

June 2025 Library Board of Trustees Meeting

North Castle Public Library

Monday, June 9, 2025 at 7:00 PM EDT to Monday, June 9, 2025 at 8:30 PM EDT

10 Clove Road, North White Plains, NY

Agenda

I. Call to Order 7:00 PM

II. Approval of May 2025 Minutes 7:05 PM

III. Review Warrant 7:10 PM

The Revenue/Expense Report for Warrant 5 is attached.

Total expenses were \$139,123.21.

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

\$139,123.21

IV. Town Board Business Report 7:15 PM

Councilmember Saleem Hussain will provide an update.

V. Friends of the Library Report 7:25 PM

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

The Friends Report for Warrant 5 is attached.

Expenses were \$8,324.79.

VI. Library Board President Report 7:35 PM

VII. Committee Reports 7:50 PM

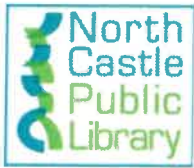
1. Bylaws and Policies
2. Marketing and Technology
3. Strategic Planning
4. Buildings and Grounds

VIII. Library Director Report 8:10 PM

1. Voting Item: Motion to Hire Stephanie Paul, Hourly/Substitute Librarian, effective June 23, 2025.
2. Voting Item: Motion to Approve the 2024 Annual Report For Public and Association Libraries ("State Report").

IX. For the Good of The Order 8:20 PM

X. Adjournment 8:25 PM



June 2025 Library Board of Trustees Meeting

Minutes

North Castle Public Library

6/9/2025 7:00 PM EDT

@ 10 Clove Road, North White Plains, NY

Attendance

Present:

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

Guests: Eric Bell, Saleem Hussain - Liaison, NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke - NCPL Assistant Director

Absent:

Guests: David Fromm - President, Friends of the North Castle Public Library

I. Call to Order

The meeting was called to order at 7:02pm by Kim Longo.

II. Approval of May 2025 Minutes

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

Motion:

Diane Borgia made a motion to approve the minutes for the May 2025 Board of Trustees meeting. The motion was seconded by Annie Gala. Kim Longo, Steve Harrison, and Dean Roseti abstained due to being absent from the May 2025 meeting. The motion was passed unanimously by all other trustees.

III. Review Warrant

The Revenue/Expense Report for Warrant 5 is attached.
Total expenses were \$139,123.21.

Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!
\$139,123.21

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

Motion:

A motion was made by Megan Wilt and seconded by Annie Gala to accept Warrant 5 into the record. The motion passed unanimously.

IV. Town Board Business Report

Councilmember Saleem Hussain reported on key updates to actions from last meeting.
Key discussions included:

- Potential new parking district that would include current Library lot and adjacent spaces. The Library should have representation in these discussions.
- Continuation of addressing Buildings and Grounds goals to be planned between Library representatives and Town.
- Fol-de-Rol was a great success with many new additions this year.

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

Plan meeting with Library Board to discuss Buildings and Grounds goals to be discussed in meeting with the Town Supervisor, et. al. Due 6/11/2025 7:15 PMEDT. Assigned to: Dean Roseti

V. Friends of the Library Report

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

The Friends Report for Warrant 5 is attached.
Expenses were \$8,324.79.

 [Friends Report May 2025.pdf](#)

David Fromm was not in attendance. Saleem noted that the letters for annual charitable donations have gone out.

Thank you to the Friends for their continued support.

VI. Library Board President Report

Library Board President Kim Longo thanked everyone for the work that has taken place over the last two months within the committees and the Library.

VII. Committee Reports

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

 [MOM-2025-06-03 - qtly TB report - KF.docx](#)

 [outline QTLY report to TB and Friends-draft.docx](#)

 [Door Counters q1 2024-2025-dcb.xlsx](#)

 [MuseumPasses-q12025-dcb.xlsx](#)

 [Circ Stats in Review 2024-2025q1-DCB.xlsx](#)

Bylaws and Policies Committee - provided an update on the status of several policies under editing.

- Code of Conduct Policy - in second round edits
- Resource Development and Management Policy - ready to be reviewed as first draft
- Library Facilities and Resource Use Policy - ready to be reviewed as first draft

Marketing and Technology Committee - provided an update regarding the pending RFP for branding and website development.

- Met with Kathryn on May 16th to develop RFP
- Looking to send out call for bids by the end of July.

Strategic Planning Committee - provided an update on current work gathering and publishing Library statistics.

- Kathryn and Diane had two meetings in May & June, Steve joined by Zoom.
- Plan to release three quarterly reports and an annual report. First quarterly report is planned for October.
- Circulation data are a new addition to the reports and were well-received.

Buildings and Grounds Committee -

- Met with Kathryn since last meeting to discuss next projects on the plan.
- Began first steps to engage work on the truss in the Friends space by reaching out to Kevin Hay for Town Maintenance, as well as external project management company.
- Started on the ADA evaluation from the KGD report and is looking for companies who can manage that project.

VIII. Library Director Report

1. Voting Item: Motion to Hire Stephanie Paul, Hourly/Substitute Librarian, effective June 23, 2025.
2. Voting Item: Motion to Approve the 2024 Annual Report For Public and Association Libraries ("State Report").

 [May 2025 Director's Report.docx](#)

Library Director Kathryn Feeley reviewed her Director's Report (attached).

Further notes:

- Many cheers to Anthony in Maintenance for all the work that has been done around the Armonk library.
- WLS replacing computers as part of a regular cycle.

Motion:

A motion was made by Diane Borgia and seconded by Megan Wilt to hire Stephanie Paul in an Hourly/Substitute Librarian position effective June 23, 2025. The motion passed unanimously.

Motion:

A motion was made by Diane Borgia and seconded by Annie Gala to approve the 2024 Annual Report For Public and Association Libraries ("State Report"). The motion passed unanimously.

IX. For the Good of The Order

X. Adjournment

Kim Longo called the meeting to a close at 8:18pm.