



## **May 2025 Library Board of Trustees Meeting**

North Castle Public Library

Monday, May 12, 2025 at 7:00 PM EDT to Monday, May 12, 2025 at 8:30 PM EDT

19 Whippoorwill Road East, Armonk, NY 10504

### **Agenda**

**I. Call to Order** 7:00 PM

**II. Approval of April 2025 Minutes** 7:05 PM

**III. Review Warrant** 7:10 PM

The Revenue/Expense Report for Warrant 4 is attached.

Total expenses were \$113,473.22

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

**IV. Town Board Business Report** 7:15 PM

Councilmember Saleem Hussain will provide an update.

**V. Friends of the Library Report** 7:30 PM

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

The Friends Report for Warrant 4 is attached.

Expenses were \$7,501.17.

**VI. Library Board President Report** 7:40 PM

**VII. Committee Reports** 7:55 PM

1. Bylaws and Policies

1. Voting Items:

1. Friends Gallery Indemnification and Hold Harmless Agreement

2. Friends Gallery Exhibitor Policy

3. NCCC Community Room

Indemnification and Hold Harmless Agreement

4. Whippoorwill Hall Indemnification and Hold Harmless Agreement

5. Whippoorwill Hall Policy

2. Marketing and Technology

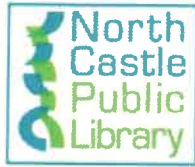
3. Strategic Planning

4. Buildings and Grounds

**VIII. Library Director Report** 8:15 PM

**IX. For the Good of The Order** 8:25 PM

**X. Adjournment** 8:29 PM



# May 2025 Library Board of Trustees Meeting

## Minutes

North Castle Public Library

5/12/2025 7:00 PM EDT

@ 19 Whippoorwill Road East, Armonk, NY 10504

### Attendance

#### Present:

Members: Diane Borgia, Deborah DeMasi, Annie Gala, Megan Wilt

Guests: Kathryn Feeley, Saleem Hussain

#### Absent:

Members: Steve Harrison, Kim Longo, Dean Roseti

Guests: Angela Cooke, David Fromm, Susan Grieco

#### I. Call to Order

Megan Wilt called the meeting to order at 7:04pm, noting that both Kim and Dean were unable to attend due to unavoidable circumstances and she was asked to lead in their place.

#### II. Approval of April 2025 Minutes

The floor was opened to any comments or questions regarding the April 2025 Library Board of Trustees Meeting Minutes.

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

#### Motion:

Diane Borgia motioned to approve the April 2025 Library Board of Trustees Meeting Minutes. Annie Gala seconded that motion, which passed unanimously.

#### III. Review Warrant

The Revenue/Expense Report for Warrant 4 is attached.

Total expenses were \$113,473.22

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

Steve reviewed Warrant and had no comments.

 [Lib Rev Exp APR 2025.pdf](#)

#### Motion:

Deborah DeMasi motioned to accept Warrant 4 into the record. Megan Wilt seconded that motion, which passed unanimously.

#### IV. Town Board Business Report

Councilmember Saleem Hussain noted that he had no news to share from the Town Board and opened the floor to questions or comments from those present.

Board members shared concerns, raised by the April 9, 2025 Town Board meeting, that it appears there has been a disconnect in getting information from the Library Board regarding Library initiatives to the Town Board. Members asked how we can avoid such issues in the future and better communicate with the Town Board.

Saleem recommended that Kathryn or a Library Board member be present for any Town Board meetings in which Library concerns will be discussed. He suggested that the best way to communicate with the Town Board in advance of meetings in which Library business will be discussed or voted on would be for Saleem to touch base with Kathryn prior to the meeting. Kathryn and Saleem committed to having a call or meeting monthly, prior to the Town Board meetings.

Kathryn brought Saleem up-to-date on Library happenings since his last attendance, detailing many of the facilities repairs that the Town maintenance department has handled in the interim of our initial facilities requests totaling approx. \$100k of work. She noted that the plumbing work was a huge part of the expense.

Saleem noted that he will update the Town Board on the facilities work, as well as act as a conduit sharing positive results in programming and other Library endeavors.

Diane offered to provide Saleem and the Town Board with her quarterly statistics update. Saleem feels it would be valuable to do so. Diane will aim to have a document ready for inclusion in the July Town Board meeting.

Megan thanked Saleem for being open and helpful in this discussion.

#### V. Friends of the Library Report

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

The Friends Report for Warrant 4 is attached.  
Expenses were \$7,501.17.

 [Friends Report Apr 2025.pdf](#)

David was not in attendance. Thank you to the Friends for their continued support.

No comments or questions were brought concerning the Friends Report.

Kathryn noted that she attended the Armonk Outdoor Art Show kick off dinner and it was a lovely event. Nancy Rosner is chairing again this year. The theme is "Armonk Has Heart". As such, there will be heart statues decorated by different artists displayed throughout Armonk. One statue will be displayed at the Armonk branch. Board members noted that they would like to see North White Plains included, especially the Library branch.

## VI. Library Board President Report

Kim Longo was unable to attend, but spoke with Kathryn and Committee Chairs in advance.

