

March 2025 Library Board of Trustees Meeting

North Castle Public Library

Monday, March 10, 2025 at 7:00 PM EDT to Monday, March 10, 2025 at 8:30 PM EDT

19 Whippoorwill Road East, Armonk NY

Meeting Details: <https://northcastleny.zoom.us/j/87508237820>

Agenda

I. Call To Order

II. Approval of February 2025 Minutes

III. Review Warrant

The Revenue/Expense Report for Warrant 2 is attached.

Total expenses were \$105,825.54

Also attached is the final 2024 Revenue/Expense report statement.

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 2 is attached.

Expenses were \$6,492.25

VI. Library Board President Report

1. Bylaws

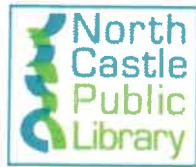
VII. Committee Reports

1. Bylaws and Policies
2. Buildings and Grounds
3. Marketing and Technology
4. Strategic Planning

VIII. Library Director Report

The Director's monthly summary report is attached.

IX. For the Good of the Order



February 2025 Library Board of Trustees Meeting Minutes

North Castle Public Library
2/10/2025 7:00 PMEST

@ 10 Clove Road, North White Plains

Attendance

Present:

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

Guests: Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian

Absent:

Guests: Saleem Hussain – Liaison - NC Town Board, David Fromm - Friends of the NCPL

I. Call to Order

Kim Longo called the meeting to order at 6:59pm.

Kim thanked all trustees for the tremendous amount of work completed in committees over the last month.

II. Approval of January 2025 Minutes

 [January 2025 Library Board of Trustees Meeting Minutes.pdf](#)

Motion:

Motion to accept January 2025 Minutes into record.

Motion moved by Megan Wilt and motion seconded by Steve Harrison. Motion unanimously passed.

III. Review Warrant

The Revenue/Expense Report for Warrant 1 is attached.

Total expenses were \$118,483.81

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

We are working with the Finance Department to close out 2024 by the end of February.

 [Lib Rev n Exp Jan 2025.pdf](#)

Motion:

The motion was made to accept Warrant 1 into the record.

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

IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Saleem was not in attendance.

V. Friends of the Library Report

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

The Friends Report for Warrant 1 is attached.

Expenses were \$3,129.16.

We are working with the Friends to close out 2024 by the end of February.

 [Friends Report JAN 2025.pdf](#)

David was not in attendance.

The Board thanks the Friends for their continued support.

VI. Library Board President Report

1. Bylaws
2. Metrics and Reporting Criteria

 [NCPL Bylaws - Final DRAFT 02.03.2025.docx](#)

1. Bylaws - Trustees concur on the Final DRAFT of the revised Bylaws document.
These will be posted on the library website for public review prior to voting at the March 2025 meeting to officially accept them.
2. Metrics and Reporting Criteria - covered by Strategic Planning Committee report later in meeting.

VII. Committee Reports

1. Bylaws and Policies
2. Buildings and Grounds
3. Marketing and Technology
4. Strategic Planning

 [NCPL Buildings and Grounds Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Bylaws and Policies Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Marketing and Technology Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Strategic Planning Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCL - Long Range Plan - Initial Objectives and Timelines.xlsx](#)

 [NCPL KPIs - cadence.xlsx](#)

All committees submitted a Mission Statement and Responsibilities document outlining their intended focus and scope.

Committees provided the following reports:

Bylaws & Policies Committee - Worked within committee to revise Bylaws document, providing it for review to all trustees to prepare Final DRAFT. This draft will now be posted on the library website for public review before the Board votes to officially accept the document at the March meeting.

Buildings & Grounds Committee - A meeting is scheduled for February 18th to begin all the work of the committee. Susan Geffin from Friends will be joining the committee.

Marketing & Technology Committee - A meeting is scheduled for February 19th to work on branding, website, and digital refresh. Kathryn will join the meeting.

Strategic Planning Committee - Diane reported on the metrics and implementation plan put together early in 2024 and determined it is time to update the completion timeline for each item. She also presented new metrics graph designs that lay out statistics data and asked all trustees to review prior to an upcoming full-board work session to determine how this will be presented in the annual report.

VIII. Library Director Report

The Director's monthly summary report is attached.

Voting Item: wage increase for hourly staff.

 [January 2025 DirectorSummary.docx](#)

Kathryn noted the wonderful work and professionalism of the Town maintenance department working to repair a stairwell at the Armonk location, among other maintenance issues.

Through interviewing for new part-time hires, Kathryn has identified a need to increase wages for hourly employees to bring them up to range of market pay. These increases have been budgeted and approved.

Motion:

A motion was made to approve the proposed wage increases for hourly staff as detailed in the attached Director Summary.

Motion moved by Megan Wilt and motion seconded by Diane Borgia. The motion passed unanimously.

IX. Performance Metrics

2024 Year-End-Review Statistics are Included for:

Door Counters
Adult Programs
Children's Programs
Museum Passes/Visits
Circulation Statistics

In April, a quarterly summary of January-March programs will be presented to the Board.

 [2024DoorCounterReview.xlsx](#)

 [Adult Programs 2024 in Review.xlsx](#)

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

 [Museum Visits 2024 in Review.xlsx](#)

 [2024 Circ Stats in Review.xlsx](#)

Museum passes are of two types - individual tickets vs membership pass. Membership type can be up to 4-5 people usually, whereas individual tickets represent only one user. Librarians are constantly assessing usage and interest data to determine which passes are purchased going forward.

The trustees discussed the use of door counters vs circulation to assess library usage.

X. For the Good of the Order

Kim adjourned the meeting at 8:35pm.

