



July 2025 Library Board of Trustees Meeting

North Castle Public Library

Monday, July 14, 2025 at 7:00 PM EDT to Monday, July 14, 2025 at 8:30 PM EDT

19 Whippoorwill Road East, Armonk, NY 10504

Meeting Details: <https://northcastleny.zoom.us/j/85400393289>

Agenda

- | | |
|---|----------------|
| I. Call to Order | 7:00 PM |
| II. Approval of June 2025 Minutes | 7:05 PM |
| III. Review Warrant | 7:10 PM |
| The Revenue/Expense Report for Warrant 6 is attached.
Total expenses were \$123,800.43
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 | 7:25 PM |
| Friends of the Library President David Fromm will provide an update.
The Friends Report for Warrant 6 is attached.
Expenses were \$7,383.41.
Thank you to the Friends for their support of NCPL! | |
| VI. Library Board President Report | 7:35 PM |
| 1. August Meeting Date | |
| 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 Jennifer Poggiali, Hourly/Substitute Librarian, effective July 28, 2025. | |
| 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: Susan Grieco - NCPL Reference Librarian, 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 PM EDT. 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. Not sure how frequently that is done.

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.

Town of North Castle

Statement of Revenues, Expenditures and Encumbrances - Compared to Budget

Year (2025) Period (6)

Page 1 of 3

06/30/2025

10:43 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	Enc	% Used	Remaining
L00 Library							
Revenue							
REVENUES							
L00-1000-1001-000	PROPERTY TAXES	\$1,739,125.00	\$0.00	\$1,739,125.00	\$0.00	100.00%	\$0.00
L00-1000-2082-000	FINES & CHARGES	\$1,000.00	\$97.00	\$269.25	\$0.00	26.93%	\$730.75
L00-1000-2410-000	RENTALS	\$13,000.00	\$1,620.00	\$7,020.00	\$0.00	54.00%	\$5,980.00
L00-1000-2670-000	SALES	\$500.00	\$0.00	\$378.00	\$0.00	75.60%	\$122.00
L00-1000-2680-000	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-000	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2705-000	DONATIONS	\$1,500.00	\$0.00	\$125.00	\$0.00	8.33%	\$1,375.00
L00-1000-3840-000	STATE AID - LIBRARY	\$0.00	\$0.00	\$383.00	\$0.00	0.00%	(\$383.00)
L00-1000-5031-000	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal		\$1,755,125.00	\$1,717.00	\$1,747,300.25	\$0.00	99.55%	\$7,824.75
Total Library Revenues:		\$1,755,125.00	\$1,717.00	\$1,747,300.25	\$0.00	99.55%	\$7,824.75
Total Library Revenues:		\$1,755,125.00	\$1,717.00	\$1,747,300.25	\$0.00		\$7,824.75
Total Library Expenditures:		\$1,755,125.00	\$123,800.43	\$756,667.72	\$0.00		\$998,457.28
Total Library Fund Balance:		\$0.00	(\$122,083.43)	\$990,632.53	\$0.00		(\$990,632.53)

Town of North Castle

Statement of Revenues, Expenditures and Encumbrances - Compared to Budget

Year (2025) Period (6)