## VII. Committee Reports

### 1. Bylaws and Policies

#### 1. Voting Items:

1. Friends Gallery Indemnification and Hold Harmless Agreement
2. Friends Gallery Exhibitor Policy
3. NCCC Community Room Indemnification and Hold Harmless Agreement
4. Whippoorwill Hall Indemnification and Hold Harmless Agreement
5. Whippoorwill Hall Policy

#### 2. Marketing and Technology

#### 3. Strategic Planning


#### 4. Buildings and Grounds

 [Whippoorwill Hall Policy 5.2.25.docx](#)

 [Whippoorwill Hall Indemnification and Hold Harmless Agreement 3.20.25 \(2\).docx](#)

 [NCCC Community Room Indemnity Agreement 3.20.25 \(3\).docx](#)

 [Packet - Exhibitors Policy 3.10.25.docx](#)

 [Packet - North Castle Public Library Gallery Indemnification Agreement 3.20.25 \(1\).docx](#)

### 1) Bylaws & Policy Committee

Megan reminded all present of the five policies and indemnity agreements that had been previously reviewed and held for vote. Saleem asked questions to clarify the purpose of and changes in the policies and indemnities.

Each policy was voted on and passed individually. Motions are noted below.

Megan noted some previously-passed policies missing from the website:

- Privacy Policy - will be posted, as it passed during the November 2022 meeting.
- Trustee Education Policy - was approved in the May 2024 meeting and will be posted with style/format update.

Deborah initiated a discussion of our Conflict of Interest Policy and a Mid-Hudson Library Handbook-suggested Ethics Policy. It is the opinion of the Bylaws & Policy Committee that these two policies are not necessary to be drafted by the Library Board as we are already beholden to the Town's policies of the same. Saleem and Kathryn agreed that this made sense and all others present were in agreement, as well.

Megan made a quick note of upcoming work in the Committee:

- Resource Development and Management Policy
- Library Facility and Resource Use Policy

- Code of Conduct Policy

## 2) Marketing & Technology Committee

Annie reported that she has written the RFP for website and marketing in the Town template. She will meet with Kathryn to ensure the written timeline is accurate and work to edit RFP. She will update the Board when the RFP is ready to go out. The RFP will go out for a 30 day bid with the goal to have the project done by year end. The RFP includes:

- Rebranding - new logo, new colors
- Website redesign - winner will build entire website, including copying all over and recommend new pages
- Calendar set up and training for staff on how to use website and calendar so staff can do continuing work.

## 3) Buildings & Grounds Committee

Dean was not present, but Kim had noted in a pre-meeting call that all his Committee reporting was related to and could be reported by Strategic Planning.

## 4) Strategic Planning

Diane reported that she met with Dean to go over details for setting a priority hierarchy for Long-Range Plan goals relating to the Buildings & Grounds Committee. She will also meet with Kathryn to go over Library priorities that are part of the Long-Range Plan for the coming year.

### **Motion:**

Deborah DeMasi made a motion to approve the Friends Gallery Indemnity and Hold Harmless Agreement. Annie Gala seconded the motion, which passed unanimously.

### **Motion:**

Deborah DeMasi made a motion to approve the Friends Gallery Exhibitors Policy. Annie Gala seconded the motion, which passed unanimously.

### **Motion:**

Deborah DeMasi made a motion to approve the North Castle Community Center Community Room Indemnification and Hold Harmless Agreement. Diane Borgia seconded the motion, which passed unanimously.

### **Motion:**

Deborah DeMasi made a motion to approve the Whippoorwill Hall Indemnity and Hold Harmless Agreement. Diane Borgia seconded the motion, which passed unanimously.

### **Motion:**

Deborah DeMasi made a motion to approve the Whippoorwill Hall Policy. Annie Gala seconded the motion, which passed unanimously.

#### VIII. Library Director Report

Kathryn reviewed highlights from her Director's Summary report.

She has been working in the NWP branch to help replace a Librarian on leave, who is hoping to return prior to Summer Reading.

The fire alarms at the Armonk branch were acting up again. It was thought to be fixed, but went off multiple times throughout the month. Kathryn contacted the alarm maintenance company to try again to identify and resolve the ongoing issue.

The North Castle maintenance team fixed a steam valve under the building that was causing some moisture to collect. They then cleaned out the nearby crawl space.

Kathryn submitted a request to Civil Service and got approved to seek applicants for the Lib I position from the provided list. The earliest someone could be hired and start working would be mid-June.

Programming is going great. Library Speaker Consortium is a new offering that provides access to author and other speaker events. Access can be found on the calendar under the corresponding events.

In other program highlights, we had 147 people for the magic show in the Spring. So many attended, they moved the program to the Whippoorwill Hall theater to increase seating. The scavenger hunt was also a huge success with 486 participants.

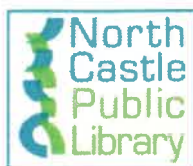
Kathryn noted that the State report has been submitted and is pending WLS approval as they review the submission. She will let us know when the report has been approved.

 [April 2025 DirectorsSummary.docx](#)

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

#### X. Adjournment

Megan called the meeting to close at 8:19pm.



## April 2025 Library Board of Trustees Meeting

### Minutes

North Castle Public Library

4/14/2025 7:00 PM EDT

@ 10 Clove Road, North White Plains, NY

### Attendance

#### Present:

Members: Diane Borgia (remote), Angela Cooke, Deborah DeMasi, Kathryn Feeley, David Fromm, Annie Gala, Steve Harrison (remote), Kim Longo, Dean Roseti, Megan Wilt (remote)

#### Absent:

Members: Susan Grieco, Saleem Hussain

#### I. Call to Order

Kim Longo called the meeting to order at 7:02pm.

#### II. Approval of March 2025 Minutes

Kim Longo suggested minor grammatical and spelling edits.