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2025) Period (2)

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02/28/2025

10:21 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00 Library						
Revenue						
REVENUES						
L00-1000-1001-	PROPERTY TAXES	\$1,739,125.00	\$0.00	\$0.00	0.00%	\$1,739,125.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$122.10	\$122.10	12.21%	\$877.90
L00-1000-2410-	RENTALS	\$13,000.00	\$120.00	\$1,340.00	10.31%	\$11,660.00
L00-1000-2670-	SALES	\$500.00	\$218.00	\$218.00	43.60%	\$282.00
L00-1000-2680-	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2705-	DONATIONS	\$1,500.00	\$100.00	\$125.00	8.33%	\$1,375.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$1,755,125.00	\$560.10	\$1,805.10	0.10%	\$1,753,319.90
Total Library Revenues:		\$1,755,125.00	\$560.10	\$1,805.10	0.10%	\$1,753,319.90
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Total Library Revenues:		\$1,755,125.00	\$560.10	\$1,805.10		\$1,753,319.90
Total Library Expenditures:		\$1,755,125.00	\$105,825.54	\$262,747.72		\$1,492,377.28
Total Library Fund Balance:		\$0.00	(\$105,265.44)	(\$260,942.62)		\$260,942.62

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02/28/2025
10:21 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Expenditure						
LIBRARY						
L00-7410-0110-	SALARIES-FULL TIME	\$632,827.00	\$43,901.11	\$87,673.44	13.85%	\$545,153.56
L00-7410-0116-	STIPEND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0118-	LONGEVITY	\$7,500.00	\$569.24	\$1,138.48	15.18%	\$6,361.52
L00-7410-0120-	SAL. PART TIME	\$150,000.00	\$11,167.52	\$22,469.90	14.98%	\$127,530.10
L00-7410-0130-	SAL. OVERTIME	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0203-	LIB.EQUIP.TECH	\$5,000.00	\$162.99	\$184.39	3.69%	\$4,815.61
L00-7410-0410-	LIBRARY-BOOKS-ADULT	\$30,000.00	\$1,926.57	\$2,336.88	7.79%	\$27,663.12
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$189.21	\$189.21	5.41%	\$3,310.79
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$1,055.90	\$1,055.90	5.71%	\$17,444.10
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$39,000.00	\$0.00	\$4,879.18	12.51%	\$34,120.82
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$2,043.78	\$2,319.09	12.88%	\$15,680.91
L00-7410-0412-	LIBRARY-A.V.MATERIALS-ADULT	\$6,000.00	\$1,479.95	\$1,479.95	24.67%	\$4,520.05
L00-7410-0412-	LIBRARY-A.V.MATERIALS-TEEN	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-CHILDR	\$1,000.00	\$41.23	\$41.23	4.12%	\$958.77
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$207.61	\$266.60	3.33%	\$7,733.40
L00-7410-0413-	LIBRARY-PERIODICALS.-..	\$9,000.00	\$0.00	\$511.00	5.68%	\$8,489.00
L00-7410-0413-	LIBRARY-OTHER SERIALS.-..	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0415-	LIBRARY-OTH.NON-BOOK MAT.-..	\$39,000.00	\$3,720.47	\$9,232.47	23.67%	\$29,767.53
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$0.00	\$97.80	1.09%	\$8,902.20
L00-7410-0420-	INSURANCE	\$24,000.00	\$0.00	\$11,628.29	48.45%	\$12,371.71
L00-7410-0430-	LIBRARY-OFFICE SUPPLY.-.-	\$12,500.00	\$1,164.88	\$2,853.71	22.83%	\$9,646.29
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$87.96	17.59%	\$412.04
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$360.75	\$660.58	13.21%	\$4,339.42
L00-7410-0432-	LIBRARY-PROCESSG CHARGES.-.-	\$2,000.00	\$176.22	\$176.22	8.81%	\$1,823.78
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$0.00	0.00%	\$350.00
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.-.-	\$3,000.00	\$314.00	\$314.00	10.47%	\$2,686.00
L00-7410-0435-	LIBRARY-TRAVEL.-.-	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00
L00-7410-0436-	LIBRARY WLS:EQUIPMENT.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0436-	LIBRARY-WLS:MAINTENANCE.-..	\$89,000.00	\$0.00	\$46,281.14	52.00%	\$42,718.86
L00-7410-0438-	LIBRARY-DUES/CONFERENCES.-.-	\$2,000.00	\$860.00	\$1,161.00	58.05%	\$839.00
L00-7410-0441-	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.-.-	\$45,000.00	\$4,985.32	\$7,474.70	16.61%	\$37,525.30
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.-.-	\$9,000.00	\$1,511.40	\$1,833.32	20.37%	\$7,166.68
L00-7410-0451-	UTILITY WATER	\$1,200.00	\$0.00	\$0.00	0.00%	\$1,200.00
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.-.-	\$65,000.00	\$3,512.39	\$4,612.39	7.10%	\$60,387.61
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.-.-	\$35,150.00	\$2,914.81	\$3,501.59	9.96%	\$31,648.41
L00-7410-0470-	WHIPPOORWILL HALL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0820-	SOCIAL SECURITY	\$60,498.00	\$4,050.11	\$8,100.65	13.39%	\$52,397.35
L00-7410-0825-	MTA TAX	\$2,689.00	\$0.00	\$0.00	0.00%	\$2,689.00
	Subtotal	\$1,337,714.00	\$86,359.44	\$222,561.07	16.64%	\$1,115,152.93
NYS RETIREMENT						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$109,044.00	\$0.00	\$0.00	0.00%	\$109,044.00
	Subtotal	\$109,044.00	\$0.00	\$0.00	0.00%	\$109,044.00
WORKERS COMPENSATION						
L00-9040-0830-	WORKERS COMPENSATION	\$4,937.00	\$0.00	\$1,294.73	26.23%	\$3,642.27
	Subtotal	\$4,937.00	\$0.00	\$1,294.73	26.23%	\$3,642.27

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2025) Period (2)