Page 2 of 3

06/30/2025

10:43 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	Enc	% Used	Remaining
Expenditure							
LIBRARY							
L00-7410-0110-000	SALARIES-FULL TIME	\$632,827.00	\$45,782.59	\$296,592.61	\$0.00	46.87%	\$336,234.39
L00-7410-0116-000	STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0118-000	LONGEVITY	\$7,500.00	\$584.60	\$3,799.93	\$0.00	50.67%	\$3,700.07
L00-7410-0120-000	SAL. PART TIME	\$150,000.00	\$12,583.00	\$79,272.91	\$0.00	52.85%	\$70,727.09
L00-7410-0130-000	SAL. OVERTIME	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0203-001	LIB.EQUIP.TECH	\$5,000.00	\$879.00	\$1,266.25	\$0.00	25.33%	\$3,733.75
L00-7410-0410-001	LIBRARY-BOOKS-ADULT	\$30,000.00	\$2,413.17	\$11,217.24	\$0.00	37.39%	\$18,782.76
L00-7410-0410-001	LIBRARY-BOOKS-TEEN	\$3,500.00	\$133.50	\$661.08	\$0.00	18.89%	\$2,838.92
L00-7410-0410-001	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$912.09	\$5,838.06	\$0.00	31.56%	\$12,661.94
L00-7410-0410-001	LIBRARY-BOOKS-DIGITAL	\$39,000.00	\$2,516.40	\$14,776.05	\$0.00	37.89%	\$24,223.95
L00-7410-0410-001	LIBRARY-BOOKS-NWP	\$18,000.00	\$829.20	\$6,653.54	\$0.00	36.96%	\$11,346.46
L00-7410-0412-001	LIBRARY-A.V.MATERIALS-ADULT	\$6,000.00	\$561.54	\$3,302.51	\$0.00	55.04%	\$2,697.49
L00-7410-0412-001	LIBRARY-A.V.MATERIALS-TEEN	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0412-001	LIBRARY-A.V.MATERIALS-CHILDREN	\$1,000.00	\$26.99	\$172.43	\$0.00	17.24%	\$827.57
L00-7410-0412-001	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$269.61	\$1,699.06	\$0.00	21.24%	\$6,300.94
L00-7410-0413-001	LIBRARY-PERIODICALS.-.	\$9,000.00	\$420.00	\$1,230.05	\$0.00	13.67%	\$7,769.95
L00-7410-0413-001	LIBRARY-OTHER SERIALS.-.	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0415-001	LIBRARY-OTH.NON-BOOK MAT.-.	\$39,000.00	\$4,058.04	\$19,689.55	\$0.00	50.49%	\$19,310.45
L00-7410-0415-001	LIBRARY-KITS	\$9,000.00	\$0.00	\$97.80	\$0.00	1.09%	\$8,902.20
L00-7410-0420-000	INSURANCE	\$24,000.00	\$11,388.18	\$23,016.47	\$0.00	95.90%	\$983.53
L00-7410-0430-001	LIBRARY-OFFICE SUPPLY.-.	\$12,500.00	\$518.90	\$5,790.72	\$0.00	46.33%	\$6,709.28
L00-7410-0431-000	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$263.88	\$0.00	52.78%	\$236.12
L00-7410-0431-001	LIBRARY-TELEPHONE.-.	\$5,000.00	\$229.99	\$1,842.12	\$0.00	36.84%	\$3,157.88
L00-7410-0432-001	LIBRARY-PROCESSG CHARGES.-.	\$2,000.00	\$130.68	\$778.14	\$0.00	38.91%	\$1,221.86
L00-7410-0433-001	LIBRARY-POSTAGE.-.	\$350.00	\$0.00	\$304.30	\$0.00	86.94%	\$45.70
L00-7410-0434-001	LIBRARY-PUBLICITY/PRINTG.-.	\$3,000.00	\$175.00	\$1,298.58	\$0.00	43.29%	\$1,701.42
L00-7410-0435-001	LIBRARY-TRAVEL.-.	\$1,500.00	\$105.56	\$558.78	\$0.00	37.25%	\$941.22
L00-7410-0436-001	LIBRARY WLS:EQUIPMENT.-.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0436-001	LIBRARY-WLS:MAINTENANCE.-.	\$89,000.00	\$0.00	\$46,281.14	\$0.00	52.00%	\$42,718.86
L00-7410-0438-001	LIBRARY-DUES/CONFERENCES.-.	\$2,000.00	\$0.00	\$1,543.00	\$0.00	77.15%	\$457.00
L00-7410-0441-000	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$116.10	\$0.00	11.61%	\$883.90

Town of North Castle

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Statement of Revenues, Expenditures and Encumbrances - Compared to Budget

06/30/2025

10:43 AM

Year (2025) Period (6)

