

January Library Board of Trustees Meeting

North Castle Public Library

Jan 8, 2024 at 7:00 PM EST to Jan 8, 2024 at 8:30 PM EST

Meeting Details:

<https://northcastleny.zoom.us/j/84877574592?pwd=eEJhdy9HSVhzbklLenR0eks1dy96Zz09>

Agenda

I. Call To Order

II. Approval of December 2023 Minutes

III. Review Warrants

The Revenue/Expense Report for December 2023 is attached. Total expenses were \$***** (report is pending).

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 December 2023 is attached. Expenses for December were \$***** (report is pending).

Thank you to the Friends for their continuing support!

VI. NCPL Updates

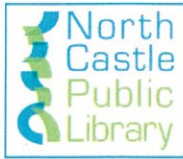
1. Building Updates
 1. Armonk: Truss and Mold Remediation
 2. NCCC Exterior Ramp
2. Human Resources Update
 1. Receipt of resignation of Kevin Mills.
 2. Receipt of resignation of Susan Kramer.
 3. Motion to hire Jake Harvey, Hourly Librarian I.
3. Long Range Plan
4. 2024 Fol de Rol
5. AdHoc Updates

VII. Performance Metrics and Door Counters

1. Door Counters
2. Adult Programs

3. Children's Programs

VIII. For the Good of the Order



January Library Board of Trustees Meeting

Minutes

North Castle Public Library
Jan 8, 2024 at 7:00 PM EST

Attendance

Present:

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

Guests: Saleem Hussain – Liaison - NC Town Board (remote), Kathryn Feeley - NCPL Director (remote)

Absent:

Members: Megan Wilt

Guests: David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order at 7:04 pm via zoom.

II. Approval of December 2023 Minutes

 [December Library Board of Trustees Meeting Minutes-draft.pdf](#)

Motion:

Motion to approve the December 2023 minutes.

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

III. Review Warrants

The Revenue/Expense Report for December 2023 is attached. Total expenses were \$***** (report is pending).

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

The December 2023 warrant did not match the finance report. Kathryn has requested finance to regenerate the reports. The Trustees will review the December 2023 warrants and finance report during the February meeting.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

The new Town Supervisor and Town Board members have been sworn in.
The first Town Board meeting is scheduled for 1/10/24. The liaisons will be assigned during this meeting.
Saleem will outline the liaison process for the Library procedures manual.

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.
The Friends Report for December 2023 is attached. Expenses for December were \$***** (report is pending).
Thank you to the Friends for their continuing support!

David Fromm was not present. The Friends Report for December 2023 will be reviewed during the February Library Board meeting.

VI. NCPL Updates

1. Building Updates
 1. Armonk: Truss and Mold Remediation
 2. NCCC Exterior Ramp
2. Human Resources Update
 1. Receipt of resignation of Kevin Mills.
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5. AdHoc Updates

• Building Updates

- The mold remediation is completed and the root cause addressed.
- Truss project:
 - Change orders 3 and 4 - enclosing the ridge headers and prepare for painting: Town Board Councilman Jose Berra questioned the cost of these change orders and asked for additional quotes from other companies. This has delayed the completion of the Truss project. Kathryn has emailed Kevin Hay a summary of her research to consolidate with his findings. Saleem requested a copy of Kathryn's research prior to the 1/10 Town Board meeting.
- NCCC Ramp:
 - The Town Board needs to approve the bid for the ramp. The grant expires June 2024. All work must be complete by then.

- The Town Attorney approved using the second lowest bidder for the NCCC Ramp based on the Library Trustees recommendation.

Human Resources:

- Two Hourly Librarian I staff members tendered their resignations. A replacement Hourly Librarian I candidate has been identified. Funding for a Full-Time Librarian I staff member was part of the 2024 budget request.
3. Long Range Plan
 - Dean is working with Kathryn on the dates for the plan. These dates will be discussed at the February Board meeting.
 4. Fol De Rol
 - Megan has ideas she will present in February.
 5. AdHoc updates
 - Kathryn met with Kevin Hay, and Joe Rende, the new Town Supervisor and briefed them on the library activities.
 - An updated version of the Code of Ethics was distributed via email to all Trustees for their review.

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

Watch Book Club Webinar on Financing and Managing Construction Projects. Due February 12, 2024 at 5:00 PM EST. Assigned to: Annie Gala, Diane Borgia, Megan Wilt, Steve Harrison

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

Building projects - Town Board action items. Due January 10, 2024 at 5:00 PM EST. Assigned to: Saleem Hussain

Motion:

Motion to hire Jake Harvey as hourly Librarian I.

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

VII. Performance Metrics and Door Counters

1. Door Counters
2. Adult Programs
3. Children's Programs

 [Door Counters 2023.pdf](#)

 [Adult Programs 2023 .xlsx](#)

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

- The Trustees requested totals for the summary counts for door counters.
- The Trustees decided to create a short narrative highlighting the Library Programming and Door counters to be presented to the Town Board twice per year.

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

Create a narrative on Door Counters and Programming for Town Board. Assigned to: Steve Harrison

VIII. For the Good of the Order

The Trustees had nothing to add.

Motion:

Motion to adjourn the meeting at 8:17 pm.

Motion moved by Kim Longo and motion seconded by Steve Harrison. The motion was approved by all.