 9 pending that the Long Range Plan has been internally reviewed and approved by the Trustees. Saleem Hussain will contact the Town Board requesting a 20-30 minute slot on the working session agenda. Once the Trustees have incorporated any feedback from the Town Board, changes will be circulated to the Trustees for approval via email. The final plan will be published in early September. Kathryn will contact David Fromm to present the Long Range Plan to the Friends in September.

VIII. Performance Metrics and Door Counters

 [Door Counters 2023.undefined](#)

 [Children's programs 2023 .undefined](#)

 [Adult Programs 2023 .xlsx](#)

Door counters show continued increases in attendance.

Kathryn will look into name tags to identify the staff.

IX. For the Good of the Order

1. July Board of Trustees Meeting
2. Community Events and Board Involvement: Art Show (potential activities) and 2024 events.
3. Continuing Education

1) The July Trustees meeting will be July 24 via Zoom. Virginia needs to post this to the Library Website.

2) Community involvement - the Art Show is September 30 and October 1. Trustees will man a booth and potentially increase participation in other areas. The Trustees will explore opportunities to participate in the Fol-De-Rol in 2024 and look for appropriate events in NWP to attend.

3) Continuing education includes time spent with independent study. Each Trustee is required to attend 2 hours of continuing education annually. Upon completion of training, the Trustee should email Kathryn Feeley with the details of the training completed.

Meeting is adjourned at 8:48 pm