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02/28/2025

10:21 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-9060-0840-	HEALTH INSURANCE	\$153,823.00	\$10,916.28	\$21,832.56	14.19%	\$131,990.44
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$129,216.00	\$6,642.83	\$13,285.66	10.28%	\$115,930.34
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$20,391.00	\$1,510.48	\$2,980.68	14.62%	\$17,410.32
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$396.51	\$793.02	0.00%	(\$793.02)
	Subtotal	\$303,430.00	\$19,466.10	\$38,891.92	12.82%	\$264,538.08
Total Library Expenditures:		\$1,755,125.00	\$105,825.54	\$262,747.72	14.97%	\$1,492,377.28
Total Library Revenues:		\$1,755,125.00	\$560.10	\$1,805.10		\$1,753,319.90
Total Library Expenditures:		\$1,755,125.00	\$105,825.54	\$262,747.72		\$1,492,377.28
Total Library Fund Balance:		\$0.00	(\$105,265.44)	(\$260,942.62)		\$260,942.62

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (13)

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9:51 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00 Library						
Revenue						
REVENUES						
L00-1000-1001-	PROPERTY TAXES	\$1,740,047.00	\$0.00	\$1,740,047.00	100.00%	\$0.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$0.00	\$1,892.64	189.26%	(\$892.64)
L00-1000-2410-	RENTALS	\$13,000.00	\$0.00	\$10,220.00	78.62%	\$2,780.00
L00-1000-2670-	SALES	\$500.00	\$0.00	\$92.50	18.50%	\$407.50
L00-1000-2680-	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$733.31	0.00%	(\$733.31)
L00-1000-2705-	DONATIONS	\$1,500.00	\$0.00	\$707.00	47.13%	\$793.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$10,871.94	0.00%	(\$10,871.94)
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$17,048.00	0.00%	(\$17,048.00)
	Subtotal	\$1,756,047.00	\$0.00	\$1,781,612.39	101.46%	(\$25,565.39)
Total Library Revenues:		\$1,756,047.00	\$0.00	\$1,781,612.39	101.46%	(\$25,565.39)
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Total Library Revenues:		\$1,756,047.00	\$0.00	\$1,781,612.39		(\$25,565.39)
Total Library Expenditures:		\$1,773,094.62	\$85,654.03	\$1,724,500.73		\$48,593.89
Total Library Fund Balance:		(\$17,047.62)	(\$85,654.03)	\$57,111.66		(\$74,159.28)

9:51 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Expenditure						
LIBRARY						
L00-7410-0110-	SALARIES-FULL TIME	\$614,246.40	\$0.00	\$639,689.44	104.14%	(\$25,443.04)
L00-7410-0116-	STIPEND	\$0.00	\$0.00	\$1,346.17	0.00%	(\$1,346.17)
L00-7410-0118-	LONGEVITY	\$8,000.00	\$0.00	\$7,939.86	99.25%	\$60.14
L00-7410-0120-	SAL. PART TIME	\$140,000.00	\$0.00	\$144,513.00	103.22%	(\$4,513.00)
L00-7410-0130-	SAL. OVERTIME	\$5,000.00	\$0.00	\$61.66	1.23%	\$4,938.34
L00-7410-0203-	LIB.EQUIP.TECH	\$5,250.00	\$3,575.14	\$4,149.54	79.04%	\$1,100.46
L00-7410-0410-	LIBRARY-BOOKS-ADULT	\$30,000.00	\$1,712.01	\$28,117.43	93.72%	\$1,882.57
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$197.99	\$2,233.78	63.82%	\$1,266.22
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$807.34	\$16,355.07	88.41%	\$2,144.93
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$2,228.21	\$32,892.26	96.74%	\$1,107.74
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,475.59	\$16,989.09	94.38%	\$1,010.91
L00-7410-0412-	LIBRARY-A.V.MATERIALS-ADULT	\$10,000.00	\$471.57	\$6,566.57	65.67%	\$3,433.43
L00-7410-0412-	LIBRARY-A.V.MATERIALS-TEEN	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-CHILDR	\$1,500.00	\$0.00	\$315.61	21.04%	\$1,184.39
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$558.06	\$5,764.13	72.05%	\$2,235.87
L00-7410-0413-	LIBRARY-PERIODICALS.-..	\$9,000.00	\$962.05	\$9,870.72	109.67%	(\$870.72)
L00-7410-0413-	LIBRARY-OTHER SERIALS.-..	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0415-	LIBRARY-OTH.NON-BOOK MAT.-..	\$39,000.00	\$0.00	\$28,807.06	73.86%	\$10,192.94
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$1,310.24	\$1,916.18	21.29%	\$7,083.82
L00-7410-0420-	INSURANCE	\$24,000.00	\$0.00	\$7,986.13	33.28%	\$16,013.87
L00-7410-0430-	LIBRARY-OFFICE SUPPLY.-.-	\$12,250.00	(\$1,429.05)	\$11,240.09	91.76%	\$1,009.91
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$0.00	\$427.80	85.56%	\$72.20
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$299.70	\$3,454.34	69.09%	\$1,545.66
L00-7410-0432-	LIBRARY-PROCESSG CHARGES.-.-	\$1,000.00	\$82.96	\$2,176.53	217.65%	(\$1,176.53)
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$53.60	15.31%	\$296.40
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.-.-	\$3,050.00	\$0.00	\$2,376.54	77.92%	\$673.46
L00-7410-0435-	LIBRARY-TRAVEL.-.-	\$1,500.00	\$124.35	\$1,165.07	77.67%	\$334.93
L00-7410-0436-	LIBRARY WLS:EQUIPMENT.-..	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
L00-7410-0436-	LIBRARY-WLS:MAINTENANCE.-..	\$85,000.00	\$0.00	\$87,955.04	103.48%	(\$2,955.04)
L00-7410-0438-	LIBRARY-DUES/CONFERENCES.-.-	\$2,000.00	\$250.00	\$971.00	48.55%	\$1,029.00
L00-7410-0441-	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$89.97	9.00%	\$910.03
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.-.-	\$45,000.00	\$1,973.38	\$40,252.53	89.45%	\$4,747.47
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.-.-	\$9,000.00	\$693.17	\$7,686.24	85.40%	\$1,313.76
L00-7410-0451-	UTILITY WATER	\$600.00	\$0.00	\$1,091.40	181.90%	(\$491.40)
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.-.-	\$77,048.00	\$69,654.11	\$135,139.86	175.40%	(\$58,091.86)
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.-.-	\$35,310.00	\$482.21	\$41,075.14	116.33%	(\$5,765.14)
L00-7410-0470-	WHIPPOORWILL HALL	\$300.00	\$225.00	\$545.00	181.67%	(\$245.00)
L00-7410-0820-	SOCIAL SECURITY	\$61,235.79	\$0.00	\$57,579.61	94.03%	\$3,656.18
L00-7410-0825-	MTA TAX	\$2,721.59	\$0.00	\$3.87	0.14%	\$2,717.72
	Subtotal	\$1,326,861.78	\$85,654.03	\$1,348,797.33	101.65%	(\$21,935.55)
NYS RETIREMENT						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$135,485.17	\$0.00	\$86,179.00	63.61%	\$49,306.17
	Subtotal	\$135,485.17	\$0.00	\$86,179.00	63.61%	\$49,306.17
WORKERS COMPENSATION						
L00-9040-0830-	WORKERS COMPENSATION	\$4,267.84	\$0.00	\$3,235.36	75.81%	\$1,032.48
	Subtotal	\$4,267.84	\$0.00	\$3,235.36	75.81%	\$1,032.48