Account	Account Description	Budget	MTD Actual	YTD Actual	Enc	% Used	Remaining
L00-7410-0450-001	LIBRARY-FUEL & UTILITIES--	\$45,000.00	\$3,459.50	\$21,976.83	\$0.00	48.84%	\$23,023.17
L00-7410-0451-001	LIBRARY-CUSTODIAL SUPPLY--	\$9,000.00	\$376.30	\$6,157.88	\$0.00	68.42%	\$2,842.12
L00-7410-0451-010	UTILITY WATER	\$1,200.00	\$338.50	\$446.00	\$0.00	37.17%	\$754.00
L00-7410-0452-001	LIBRARY-BLDG/EQUIP REPAIR--	\$65,000.00	(\$402.88)	\$8,057.44	\$0.00	12.40%	\$56,942.56
L00-7410-0469-001	LIBRARY-BLDG.SERVICE CONT.--	\$35,150.00	\$3,030.42	\$18,478.87	\$0.00	52.57%	\$16,671.13
L00-7410-0470-001	WHIPPOORWILL HALL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0820-000	SOCIAL SECURITY	\$60,498.00	\$4,303.44	\$27,703.92	\$0.00	45.79%	\$32,794.08
L00-7410-0825-000	MTA TAX	\$2,689.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,689.00
	Subtotal	\$1,337,714.00	\$95,667.30	\$610,883.24	\$0.00	45.67%	\$726,830.76
NYS RETIREMENT							
L00-9010-0810-000	NYS RETIREMENT SYSTEM	\$109,044.00	\$0.00	\$0.00	\$0.00	0.00%	\$109,044.00
	Subtotal	\$109,044.00	\$0.00	\$0.00	\$0.00	0.00%	\$109,044.00
WORKERS COMPENSATION							
L00-9040-0830-000	WORKERS COMPENSATION	\$4,937.00	\$285.41	\$3,798.16	\$0.00	76.93%	\$1,138.84
	Subtotal	\$4,937.00	\$285.41	\$3,798.16	\$0.00	76.93%	\$1,138.84
HOSPITAL & MEDICAL							
L00-9060-0840-000	HEALTH INSURANCE	\$153,823.00	\$10,916.28	\$65,497.68	\$0.00	42.58%	\$88,325.32
L00-9060-0840-000	RETIREE HEALTH INSURANCE	\$129,216.00	\$16,742.63	\$65,086.98	\$0.00	50.37%	\$64,129.02
L00-9060-0850-000	DENTAL VISION & LIFE INS.	\$20,391.00	\$188.81	\$9,022.60	\$0.00	44.25%	\$11,368.40
L00-9060-0850-000	RETIREE DENTAL & VISION INSUR	\$0.00	\$0.00	\$2,379.06	\$0.00	0.00%	(\$2,379.06)
	Subtotal	\$303,430.00	\$27,847.72	\$141,986.32	\$0.00	46.79%	\$161,443.68
Total Library Expenditures:		\$1,755,125.00	\$123,800.43	\$756,667.72	\$0.00	43.11%	\$998,457.28
Total Library Revenues:							
Total Library Expenditures:		\$1,755,125.00	\$1,717.00	\$1,747,300.25	\$0.00		\$7,824.75
Total Library Fund Balance:		\$0.00	(\$122,083.43)	\$990,632.53	\$0.00		(\$990,632.53)

Trial Balance/Actual/Detail

Year 2025 Periods 6 To 6

Town of North Castle

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						
6 602279	IVDH202506005 DH CHILDRENS MUSIC PROG	\$24,257.79	\$7,383.41	(\$14,848.11)	\$0.00	\$16,793.09
6 602631	IVDH202506006 DH PROGRAM SUPPLIES FOR	06/02/2025	06/03/2025 D	\$125.00	HERSHATTER NANCY J	
6 602632	IVDH202506006 DH PROGRAM SUPPLIES FOR	06/02/2025	06/05/2025 D	\$427.47	AMAZON CAPITAL SERVI	
6 602633	IVDH202506006 DH PROGRAM SUPPLIES FOR	06/03/2025	06/05/2025 D	\$65.56	AMAZON CAPITAL SERVI	
6 602923	IVDH202506006 DH COOKING PROGRAM AT A	06/04/2025	06/05/2025 D	\$375.00	BIG FLAVORS FROM A TI	
6 603236	CR1919 BA LIBRARY - 6/3/25	06/05/2025	06/06/2025 C	(\$6,347.85)		
6 603237	IVDH202506011 DH VIRTUAL PROGRAM FOR	06/09/2025	06/10/2025 D	\$187.50	NEW YORK HISTORICAL	
6 603238	IVDH202506011 DH PROGRAM SUPPLIES FOR	06/09/2025	06/10/2025 D	\$127.13	AMAZON CAPITAL SERVI	
6 603239	IVDH202506011 DH PROGRAM SUPPLIES FOR	06/09/2025	06/10/2025 D	\$34.99	AMAZON CAPITAL SERVI	
6 603240	IVDH202506011 DH PROGRAM SUPPLIES FOR	06/09/2025	06/10/2025 D	\$484.78	AMAZON CAPITAL SERVI	
6 603241	IVDH202506011 DH PROGRAM SUPPLIES FOR	06/09/2025	06/10/2025 D	\$15.89	AMAZON CAPITAL SERVI	
6 603242	IVDH202506011 DH PROGRAM SUPPLIES FOR	06/09/2025	06/10/2025 D	\$327.43	AMAZON CAPITAL SERVI	
6 603398	IVDH202506012 DH PAINTING CLASSES AT	06/09/2025	06/10/2025 D	\$45.96	AMAZON CAPITAL SERVI	
6 603651	IVDH202506014 DH PROGRAM SUPPLIES FOR	06/11/2025	06/12/2025 D	\$200.00	VIRGINIA GARCIA	
6 605125	CR1948 BA LIBRARY - 6/13/25	06/12/2025	06/13/2025 D	\$128.96	AMAZON CAPITAL SERVI	
6 605372	IVDH202506020 DH CHILDRENS MUSIC PROG	06/13/2025	06/17/2025 C	(\$8,500.26)		
6 605490	IVDH202506021 DH PROGRAM SUPPLIES FOR	06/18/2025	06/18/2025 D	\$360.00	HERSHATTER NANCY J	
6 605513	IVDH202506023 DH MEDITATION & CHAIR Y	06/18/2025	06/19/2025 D	\$137.96	AMAZON CAPITAL SERVI	
6 605514	IVDH202506023 DH CHILDRENS YOGA CLASS	06/19/2025	06/20/2025 D	\$1,140.00	PRESENT WISDOM, LLC	
6 605515	IVDH202506023 DH CHILDRENS MUSIC PROG	06/19/2025	06/20/2025 D	\$120.00	JESSICA B DIXON	
6 605989	IVDH202506026 DH ICE CREAM FOR SUMMER	06/19/2025	06/20/2025 D	\$360.00	HERSHATTER NANCY J	
6 606257	IVDH202506028 DH CHESS PROGRAMS AT AR	06/20/2025	06/23/2025 D	\$1,000.00	ARISTOMENIS KOLOKATH	
6 606355	IVDH202506030 DH CHILDRENS SUMMER REA	06/23/2025	06/24/2025 D	\$240.00	JOHN B. GALLAGHER JR	
6 607960	IVDH202506034 DH CHILDRENS YOGA PROGR	06/24/2025	06/24/2025 D	\$475.00	FUNFACES BY BRENDA	
6 607961	IVDH202506034 DH CHILDRENS MUSIC PROG	06/25/2025	06/27/2025 D	\$375.00	POOJA MEHTA	
6 607962	IVDH202506034 DH PROGRAM SUPPLIES FOR	06/25/2025	06/27/2025 D	\$550.00	ANTS IN THE PANTS, LLC	
Type Total		\$24,257.79	\$7,383.41	(\$14,848.11)	\$0.00	\$16,793.09