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

#### Motion:

A motion to approve the March 2025 meeting minutes with minor grammatical and spelling edits was made by Diane Borgia and seconded by Annie Gala. The motion unanimously passed.

#### III. Review Warrant

The Revenue/Expense Report for Warrant 3 is attached.

Total expenses were \$112,882.58.

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

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

#### Motion:

A motion to accept Warrant 3 into the record was made by Megan Wilt and seconded by Steve Harrison. 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 3 is attached.  
Expenses were \$7,347.85.

 [Friends Report Mar 2025.pdf](#)

David noted that he is looking for more people interested in joining the Friends. Trustees and Library staff will help spread the word.

Thank you to the Friends for their continued support.

## VI. Library Board President Report

Kim gave thanks to all Trustees for the tremendous amount of work being done each month and in committees.

Kim raised the question of how the Library Board can better communicate our ongoing projects and initiatives to the Town Board in light of recent discussion and questions at the April 9, 2025 meeting of the Town Board regarding the RFP submission for website and branding funds.

- the Trustees recognized Kevin Hay for providing a thorough explanation of the background for this RFP request, but were concerned that the Liaison to the Library Board had not been more instrumental in explaining or keeping the Town Board up-to-date.
- recognition was also given to Annie Gala and Kathryn Feeley for the extensive communication on the subject in monthly meetings and with Town Administrator Kevin Hay, having followed the process recommended by him.
- as a refresher, the situation that has resulted in the need for a new website was covered - notably that WLS has ended their website hosting for member libraries and we need to find a new platform for hosting.

Kim reiterated her request that all invitees, please, remember to RSVP in OnBoard prior to our meetings. This will allow us to determine in advance if we'll have a quorum.

### **Task:**

Assigned to: Kim Longo

Kim will reach out to Saleem to touch base on current initiatives and discuss what he has missed in his absence from our meetings in an effort to better inform the Town Board at large.

### **Task:**

Assigned to: Kathryn Feeley

Kathryn will contact Kevin for guidance on how best to respond to Town Board member questions regarding Library Board initiatives and plans prior to them coming up for vote in the Town Board meetings.

## VII. Committee Reports

1. Bylaws and Policies

2. Marketing and Technology
  1. RFP Request for branding, website, and events calendar.
  2. Note on process: Once the Town Board authorizes the project to go out to bid, Annie and Kathryn will include the bid specs and rubric into the Town bid packet. The Town Clerk's office publishes that document. Bids will be compiled by the Town Clerk's office in a chart and this will be presented to the Library Board for a discussion and/or vote. The Town Board will vote on the Library Board recommendation.
3. Strategic Planning
  1. Long-Range Plan Initial Objectives and Timelines

 [Strategy and Planning Status Report 2025-04-14.docx](#)

 [Town Board Memo Branding, Website, and Event Calendar March 2025.docx](#)

#### 1) Bylaws & Policies Committee

- Whippoorwill Hall Policy and the Indemnification Agreements for Whippoorwill Hall, the Friends Gallery, and NCCC Community Room were discussed
- Due to miscommunication, the documents were not attached to the agenda packet and, therefore, cannot be voted on at this meeting.
- Kim has asked all Trustees and Kathryn to please give a thorough review of the documents prior to May's meeting, along with the Exhibitors Policy for the Friends Gallery, which was put on hold at the March meeting.

#### 2) Marketing & Technology Committee

- RFP request for branding, website, and events calendar will go out to bid.
- Bids will be compiled by the Town Clerk's office in a chart and Kathryn will send this to the Library Board for a discussion and/or vote.

#### 3) Strategic Planning Committee

- The committee reviewed with Dean outstanding Long Range Plan items relating to Facilities, which fall under the purview of the Buildings and Grounds Committee.
- Dean will put together a list based on the Long Range Plan to determine potential targets for upcoming assessment and action that have little or no expense and are able to be completed without going through Town Board processes.
- Diane and Kathryn will meet to review Long Range Plan and reporting of metrics for staffing, programs, and collections in April.

#### 4) Buildings and Grounds Committee

- Dean met with Town Administrator Kevin Hay, his assistant Eliana Diaz, and Lead Maintenance Mechanic Anthony Ruvo to review items in the Armonk branch facility report.
- He gives his recognition and thanks for their support of the library.
- Work was done by Town staff to repair damage in a stairwell at the Armonk branch. Town staff has also been working with the alarm company to resolve an issue with the sensor that keeps setting off the alarm at random times.
- Kevin Hay noted that assessment of the truss in the Friends Gallery can be done without submitting an RFP.
- Dean will seek to track work orders logged with the Town for Library work in an effort to anticipate potential larger projects/concerns that could arise in the future.

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

Review Diane's metrics graphs/charts. Assigned to: Annie Gala, Dean Roseti, Deborah DeMasi, Kathryn Feeley, Kim Longo, Megan Wilt, Steve Harrison  
Everyone, please review the metrics charts and graphs sent by Diane on 4/11 and again on 4/14. Provide any feedback no later than May 2nd.

**Task:**

Assigned to: Megan Wilt

Send all Trustees and Kathryn the documents that will be voted on at the May meeting: Whippoorwill Hall Policy, Friends Gallery Exhibitors Policy, Indemnification Agreements for WH, FG, and NCCC Community Room.

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

Review Policy and Indemnification Documents for May Meeting. Due 5/2/2025

11:50 AM EDT. Assigned to: Annie Gala, Dean Roseti, Diane Borgia, Kathryn Feeley, Kim Longo, Steve Harrison

Review and Respond (if you haven't already done so) to the Bylaws & Policies Committee documents no later than May 2nd so edits can be made prior to Kathryn's agenda deadline.

