

## **December 2024 Library Board of Trustees Meeting**

North Castle Public Library

Monday, December 9, 2024 at 7:00 PM EST to Monday, December 9, 2024 at 8:30 PM EST

10 Clove Road, North White Plains, New York

**Meeting Details:** <https://northcastleny.zoom.us/j/86369359453>

### **Agenda**

#### **I. Call To Order**

#### **II. Approval of November 2024 Minutes**

#### **III. Review Warrants**

The Revenue/Expense Report for Warrant 11 is attached.

Total expenses were \$113,173.07

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

#### **IV. Town Board Business Report**

Councilmember Saleem Hussain will provide an update.

#### **V. Friends of the Library Report**

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

The Friends Report for Warrant 11 is attached.

Expenses were \$6,263.41

Thank you to the Friends for their continuing support!

#### **VI. Library Board President Report**

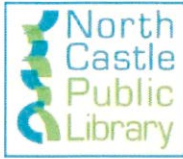
1. 2025 Slate of Officers: Voting Item
2. Governance Discussion & Open Meeting Law
3. 2025 Budget Update
4. Library website

#### **VII. Library Director Report**

The Director's monthly summary report is attached.

#### **VIII. Performance Metrics**

#### **IX. For The Good of the Order**



# December 2024 Library Board of Trustees

## Meeting Minutes

North Castle Public Library  
12/9/2024 7:00 PMEST

@ 10 Clove Road, North White Plains, New York

### **Attendance**

#### **Present:**

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

Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian

#### **Absent:**

Guests: David Fromm - Friends of the NCPL

#### I. Call To Order

The meeting was called to order at 7:05 pm and is being recorded.

#### II. Approval of November 2024 Minutes

 [November 2024 Library Board of Trustees Meeting Minutes.pdf](#)

#### **Motion:**

Motion to approve the November 2024 minutes.

Motion moved by Diane Borgia and motion seconded by Dean Roseti. Motion unanimously approved.

#### III. Review Warrants

The Revenue/Expense Report for Warrant 11 is attached.

Total expenses were \$113,173.07

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

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

#### **Task: (view in OnBoard)**

Confirm the figures for the current library fund balance. Due 12/20/2024 7:10 PMEST.

Assigned to: Kathryn Feeley

The Trustees asked for additional clarification of the fund balance accounting.

#### **Motion:**

Motion to approve Warrant 11.

Motion moved by Dean Roseti and motion seconded by Annie Gala. Motion unanimously approved.

IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Saleem provided an update on the 2025 budget status.

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

Validate the 2025 Library Budget Kathryn has with Abbas. Due 12/13/2024 6:50 AMEST.

Assigned to: Kathryn Feeley

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

Schedule meeting with Kevin Hay regarding capital expenditures next steps. Due

12/18/2024 7:25 PMEST. Assigned to: Saleem Hussain

V. Friends of the Library Report

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

The Friends Report for Warrant 11 is attached.

Expenses were \$6,263.41

Thank you to the Friends for their continuing support!

 [Friends Report November 2024.pdf](#)

David Fromm was not present.

VI. Library Board President Report

1. 2025 Slate of Officers: Voting Item
2. Governance Discussion & Open Meetings Law
3. 2025 Budget Update
4. Library website

**Motion:**

Motion to approve the 2025 Slate of Officers:

- President: Kim Longo
- Vice President: Dean Roseti
- Secretary: Megan Wilt
- Treasurer: Steve Harrison

Motion moved by Megan Wilt and motion seconded by Annie Gala. Motion unanimously approved.

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

Request the Town website and Library website be updated to reflect new slate of officers. Due 12/27/2024 7:55 PMEST. Assigned to: Kathryn Feeley, Kim Longo

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

Draft revisions to the bylaws and circulate a draft for Trustee review prior to the January board meeting. Due 1/6/2025 7:55 PMEST. Assigned to: Deborah DeMasi

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

Research processes to allow better tracking of upcoming tasks and send reminders to close any gaps in OnBoard functionality. Due 1/13/2025 7:55 PMEST. Assigned to: Diane Borgia

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

Inform the Kevin Hay regarding upcoming Library website RFP. Due 1/6/2025 8:00 PMEST. Assigned to: Kathryn Feeley

VII. Library Director Report

The Director's monthly summary report is attached.

 [November2024DirectorSummary.docx](#)

Kathryn provided a detailed Director Summary document. She reviewed the highlights of most important events and activities.

Kathryn asked if any Trustees are interested in attending the February 5 Library Advocacy Day in Albany. She will add a reminder on the January agenda.

VIII. Performance Metrics

1. Analysis of Metrics
2. Door Counters
3. Adult Programs
4. Children's Programs

 [Analysis of Metrics.docx](#)

 [Door counters 2024.xlsx](#)

 [Adult Programs 2024 \(December\).xlsx](#)

 [Children's programs 2024 \(December\).xlsx](#)

The Trustees would like to see details of statistics as well as the high level summary.

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

Provide a detailed breakdown of the statistics. Due 1/13/2025 7:25 AMEST. Assigned to:  
Kathryn Feeley

IX. For The Good of the Order

The meeting was adjourned at 9:14 pm.

The next meeting is scheduled for Monday January 13, 2025, 7pm in Armonk.