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (13)

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02/28/2025

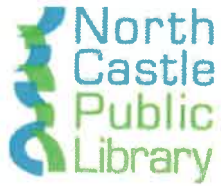
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Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-9060-0840-	HEALTH INSURANCE	\$159,726.66	\$0.00	\$149,619.80	93.67%	\$10,106.86
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$0.00	\$112,144.44	92.24%	\$9,439.99
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$0.00	\$19,787.74	78.62%	\$5,381.00
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$0.00	\$4,737.06	0.00%	(\$4,737.06)
	Subtotal	\$306,479.83	\$0.00	\$286,289.04	93.41%	\$20,190.79
Total Library Expenditures:		\$1,773,094.62	\$85,654.03	\$1,724,500.73	97.26%	\$48,593.89
Total Library Revenues:		\$1,756,047.00	\$0.00	\$1,781,612.39		(\$25,565.39)
Total Library Expenditures:		\$1,773,094.62	\$85,654.03	\$1,724,500.73		\$48,593.89
Total Library Fund Balance:		(\$17,047.62)	(\$85,654.03)	\$57,111.66		(\$74,159.28)

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
L-LIABILITIES						
TE0-0000-0091-0015	LIBRARY TRUST.FRIENDS OF THE L	\$35,886.00	\$6,492.25	(\$18,484.64)	\$0.00	\$23,893.61
2 561370	IVDH202502004 DH CHESS PROGRAMS AT AR	02/03/2025	02/18/2025 D	\$240.00 JOHN B. GALLAGHER JR		
2 561371	IVDH202502004 DH CHILDRENS YOGA PROGR	02/03/2025	02/18/2025 D	\$360.00 JESSICA B DIXON		
2 561372	IVDH202502004 DH BOOKS FOR LIBRARY	02/03/2025	02/18/2025 D	\$9.87 BAKER & TAYLOR CO.INC		
2 561510	IVDH202502005 DH MUSEUM PASS RENEWAL	02/04/2025	02/18/2025 D	\$400.00 CHILDRENS MUSEUM OF		
2 561511	IVDH202502005 DH CONCERT AT ARMONK LI	02/04/2025	02/18/2025 D	\$225.00 ALEX PRIZGINTAS		
2 561512	IVDH202502005 DH CHILDRENS PROGRAM AT	02/04/2025	02/18/2025 D	\$650.00 MATTHEW ADAM MAZUR		
2 561763	IVDH202502008 DH CHILDRENS PROGRAM AT	02/10/2025	02/18/2025 D	\$212.50 MSP CORP.		
2 561764	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$179.97 AMAZON (CREDIT CARD)		
2 561765	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$113.94 AMAZON (CREDIT CARD)		
2 561766	IVDH202502008 DH Invoice Delete111-5637619-8972	02/10/2025	02/18/2025 C	(\$113.94) AMAZON (CREDIT CARD)		
2 561767	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$9.99 AMAZON (CREDIT CARD)		
2 561768	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$42.69 AMAZON (CREDIT CARD)		
2 561769	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$9.99 AMAZON (CREDIT CARD)		
2 561770	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$86.95 AMAZON (CREDIT CARD)		
2 561771	IVDH202502008 DH PROGRAM SUPPLIES FOR	02/10/2025	02/18/2025 D	\$41.97 AMAZON (CREDIT CARD)		
2 561919	IVDH202502010 DH VIRTUAL PROGRAM FOR	02/12/2025	02/18/2025 D	\$56.25 FRIENDS OF THE NEW R		
2 564153	IVDH202502014 DH PROGRAM SUPPLIES FOR	02/19/2025	02/21/2025 D	\$135.92 AMAZON CAPITAL SERVI		
2 564154	IVDH202502014 DH PROGRAM SUPPLIES FOR	02/19/2025	02/21/2025 D	\$627.51 AMAZON CAPITAL SERVI		
2 569534	IVDH202502015 DH VIRTUAL PROGRAM FOR	02/21/2025	02/24/2025 D	\$30.00 MOUNT PLEASANT PUBLI		
2 569819	CR1708 BA LIBRARY - 2/19/25	02/21/2025	02/25/2025 C	(\$18,370.70)		
2 569454	IVDH202502018 DH CHESS PROGRAMS AT AR	02/24/2025	02/24/2025 D	\$240.00 JOHN B. GALLAGHER JR		
2 569665	IVDH202502020 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$17.97 AMAZON (CREDIT CARD)		
2 569666	IVDH202502020 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$8.48 AMAZON (CREDIT CARD)		
2 569667	IVDH202502020 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$8.49 AMAZON (CREDIT CARD)		
2 569668	IVDH202502020 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$53.88 AMAZON (CREDIT CARD)		
2 569765	IVDH202502021 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$23.27 AMAZON (CREDIT CARD)		
2 569766	IVDH202502021 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$19.99 AMAZON (CREDIT CARD)		
2 569767	IVDH202502021 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$15.60 AMAZON (CREDIT CARD)		
2 569768	IVDH202502021 DH PROGRAM SUPPLIES FOR	02/24/2025	02/25/2025 D	\$103.88 AMAZON (CREDIT CARD)		
2 571609	IVDH202502022 DH CHILDRENS MUSIC PROG	02/25/2025	02/26/2025 D	\$250.00 HERSHATTER NANCY J		
2 571610	IVDH202502022 DH MUSEUM PASS RENEWAL	02/25/2025	02/26/2025 D	\$100.00 BRUCE MUSEUM		