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

Provide Bylaws & Policies Committee with examples of space use policies. Assigned to: Kathryn Feeley

Kathryn offered to send some relevant examples of policies governing space usage from other libraries and municipalities to be considered when creating our own policy.

## VIII. Library Director Report

Reviewed attached report.

Notes regarding grounds:

- Children's playground at Armonk - fence was power washed and new mulch was laid.
- Parking lot project wrapping up at the end of April.
- Town will work on getting the existing lot repaired, pending discussion and decision from the Parking District.

Kathryn thanked the Board for support in helping achieve non-union wage increases.

- The Board will conduct a review to assess salary levels prior to the 2026 budget process.

Hourly Staff jobs remain open on Civil Service. There is a "drought" of interested parties for jobs across all libraries in WLS.

- Civil Service will allow us to canvas for the full-time Librarian I position, which may help.

NYLA has created a form to petition to Defend IMLS in light of recent federal administration cuts:

[https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo\\_id=23622](https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=23622)

 [March2025LibraryDirectorSummary.docx](#)

#### IX. Performance Metrics - Quarterly Review

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

 [2024- 2025 Circ Stats in Review.xlsx](#)

 [Door Counters April 2025 Board Meeting.xlsx](#)

 [January through March 2025 Stats for April 2025 Board Report.xlsx](#)

 [MuseumPassesQuarterlyReviewApril2025BoardMeeting.xlsx](#)

 [Analysis of Metrics January-March 2025.docx](#)

Dean initiated a discussion regarding presentation of metrics - monthly averages provided year-over-year would be helpful. He also suggested a chart comparing program attendance in 2024 vs 2025. Diane noted some of these metrics are presented in her charts/graphs. Everyone will review these as part of our tasks.

#### X. For the Good of the Order

It was mentioned that compliments were received praising the Library's social media posts.

#### XI. Meeting Closed

Kim Longo called the meeting to a close at 9:27pm.

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2025 ) Period ( 4 )**

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05/05/2025

2:21 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>L00 Library</b>						
<b>Revenue</b>						
<b>REVENUES</b>						
L00-1000-1001-	PROPERTY TAXES	\$1,739,125.00	\$1,739,125.00	\$1,739,125.00	100.00%	\$0.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$0.00	\$122.10	12.21%	\$877.90
L00-1000-2410-	RENTALS	\$13,000.00	\$3,060.00	\$4,800.00	36.92%	\$8,200.00
L00-1000-2670-	SALES	\$500.00	\$160.00	\$378.00	75.60%	\$122.00
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	\$0.00	\$125.00	8.33%	\$1,375.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$383.00	0.00%	(\$383.00)
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$1,755,125.00</b>	<b>\$1,742,345.00</b>	<b>\$1,744,933.10</b>	<b>99.42%</b>	<b>\$10,191.90</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,742,345.00</b>	<b>\$1,744,933.10</b>	<b>99.42%</b>	<b>\$10,191.90</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,742,345.00</b>	<b>\$1,744,933.10</b>		<b>\$10,191.90</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$113,473.22</b>	<b>\$493,130.82</b>		<b>\$1,261,994.18</b>
<b>Total Library Fund Balance:</b>		<b>\$0.00</b>	<b>\$1,628,871.78</b>	<b>\$1,251,802.28</b>		<b>(\$1,251,802.28)</b>

2:21 PM

## HOSPITAL & MEDICAL

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2025 ) Period ( 4 )**

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05/05/2025

2:21 PM

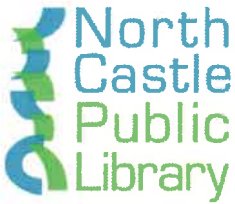
Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-9060-0840-	HEALTH INSURANCE	\$153,823.00	\$10,916.28	\$43,665.12	28.39%	\$110,157.88
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$129,216.00	\$6,642.83	\$41,701.52	32.27%	\$87,514.48
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$20,391.00	\$1,510.48	\$6,001.64	29.43%	\$14,389.36
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$396.51	\$1,586.04	0.00%	(\$1,586.04)
	<b>Subtotal</b>	<b>\$303,430.00</b>	<b>\$19,466.10</b>	<b>\$92,954.32</b>	<b>30.63%</b>	<b>\$210,475.68</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$113,473.22</b>	<b>\$493,130.82</b>	<b>28.10%</b>	<b>\$1,261,994.18</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,742,345.00</b>	<b>\$1,744,933.10</b>		<b>\$10,191.90</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$113,473.22</b>	<b>\$493,130.82</b>		<b>\$1,261,994.18</b>
<b>Total Library Fund Balance:</b>		<b>\$0.00</b>	<b>\$1,628,871.78</b>	<b>\$1,251,802.28</b>		<b>(\$1,251,802.28)</b>