Fund TE0		Private Purpose Trusts					
Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance	
2 573686	IVDH202502023 DH PROGRAM SUPPLIES FOR	02/26/2025	02/26/2025 D	\$88.14	AMAZON CAPITAL SERVI		
2 573687	IVDH202502023 DH PAINTING CLASSES AT	02/26/2025	02/26/2025 D	\$300.00	VIRGINIA GARCIA		
2 575787	IVDH202502025 DH MUSEUM MEMBERSHIP FO	02/27/2025	02/27/2025 D	\$200.00	FRICK COLLECTION		
2 575788	IVDH202502025 DH MEDITATION & CHAIR Y	02/27/2025	02/27/2025 D	\$470.00	PRESENT WISDOM, LLC		
2 575789	IVDH202502025 DH CHAIR YOGA CLASSES A	02/27/2025	02/27/2025 D	\$300.00	PRESENT WISDOM, LLC		
2 575790	IVDH202502025 DH CHILDRENS MUSIC PROG	02/27/2025	02/27/2025 D	\$360.00	HERSHATTER NANCY J		
2 575791	IVDH202502025 DH MEMBERSHIP RENEWAL F	02/27/2025	02/27/2025 D	\$500.00	GUGGENHEIM MUSEUM		
Type Total		\$35,886.00	\$6,492.25	(\$18,484.64)	\$0.00	\$23,893.61	
Fund Total		\$35,886.00	\$6,492.25	(\$18,484.64)	\$0.00	\$23,893.61	
Grand Total		\$35,886.00	\$6,492.25	(\$18,484.64)	\$0.00	\$23,893.61	



MISSION STATEMENT AND BYLAWS

Mission Statement

The North Castle Public Library exists to provide a wide range of superior educational and cultural services to the residents of the Town of North Castle in an open and non-judgmental environment.

Preamble

The North Castle Public Library (the "Library") is managed by a Board of Trustees (the "Board") as defined in the Provisional Charter No. 8314, dated January 24, 1963. Absolute Charter No. 9741 was granted by the Regents of the State of New York on September 27, 1968. The Board is responsible for ensuring that the Library provides the services described in our Mission Statement to the residents of the Town of North Castle, New York (the "Town").

The Board is governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following Bylaws.

BYLAWS

Article 1 – Name

- a. The name of the organization shall be the North Castle Public Library.
- b. The Library provides services from two (2) facilities located in Armonk at 19 Whippoorwill Road East and North White Plains at 10 Clove Road, as well as a wide range of digital services provided through the support of the Westchester Library System and other partners.

Article 2 – Purpose

The purpose of the organization is to provide superior educational and cultural services to all residents of the Town, youth through adult.

Article 3 – Fiscal Year

The fiscal year of the Library shall commence on the first (1st) day of January and end on the thirty-first (31st) day of December each year.

Article 4 – Board of Trustees

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of five (5) to nine (9) members (“Trustees”) appointed by the Town Board for a term of five (5) years. A Trustee may serve a maximum of two (2) consecutive full terms.
- b. Eligibility for office shall be limited to individuals residing or owning property within the geographical limits of the Library district.
- c. The term of office shall end on the thirty-first (31st) day of December of the fifth (5th) year following appointment, unless the office falls vacant prior to the expiration of the term.
- d. If a vacancy on the Board occurs as a result of an appointed Trustee failing to fulfill their term, the Board may vote to appoint a new Trustee to fill the unexpired term or appoint a Trustee for a term of five (5) years.
- e. In the case of a Trustee appointed to fill an unexpired term, the interim appointment shall end on the thirty-first (31st) day of December of the fifth (5th) year following the date of appointment of the Trustee originally appointed to the vacated seat.
- f. Each Trustee shall have one (1) vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have their vote counted. To the extent permitted by applicable law, a Trustee may attend in person or via videoconference and shall be deemed to be present for purposes of constituting a quorum and for transacting business of the Board.
- h. All Trustees must abide by the Code of Ethics established by the Town.
- i. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without the prior approval of the Board to carry out a specific action or public statement.
- j. If any Trustee shall fail to comply with the duties defined in h and i above, the Board shall take under advisement the extent of the infraction and make appropriate recommendation, if necessary, to the Town Board.

- k. If any Trustee shall fail to attend three (3) consecutive meetings without an excuse accepted as satisfactory by the Board and the Town Board, that Trustee shall be deemed to have resigned and the vacancy shall be filled.
- I. Responsibilities of the Board include:
 - (i) Define and support implementation of the long-range plan of the Library;
 - (ii) Select, hire, and regularly evaluate a qualified library director;
 - (iii) Ensure long-term financial viability of the Library and exercise fiduciary responsibility for the use of public and private funds provided for the benefit of the Library;
 - (iv) Periodically adopt and review these Bylaws and policies regarding Library governance;
 - (v) Regularly plan and evaluate the effectiveness of the Library's programs, services, and collections to ensure alignment with the Library's long-range plan and to meet the needs of the citizens of the Town;
 - (vi) Evaluate and maintain Library facilities to ensure they meet the needs of the Library staff and community;
 - (vii) Review and approve the Library's annual budget and annual report;
 - (viii) Promote the Library in the local community and beyond;
 - (ix) Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and community; and,
 - (x) Conduct an annual performance evaluation of the Director, the results of which shall be discussed with the Director upon completion.

Article 5 – Officers

- a. The officers of the Board shall be the **President, Vice-President, Secretary, and Treasurer**, elected annually by the Board at an annual organizational meeting in December of each year to become effective on the first (1st) day of January of the following year.
- b. The duties of the officers shall be as follows:
 - (i) The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, establish ad hoc and special committees, appoint the Chair of each committee, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President shall be the primary liaison between the Board and the Director. The President shall ensure that all Trustees comply with continuing education requirement pursuant to New York law.

- (ii) The **Vice President**, in the event of the absence or disability of the President or of the vacancy of that office, shall assume and perform the duties of the President.
 - (iii) The **Secretary** is responsible for ensuring that an accurate and timely record of all meetings of the Board is created and that the issuance of the notice of all meetings as per Open Meetings Law is carried out, as well as performing other duties associated with that office.
 - (iv) The **Treasurer** shall be responsible for handling financial matters as delegated by the Board.
- c. In the case of the absence of any officer of the Board, the powers and duties of such officer may be delegated, on a temporary basis, to any Trustee upon majority vote of the Trustees present at meeting.

Article 6 – Director

- a. The Board shall recommend to the Town Board the appointment of a Library **Director**. The Director shall be the chief executive officer of Library and shall have charge of the administration of the Library under the oversight and review of the Board.
- b. The Director shall be responsible for the following:
 - (i) the employment and direction of the staff;
 - (ii) the efficiency of the Library's service to the public, including, but not limited to programs, services, and collections;
 - (iii) the care of buildings and equipment; and,
 - (iv) the operation of the library in a financially responsible manner.
- c. The Director shall attend all public meetings of the Board.
- d. The Director shall render and submit to the Board reports and recommendations of policies and procedures which will improve the efficiency and quality of Library services, as well as other reports as requested by the Board.

Article 7 – Committees

- a. There shall be four (4) standing committees of the Board: **Strategic Planning Committee, Bylaws and Policies Committee, Buildings and Grounds Committee, and Marketing and Technology Committee**. The President shall appoint the Chair of each standing committee, who shall be a Trustee, and the Chair of each standing committee shall appoint its members.

- (i) **Strategic Planning Committee** - shall ensure the Library's continued viability as an essential community institution by working with the Library Director and the Board to evaluate the Library's role in the community, recommend goals and objectives to continue the Library's mission, and continue to monitor progress on implementing the goals established in the long-range plan.
 - (ii) **Bylaws and Policies Committee** - shall work with the Library Director and the Board to ensure regular, thorough review of the Bylaws and to keep the Library's policies up to date through regular review, development, and recommendation of new policies relevant to Library and community needs.
 - (iii) **Buildings and Grounds Committee** - shall work with the Library Director and the Board to ensure the good stewardship of the library's infrastructure, including an oversight role to ensure preventative maintenance measures are observed and, when necessary, consulting on the renovation or expansion of the library facilities.
 - (iv) **Marketing and Technology Committee** - shall work with the Library Director and the Board to address marketing and technology matters relating to Library operations, including digital platforms, website development, promotion of Library programs and services, and development of brand identity.
- b. The President may appoint one or more special or ad hoc committees of the Board. Such special or ad hoc committee shall serve for a specified duration determined by the President or until the completion of the work for which it was appointed. The duties of any appointed committee shall be determined by the Board. The President shall appoint the Chair of each committee, and the Chair of each committee shall appoint its members.
- c. All committees shall be limited to advisory powers only unless, by action of the Board, specific power to act is granted.
- d. All committees shall make periodic progress reports to the Board.
- e. The President shall be an ex-officio member of all committees, may attend and participate in all meetings of each committee, and shall have a vote and be counted for purposes of constituting a quorum of such committee.
- f. Members of each committee shall be limited to individuals residing or owning property within the geographical limits of the Town and other individuals who have expertise that can assist the particular committee in fulfilling its mission as determined by the Chair of such committee.
- g. The Chair and any member of a committee of the Board may resign at any time by sending written notice to the President and each member of the committee.

Article 8 - Meetings of the Board and Committees

- a. Meetings of the Board and each committee of the Board shall be held in compliance with New York State Open Meetings Law. Notice of all regular meetings shall be posted on the Library's website at least five (5) days before each meeting, including the agenda and any pertinent documents to be discussed at the meeting. The Board welcomes resident attendance at Board and committee meetings.
- b. The public shall be given an opportunity to address the Board and any committee. All public comment must be limited to five (5) minutes and must not be personally directed, abusive, obscene, or irrelevant. The Board and any committee will hear public comments and may ask questions for clarification but will not engage in discussion or debate. If there is a need for a response from the Board or any committee, it may come at a later time.
- c. Regular meetings of the Board shall be held monthly, with a minimum of ten (10) meetings per year.
- d. A special meeting of the Board may be called at any time by the President or upon the request of five (5) members for a specific purpose. No business may be transacted at a special meeting except the stated business.
- e. The annual organizational meeting of the Board shall be held at the regular meeting for the month of December. The business transacted at this meeting shall include the election of officers for the following year. Election of officers can be done by secret ballot upon demand by any member of the Board.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of business. If a quorum is not present at a regular meeting, no business may be transacted, and the attending Trustees may set a new date for a rescheduled meeting.
- g. The Library's budget for the subsequent calendar year shall be approved by the Board at a regular meeting. This should precede review of the budget with the Town Board.
- h. All regular meetings of the Board shall include, but not be limited to:
 - (i) approval of the prior meeting's minutes;
 - (ii) a financial report of receipts and disbursements and approval of the monthly warrant(s);
 - (iii) a report by the Director;
 - (iv) a report by any committee; and,
 - (v) any new business.