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	\$18,914.89	\$7,501.17	(\$6,674.51)	\$875.00	\$18,866.55
4	591516 IVDH202504002 DH PROGRAM SUPPLIES FOR	04/01/2025	04/07/2025 D	\$77.02 AMAZON CAPITAL SERVI		
4	591517 IVDH202504002 DH PROGRAM SUPPLIES FOR	04/01/2025	04/07/2025 D	\$96.88 ORIENTAL TRADING CO.I		
4	591518 IVDH202504002 DH PROGRAM SUPPLIES FOR	04/01/2025	04/07/2025 D	\$37.38 AMAZON CAPITAL SERVI		
4	591519 IVDH202504002 DH CHILDRENS MUSIC PROG	04/01/2025	04/07/2025 D	\$360.00 HERSHATTER NANCY J		
4	591520 IVDH202504002 DH CHILDRENS YOGA PROGR	04/01/2025	04/07/2025 D	\$480.00 JESSICA B DIXON		
4	591521 IVDH202504002 DH MEDITATION & CHAIR Y	04/01/2025	04/07/2025 D	\$1,200.00 PRESENT WISDOM, LLC		
4	591522 IVDH202504002 DH CHAIR YOGA CLASSES A	04/01/2025	04/07/2025 D	\$360.00 PRESENT WISDOM, LLC		
4	591523 IVDH202504002 DH CHESS PROGRAMS AT AR	04/01/2025	04/07/2025 D	\$360.00 JOHN B. GALLAGHER JR		
4	591689 IVDH202504004 DH CHILDRENS PROGRAM AT	04/02/2025	04/07/2025 D	\$350.00 MUSICAL MUNCHKINS E.J		
4	591690 IVDH202504004 DH PROGRAM SUPPLIES FOR	04/03/2025	04/07/2025 D	\$56.66 AMAZON CAPITAL SERVI		
4	591896 CR1798 BA FRIENDS OF THE LIBRARY	04/03/2025	04/07/2025 C	(\$6,674.51)		
4	591738 IVDH202504005 DH PROGRAM SUPPLIES FOR	04/04/2025	04/07/2025 D	\$25.97 AMAZON CAPITAL SERVI		
4	592064 IVDH202504006 DH PROGRAM & OFFICE SUP	04/07/2025	04/08/2025 D	\$40.58 STAPLES ADVANTAGE		
4	592065 IVDH202504006 DH PROGRAM SUPPLIES FOR	04/07/2025	04/08/2025 D	\$95.10 AMAZON CAPITAL SERVI		
4	592066 IVDH202504006 DH PROGRAM SUPPLIES FOR	04/07/2025	04/08/2025 D	\$4.76 AMAZON CAPITAL SERVI		
4	592088 IVDH202504007 DH CHILDRENS PROGRAM AT	04/07/2025	04/08/2025 D	\$437.50 MSP CORP.		
4	592353 IVDH202504008 DH MUSEUM PASS FOR LIBR	04/08/2025	04/10/2025 D	\$250.00 AMERICAN KENNEL CLUB		
4	593512 IVDH202504010 DH PROGRAM SUPPLIES FOR	04/10/2025	04/14/2025 D	\$22.49 AMAZON CAPITAL SERVI		
4	593808 IVDH202504011 DH PROGRAM SUPPLIES FOR	04/10/2025	04/15/2025 D	\$447.16 AMAZON CAPITAL SERVI		
4	593809 IVDH202504011 DH PROGRAM SUPPLIES FOR	04/11/2025	04/15/2025 D	\$66.63 AMAZON CAPITAL SERVI		
4	593810 IVDH202504011 DH PROGRAM SUPPLIES FOR	04/14/2025	04/15/2025 D	\$195.74 AMAZON CAPITAL SERVI		
4	593811 IVDH202504011 DH CHILDRENS PROGRAM AT	04/14/2025	04/15/2025 D	\$595.00 CHARLES J HALLOCK		
4	594541 IVDH202504016 DH PROGRAM SUPPLIES FOR	04/21/2025	04/22/2025 D	\$25.98 AMAZON CAPITAL SERVI		
4	594827 IVDH202504017 DH JOINT LIBRARY PROGRA	04/22/2025	04/23/2025 D	\$45.00 YONKERS PUBLIC LIBRA		
4	594828 IVDH202504017 DH PROGRAM SUPPLIES FOR	04/22/2025	04/23/2025 D	\$27.92 AMAZON CAPITAL SERVI		
4	595417 IVDH202504018 DH PROGRAM SUPPLIES FOR	04/23/2025	04/25/2025 D	\$68.87 AMAZON CAPITAL SERVI		
4	595418 IVDH202504018 DH PROGRAM SUPPLIES FOR	04/23/2025	04/25/2025 D	\$109.89 AMAZON CAPITAL SERVI		
4	596032 IVDH202504021 DH ART & FILM LECTURES	04/28/2025	04/29/2025 D	\$600.00 VALERIE FRANCO		
4	596172 IVDH202504022 DH CHILDRENS MUSIC PROG	04/28/2025	04/30/2025 D	\$125.00 HERSHATTER NANCY J		
4	1923 Direct PO PETTING ZOO / PETTING PONY / AUGUST 2ND	04/29/2025	04/29/2025 E	\$875.00 PIED PIPER PONY RIDES		

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
4 596173	IVDH202504022 DH PROGRAM SUPPLIES FOR	04/29/2025	04/30/2025 D	\$270.32	AMAZON CAPITAL SERVI	
4 596538	IVDH202504023 DH WRITING WORKSHOP AT	04/30/2025	05/01/2025 D	\$250.00	GABRIELLE ESPOSITO	
4 596539	IVDH202504023 DH PROGRAM SUPPLIES FOR	04/30/2025	05/01/2025 D	\$119.32	AMAZON CAPITAL SERVI	
4 596540	IVDH202504023 DH PAINTING CLASSES AT	04/30/2025	05/01/2025 D	\$300.00	VIRGINIA GARCIA	
Type Total		\$18,914.89	\$7,501.17	(\$6,674.51)	\$875.00	\$18,866.55
Fund Total						
		\$18,914.89	\$7,501.17	(\$6,674.51)	\$875.00	\$18,866.55
Grand Total						
		\$18,914.89	\$7,501.17	(\$6,674.51)	\$875.00	\$18,866.55



## ***North Castle Public Library***

### **Whippoorwill Hall Policy**

This policy governs the public use of Whippoorwill Hall in the North Castle Public Library. It is consistent with the applicable sections of New York State Education Law and is in accordance with the principles of the Library Bill of Rights, published by the American Library Association, and other Library policies, including, without limitation, the Library's Code of Conduct Policy.

The Library welcomes the use of Whippoorwill Hall by applicants for activities that enhance the use of the Library. Whippoorwill Hall is primarily available to North Castle residents and any group whose headquarters are located within the Town of North Castle. Non-resident groups may also apply for use of Whippoorwill Hall for like purposes, as availability permits. All activities must be open to the public.

Permission to use these facilities is not an endorsement by the Library of the goals or activities of organizations to which permission is granted. As a limited public forum, the Library will allow discussions and presentations of an informational nature provided they do not limit the presentation of divergent viewpoints. The Library reserves the right to prohibit programs which would substantially disrupt the Library's normal operations (e.g. if they involve the use of hazardous materials, are excessively noisy, or are not in the interest of the community patrons which the Library serves).

#### **Regulations for Use of Whippoorwill Hall**

**1. Application/ Reservations:** To reserve Whippoorwill Hall, an Applicant must:

- Complete the Whippoorwill Hall Application;
- Submit to the Library for review a detailed description of the set, lighting, and sound design for review and approval two weeks prior to move in. The Library has the right to change or question design elements that pose safety hazards or potential damage to Whippoorwill Hall. Additional requirements should be submitted in the form of a written stage lighting plot, sound design, and/or construction plans of sets, along with names and contact information of operating technicians to the Whippoorwill Hall Coordinator;
- Submit a certificate of insurance that meets the requirements of the Town of North Castle as detailed in the Town of North Castle Minimum Insurance Requirements for Events document; and,
- Submit a signed Indemnification and Hold Harmless Agreement provided by the Library.

Reservations must be cancelled at least thirty (30) days in advance for full refund of fees, fourteen (14) days for a half refund, and, if less than fourteen (14) days, all fees are forfeited. Reservations are not transferable.

If the Library closes during an emergency, such as a storm, all scheduled activities are automatically cancelled and fees refunded or activities re-scheduled.

**2. Fees:** Fee schedule for rental of Whippoorwill Hall is provided as part of the application packet.

- Fees must be paid in full within five (5) days after confirmation of the reservation.
- Any organization using Whippoorwill Hall beyond scheduled time and preventing another organization from having access will be charged the full daily fee.
- Use of Whippoorwill Hall beyond regular Library hours requires the Applicant to make special arrangements with the Library for an opening/closing supervisor. Overtime fees will be paid by the Applicant according to the fee schedule provided for any such opening/closing or calls for assistance outside of regular Library hours.
- The piano is tuned four (4) times a year. If the Applicant requires an additional piano tuning, the Applicant will be responsible for reimbursing the expense incurred by the Library.

**3. Financial Responsibility:** The Applicant is financially responsible for the following:

- Paying all rental fees;
- Providing a certificate of insurance, as required by the Town of North Castle's Minimum Insurance Requirements for Events document; and,
- Committing to the requirements of the Indemnification and Hold Harmless Agreement required by the North Castle Public Library and Town of North Castle.

**4. Restoration of Whippoorwill Hall:** The Applicant will be responsible for restoring Whippoorwill Hall to its original condition immediately upon completion of the activity for which it has been used. All changes to sound and/or lighting equipment must be restored as per the sound and lighting design provided in the tech packet provided by the Library and must be reviewed with the Library technician or representative to ensure that such equipment is restored and working. Restoration also includes putting away or rearranging chairs, tables, and other equipment; disposing of debris and otherwise making Whippoorwill Hall ready for the next user. An Applicant violating this rule may forfeit the right to any future use of this space and will be liable for any additional costs incurred by the Library in cleaning and restoring Whippoorwill Hall.

The Library contracts with a cleaning company five (5) days a week, Monday through Friday. Applicants are responsible for trash pickup and cleanliness of Whippoorwill Hall during the weekend. If cleaning services are required during the weekend hours, the Library will provide service at an additional fee.

**5. Fire Regulations:** Applicant must ensure conformance to fire code occupancy requirements. The occupancy of Whippoorwill Hall is as follows:

- Auditorium: 189
- Stage: 40
- Basement: 20

**Prior to the start of a program, the applicant, or an individual appointed by the applicant, must make an announcement stating the location of the four exits.**

All exits, including the access stairway leading from the Library to the storage and fitting rooms, as well as backstage, must be clear of any sets, costumes, or other materials that may create a hazard to exiting patrons in the event of an emergency evacuation. A diagram of all storage areas on and below the stage is included in the application packet.

**6. Administration:** The Library Director will review all extraordinary program usage requested and any violation of the policies by the Applicant or any organization or individual sponsor engaged by the Applicant. In the event of any violation, the Library and security personnel on duty are authorized to ask persons who violate these policies to immediately leave Whippoorwill Hall and the Library premises and grounds. Violation of these policies may result in such violator and the Applicant being banned from Whippoorwill Hall and use of Whippoorwill Hall. In addition, violation of these policies or failure to abide by such banning may lead to criminal prosecution. The Applicant or any person who is banned from Whippoorwill Hall for a period in excess of one (1) week has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to "Board of Trustees, North Castle Public Library, 19 Whippoorwill Road East, Armonk, NY 10504", received no later than five (5) days after such person has been first notified that he or she has been banned from the Library.