- i. Each committee of the Board shall meet as needed upon notice from the Chair to its members, and a majority of the members of such committee shall constitute a quorum thereof.

Article 9 – Amendments

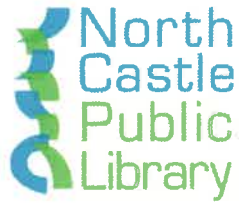
Amendments to these Bylaws may be proposed at any regular meeting and shall be voted on at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent Trustees at least ten (10) days prior to the voting session. A simple majority of the Board is required for adoption of an amendment.

Approved by the North Castle Public Library Board of Trustees at their meeting of March 10, 2025.

Strategic Planning Committee

Status Report for February 2025 – 3/10/25

Worked with each Committee chair to develop an implementation plan for action items that support the Long Range Plan. The final plan will be presented at the April Board Meeting.



North Castle Public Library

Friends Gallery Exhibit Policy

The purpose of exhibiting at the North Castle Public Library is to enhance the Library environment, promote community engagement, and provide educational and cultural enrichment for Library visitors.

Interested exhibitors shall review the Exhibitor Policy included in the Exhibitor Application and Agreement Packet prior to executing the Gallery Indemnification Agreement and submitting an application.

General policies of interest to our community are as follows:

All exhibits are free and open to the public.

Exhibit Selection Criteria

- The approval, scheduling, and organization of exhibits are at the discretion of the Library.
- The Library does not censor artwork. Exhibitors, however, should be mindful that the gallery is a public area, regularly visited by children and adults from our community so all artwork must be appropriate for viewing by all ages.
- Exhibits should reflect the Library's role as an educational, cultural, and community institution.
- Exhibit content criteria includes, but is not limited to:
 - Suitability of subject matter and physical presentation;
 - Local or regional interest;
 - Space requirements; and,
 - Quality of the presentation.
- Materials exhibited primarily for commercial purposes will not be included.

Publicity and Reception

- The Library may provide publicity about the exhibit, which may include social media and website publicity, complementary brochures, bookmarks, or other items related to the exhibit's theme.
- Exhibitors may list prices on an acrylic display next to the entrance of the Friends Gallery.

- Exhibitors are welcome to host one reception, the date of which must be approved by the Library.

Timeline and Placement of Exhibits

- The Library reserves the right to determine the schedule of all exhibits, including the length and location of exhibits.
- Library use of exhibit areas takes precedence over any other use.
- The Library reserves the right, without notice, to cancel the use of the exhibit area if the Director determines that the space is needed for Library purposes.
- Exhibits will remain on display no more than four weeks.

DRAFT 3/10/25



North Castle Public Library
19 Whipoorwill Rd East
Armonk, NY 10504

(914) 273-3887
www.northcastlelibrary.org

Exhibition Application

Exhibitor(s)	
Address	
Telephone	
E-mail	
Exhibition Name/Description	
Exhibit Month	
Installation Date	
Reception Date	
Removal Date	(Remove no later than the last day of the 4th week)

All paintings to be installed in the Friends Gallery must be framed.

All artwork to be exhibited at the Friends Gallery must be appropriate for viewing by all ages.

I/We have read the Exhibitor Policy, attached hereto, and accept responsibility and compliance for the procedures and rules set forth therein. Attached hereto is an executed Gallery Indemnification Agreement.

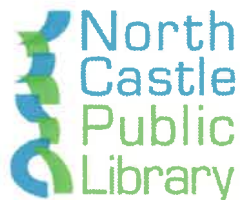
Name Signature Date

Name Signature Date

Please mail or email to: Virginia Garcia, vgarcia@northcastlelibrary.org

FOR LIBRARY USE

Date _____ Approve and confirm with application _____



North Castle Public Library

Friends Gallery Exhibitor Policy

The purpose of exhibiting at the North Castle Public Library is to enhance the Library environment, promote community engagement, and provide educational and cultural enrichment for Library visitors.

By submitting an application to exhibit work at the North Castle Public Library, potential exhibitors are agreeing to the following policies, which will be enforced through the Gallery Indemnification Agreement.

All exhibits are free and open to the public.

Application

- All exhibitors must fill out the Exhibition Application and submit it as instructed, including execution of the Gallery Indemnification Agreement.
- The approval, scheduling, and organization of exhibits are at the discretion of the Library.
- Scheduling shall not be made more than one year in advance of receipt of the Exhibition Application.

Exhibit Selection Criteria

- Exhibits should reflect the Library's role as an educational, cultural, and community institution.
- The Library does not censor artwork; however, all artwork must be appropriate for viewing by all ages.
- Exhibit criteria includes, but is not limited to:
 - Suitability of subject matter and physical presentation
 - Local or regional interest
 - Quality of the presentation
- Exhibits must conform to the space restrictions of the Friends Gallery.
- Materials exhibited primarily for commercial purposes will not be included.
- No exhibitor may change, add, or remove any items in an exhibit once the installation is completed.

Responsibility for Exhibitors

- Exhibitors are responsible for hanging their own work.
- Exhibit pieces must be hung securely; paintings must be framed.
- All exhibitors are required to make an appointment to install and remove exhibits.

- Exhibitors are responsible for the timely removal of all exhibited pieces.
- Exhibits must be installed and removed with as little interference as possible to the daily operations of the Library.
- It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of, and will be borne, entirely by the exhibitor.

Insurance and Security

- The Library is not responsible for the theft, or damage to, any materials.
- The Library does not carry insurance to protect items exhibited. Insurance is the sole responsibility of the exhibitor.
- Transportation of all exhibit pieces is the responsibility of the exhibitor.
- Exhibitors are responsible for any damages incurred while installing and removing pieces.
- Exhibitors are required to reimburse the Library for any damages to property resulting from the installation or removal of an exhibit. Damages may include, but are not limited to, walls, floors, grounds, furniture, and fixtures.
- If the Library must remove an exhibit because it is not removed as scheduled, the Library is not responsible for any damages to the exhibited pieces.
- The Library is not able to provide storage for exhibit pieces.
- Any items left for more than 4 weeks after scheduled exhibit removal will be disposed of as the Library sees fit.