**7. Publicity:** The Applicant is responsible for all publicity for their program(s).

All publicity must state:

- The program is open to the public.
- Website and contact information, such as email address and/or telephone number, by which the organization represented by the Applicant may be reached.

The Applicant sponsoring the program is responsible for the following:

- Submit a copy of all publicity items to the Library two (2) weeks prior to circulating such publicity;
- Flyers should include the title, date, and time of the event, and, the address, telephone number, website, and logo of the sponsored organization(s);
- Any poster should be double-sided 24" x 36", which can be posted in the Library windows by the Kent Place Lobby entrance not earlier than one (1) month prior to the event;
- Provide no more than two (2) slides of digital materials to publicize the event. All digital

materials should be submitted according to the specifications provided by the Library staff; and,

- Submit information for the email blast to the Library staff.

If all the above is done, the Library will:

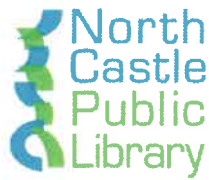
- Hang the double-sided poster in the Kent Place Lobby window for one month prior to the scheduled event;
- Display the digital image of Applicant's publicity on the Library's electronic screens for one month prior to the scheduled event; and,
- Send an e-mail blast to the Library patron email list one (1) week prior to the date of the event.

### **Limitations for the Use of Whippoorwill Hall**

1. The Library and Whippoorwill Hall may only be used for not-for-profit purposes.
2. The objective of all Whippoorwill Hall programs is to:
  - Be consistent with the Library's mission.
  - Benefit the residents of the Town of North Castle.
3. Whippoorwill Hall can only be rented by one (1) Applicant/organization at a time.
4. No organization other than the Friends of the North Castle Public Library, Inc. may use the Library as its mailing address or for the receipt of telephone calls or faxes without the prior written consent or special arrangement of the Library Director.
5. The Library will not be responsible for the loss of or damage to equipment, supplies, or other materials owned, rented, or used by the Applicant.
6. Smoking is not permitted on Library property.
7. No alcoholic beverages or liquors may be brought to or consumed on Library property without an approved permit from the Town of North Castle.
8. Use of the kitchen is limited to the preparation of simple refreshments and non-alcoholic beverages. The Applicant is responsible for all supplies (e.g. tablecloths, paper plates, napkins, towels, utensils, etc.). When such items are used, they must be disposed of in the containers provided. Equipment must be cleaned and put away. Applicants must leave the kitchen clean and orderly.
9. Light refreshments may be prepared in the kitchen area and served on the stage. The Applicant is responsible for cleanup of the kitchen, and the stage area is to be free of all trash.

10. Food is not allowed in Whippoorwill Hall Auditorium. Whippoorwill Hall Theater Lobby may be used for the sale and consumption of candy and refreshments prior to performances and during intermissions.
11. The Kent Place Lobby has handicap access and must remain unlocked during performances.
12. Any activity or program intended for minors shall have adequate adult supervision. A minimum of two (2) adults must be in attendance. The adult Applicant must agree to be in attendance and take responsibility for the conduct of the participants.
13. No special effects utilizing flame or smoke are permitted.

Revised 5/12/25 DRAFT



## North Castle Public Library Whippoorwill Hall Indemnification and Hold Harmless Agreement

The company or person named below (the "User") has read the Whippoorwill Hall Policy ("the Policy") attached hereto and accept responsibility and compliance for the procedures and rules set forth therein. The User understands and agrees that the North Castle Public Library (the "Library") does not insure or carry insurance in connection with Whippoorwill Hall or any activities carried on therein. Any insurance to be procured and paid for in respect of activities in Whippoorwill Hall are the sole responsibility of the User and the User shall deliver a Certificate of Insurance referenced in the Policy. It is specifically understood and agreed that all costs and expenses in connection with use of Whippoorwill Hall are the sole responsibility of, and will be borne entirely by, the User.

To the fullest extent permitted by applicable law, the User hereby releases from liability and agrees to indemnify, defend, and hold harmless the Town of North Castle, New York, the Library, their employees, agents, and volunteers, and the Library Trustees ("the Indemnified Parties") from and against all claims, damages, losses, or expenses of any kind whatsoever in connection with use of Whippoorwill Hall, including without limitation, attorney's fees arising out of or resulting from the performance of this Agreement and use of Whippoorwill Hall, provided any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the User or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, User's obligation to indemnify the Indemnified Parties for any judgment, mediation, or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law; by the User, anyone directly or indirectly employed by it, or anyone for whose acts may be liable in connection to such claim, damage, loss, and expense. The obligation of the User to indemnify any party under this Agreement shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including worker's compensation or other employee benefit acts provided by the User.

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

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Company Title/Name of Signer

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Signature

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Date

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Library Director Name

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Signature

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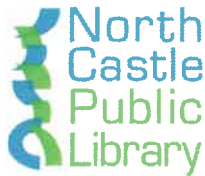
Date

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Name of Event

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Date of Event



## North Castle Public Library NCCC Community Room Indemnification and Hold Harmless Agreement

I (WE) (the "User") have read the General Rental Guidelines of the Facility Rental Application (the "Application") for North Castle Community Center Community Room ("the Community Room") attached hereto and accept responsibility and compliance for the procedures and rules set forth therein. The User understands and agrees that the North Castle Public Library (the "Library") does not insure or carry insurance in connection with the Community Room or any activities carried on therein. Any insurance to be procured and paid for in respect of activities in the Community Room are the sole responsibility of the User and the User shall deliver a Certificate of Insurance referenced in the Application. It is specifically understood and agreed that all costs and expenses in connection with use of the Community Room are the sole responsibility of, and will be borne entirely by, the User.

To the fullest extent permitted by applicable law, the User hereby releases from liability and agrees to indemnify, defend, and hold harmless the Town of North Castle, New York, the Library, their employees, agents, and volunteers, and the Library Trustees ("the Indemnified Parties") from and against all claims, damages, losses, or expenses of any kind whatsoever in connection with use of the Community Room, including without limitation, attorney's fees arising out of or resulting from the performance of this Agreement and use of the Community Room, provided any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the User or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, User's obligation to indemnify the Indemnified Parties for any judgment, mediation, or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law; by the User, anyone directly or indirectly employed by it, or anyone for whose acts may be liable in connection to such claim, damage, loss, and expense. The obligation of the User to indemnify any party under this Agreement shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including worker's compensation or other employee benefit acts provided by the User.

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

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User Name/Organization (if applicable)

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Signature

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Date

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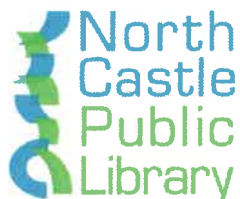
Library Director Name

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Signature

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Date



## ***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**

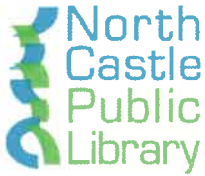
- The Library reserves the right to determine the schedule of all exhibits, including the length and location of exhibits.
- Library use of exhibit areas takes precedence over any other use.
- The Library reserves the right, without notice, to cancel the use of the exhibit area if the Director determines 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

## Friends Gallery

### Indemnification and Hold Harmless 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 (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 fullest 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, agents, and volunteers, and the Library Trustees ("the Indemnified Parties") from and against all claims, damages, losses, or expenses 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 and use of the gallery, (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, provided any such claim, damage, loss, or expense (i) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (ii) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the Exhibitor or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, Exhibitor's obligation to indemnify the Indemnified Parties for any judgment, mediation, or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law by the Exhibitor, anyone directly or indirectly employed by it, or anyone for whose acts may be liable in connection to such claim, damage, loss, and expense. 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 or benefits including worker's compensation or other employee benefit acts provided by the Exhibitor.

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

_____ Exhibitor Name	_____ Signature	_____ Date
_____ Library Director Name	_____ Signature	_____ Date

## **April 2025 Director's Summary**

- PLDA ByLaws Committee, April 15
- PLDA Monthly Meeting, April 17
- Town Department Head Meeting, April 24
- PLDA, February 20
- Armonk Outdoor Art Show Kickoff Party, May 1
- North White Plains Staff Meeting, May 5 and May 6
- PLDA Executive Committee Meeting, May 7

### **Buildings and Maintenance**

#### **Armonk**

The fire alarm went off on April 29. This time, it was a sensor on a different smoke detector. Scarsdale Security was on site April 30 to replace that sensor. I've sent a follow-up email for a quote for a more in-depth inspection of the system since various components keep malfunctioning.

The radiator in the staff room began intermittently leaking. Plumbers were on-site on April 30 to repair the steam valve and change the pipe pitch. The steam will be redirected so there won't be any water build-up in the building. The Maintenance Team also cleared out the crawl space where steam was previously deposited.

Mackenzie Door performed maintenance on April 21 and April 30. The technician recommended the installation of a breaker switch on the door at the Whippoorwill Road Entrance. A quote is forthcoming.

Power washing continues and should be completed within the next few weeks.

#### **NWP**

A lock was installed on the shower door in the women's restroom.

The umbrella on the patio broke and was removed.

### **Finance**

There are no items of note in regard to Finance.

### **Human Resources**

The Librarian I list was requested from Westchester County Civil Service. Just to refresh the process, once the list is received, a letter will be sent to each candidate on the list. The candidate has ten business days to respond. Each interested candidate must be interviewed. Generally, interviewing is completed after two weeks. Once interviewing is completed, the candidate will need to start within thirty days. The anticipated start date would then be around mid to later June.

## **Program and Partnerships**

We have a new subscription service called Library Consortium, which features an array of best-selling authors. 3 virtual author talks were held in April with a total of 68 attendees. Upcoming authors include Lisa Jewell and Liann Zhang. More upcoming events can be found here: <https://libraryc.org/northcastlelibrary/upcoming>

### *Armonk Adult*

Seed Garden, 19

Community Puzzle, 41

Finance Program, 19

Armonk Readers Book Club, 19

### *Armonk Youth*

The Great Charlini Magic Show, 147

Musical Munchkins Concert, 68

Scavenger Hunt, 486

### *NWP Adult*

Community Puzzle, 36

Non-Fiction Book Club, 10

### *NWP Youth*

Junior Chefs, 27

Slime Club, 32

1,2,3 Sing with Miss Nancy, 5 programs with 170 attendees

## **State Report**

The 2024 State Report has been submitted to WLS and is still pending approval.

## **Ad Hoc Items**

During the full-time librarian's absence at NWP, I am intermittently covering the reference desk.