Timeline of Exhibits

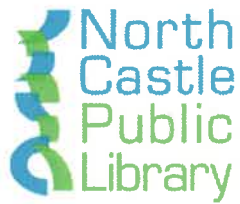
- The Library reserves the right to determine the schedule of all exhibits, including the length and location of exhibits.
- Library use of exhibit areas takes precedence over any other use.
- The Library reserves the right, without notice, to cancel the use of the exhibit area if the Director determines that the space is needed for Library purposes.
- Exhibits will remain on display no more than four weeks.

Publicity and Reception

- The Library may provide publicity about the exhibit, which may include social media and website publicity, complementary brochures, bookmarks, or other items related to the exhibit's theme.
- Exhibitors may be asked to supply background information on the exhibited pieces at least 4 weeks in advance of the exhibit opening to ensure adequate lead time in developing any complementary materials or publicity.
- The exhibitor may provide additional promotional materials, subject to Library review.
- Exhibitors are encouraged to promote their exhibit through invitations and announcements.
- Exhibitors may list prices on an acrylic display next to the entrance of the Friends Gallery.

- Exhibitors are welcome to host one reception.
- The date of any reception must be approved by the Library.
- The exhibitor is responsible for providing any food or beverages at the reception and providing any servers at the reception.
- Alcoholic beverages may be served during the reception but will require the exhibitor to obtain the required alcohol permit from the Town of North Castle.
- The approved alcohol permit must be sent to the Library Director two weeks before the reception.

DRAFT 3/10/25



North Castle Public Library

Gallery Indemnification Agreement

I (WE) (the "Exhibitor") have read the Exhibitor Policy attached hereto (the "Exhibitor Policy") and accept responsibility and compliance for the procedures and rules set forth therein. The Exhibitor understands and agrees that the North Castle Public Library (the "Library") does not insure or carry insurance for the works exhibited by the Exhibitor or on behalf of the Exhibitor (the "Exhibited Works") on Library premises or any activities relating to the Exhibited Works on Library premises. Any insurance to be procured and paid for in respect to the Exhibited Works are the sole responsibility of the Exhibitor.

It is specifically understood and agreed that all costs and expenses in connection with the Exhibited Works are the sole responsibility of, and will be borne entirely by, the Exhibitor, including without limitation the installation and removal of the Exhibited Works in a timely manner in accordance with the Exhibitor Policy.

To the extent permitted by applicable law, the Exhibitor hereby releases from liability and agrees to indemnify, defend, and hold harmless the Town of North Castle, New York, the Library, their employees and volunteers, and the Library Trustees from any and every claim for damage, loss, injury, and expense of any kind whatsoever in connection with the Exhibited Works, including without limitation, attorney's fees arising out of or resulting from the performance of this Agreement, (a) while the Exhibited Works are on display in the Library or are being installed in or removed from the Library, or (b) while the Exhibited Works are en route to or from the Library. The obligation of the Exhibitor to indemnify any party under this Agreement shall not be limited in any manner by any limitation of the amount of insurance coverage provided by the Exhibitor.

This Agreement shall be governed by the laws of the State of New York.

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

February 2025 Director's Summary

- PLDA Executive Committee, February 12
- PLDA Treasurer Meeting, February 18
- Buildings and Grounds Committee, February 18
- PLDA, February 20
- Marketing and Technology Committee Meeting, February 24
- Meeting with Kevin Hay, re: Hourly Staff Increases, February 24
- PLDA Municipal Libraries Roundtable, February 28
- State Report Finance Meeting, Abbas Sura, March 3
- Armonk Staff Status Meeting, March 5

Buildings and Maintenance

Armonk

The stairwell renovation is completed. The Maintenance Team installed new drywall, light fixtures, made other repairs, and painted.

Fire alarm was triggered the night of Saturday, February 22. I received a call from Scarsdale Security and the fire department was dispatched. I worked with the fire department to secure the building. As a result of the alarm, the elevator was out of order until February 25. Scarsdale Security made necessary repairs to the system and I worked with Fire Chief Brian Fenster to get the elevator reset.

Fire inspection was performed on February 25.

Parking lot construction continues and is on-schedule for completion. The building will be power washed once the project is completed.

Finance

As a follow-up item to the February Board task, the "Insurance" line in the budget is for general liability and cyber insurance.

The 2024 Revenue Expense Summary has been provided in the Warrant Review. Please note that approximately \$48,593.89 will be moved into the Library Fund Balance (pending any changes from the auditors). Auditors are scheduled in the near future, so once the audit is complete, I will provide the Board with an updated total in the Library Fund Balance.

Human Resources

Marie Pierre started as an hourly Librarian, February 27. She will be working at both Armonk and North White Plains and has experience in both Adult and Children's Services.

The proposed wage increases for hourly staff as detailed in the February Director's summary will be presented for a vote at the March 12, 2025 Town Board Meeting.

The Town of North Castle has a mandatory training video for all staff and Library Board members. This training video is presented by Foa & Son and covers the topics of "Sexual Harassment Prevention" and "Workplace Violence." This training video is approximately one hour and fifteen minutes long. The link is in the email you received from me. Please try to complete training by March 14, 2025.

Program and Partnerships

My Funny Valentine's Music, Bubble and Comedy Show! (Armonk), February 4, 60 attendees

Valentine's Day Music Concert (Armonk), February 8, 20 attendees

College Admission Program (virtual), February 5, 150 attendees

Groundbreaking Black Comedians (virtual), February 11, 45 attendees

Animal Painting (NWP), February 19, 33 attendees

1968: The Year that Changed America (virtual), February 20, 32 attendees

Slime (NWP), February 20, 38 attendees

Junior Chefs (NWP), February 21, 33 attendees

Armonk Readers Book Club (Armonk), February 25, 13 attendees

Whippoorwill Hall also hosted the February 12 and 26 Town Board Meetings.