Trial Balance/Actual/Detail

Year 2025 Periods 6 To 6

Town of North Castle

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
	Fund Total	\$24,257.79	\$7,383.41	(\$14,848.11)	\$0.00	\$16,793.09
	Grand Total	\$24,257.79	\$7,383.41	(\$14,848.11)	\$0.00	\$16,793.09

June 2025 Director's Summary

- Strategic Planning Committee Meeting with Diane Borgia, June 11
- Summer Reading Kickoff, Armonk, June 17
- Strategic Planning Committee Meeting with Diane Borgia and Steve Harrison, June 18
- Town of North Castle Intern, June 18
- Technology Committee Meeting, June 18
- Friends of the Library Annual Meeting, June 19
- Town of North Castle Intern, June 20
- NWP Meeting, June 24
- Librarian I Substitute Interview, June 25
- Town Department Head Meeting, June 26
- PLDA Executive Committee Meeting, July 1
- NCA 250 Committee Meeting, July 1
- Strategic Planning Committee Meeting with Diane Borgia and Steve Harrison, July 9, 2025
- Strategic Planning Committee Meeting with Diane Borgia, July 10

Buildings and Maintenance

Armonk

The doors at the Kent Place entrance were repaired with the installation of a new sensor on June 17. They were stuck in the open position.

There was a plumbing back-up on June 20. Staff rerouted our patrons to use the restrooms in the theatre in the interim. Drainco was onsite June 21. The clog was the result of items that should have been placed in the waste baskets, not flushed down the drain.

Restroom fans were replaced the week of June 28.

JP McHale Pest Management was onsite June 30.

The wooden sign located off Whippoorwill Road was cleaned, refinished, and painted the week of July 8.

North White Plains

Nothing to report.

Finance

Finance Director Abbas Sura anticipates the 2026 Budget paperwork to be sent to respective Department Heads by mid-August.

Human Resources

The Librarian I list (Children's Services) had 6 candidates on it. Only one candidate was interested. Unfortunately, we will need to re-canvass the Librarian I list.

Motion to Hire Jennifer Poggiali, Hourly/Substitute Librarian, effective July 28, 2025.

Program and Partnerships

Armonk Adult

Grab and Go Craft, 48

Earring Making, 13

Seed Garden, 32

Women and Money, 31

NY Historical Society Program, 31

Armonk Youth

Summer Reading Opener, 345

Grab and Go Craft, 1353

Scavenger Hunt, 645

NWP Adult

Chair Yoga, 3 programs, 37 participants

Non-Fiction Book Club, 14

NWP Youth

Summer Reading Opener, 110

Grab and Go Craft, 220

1,2,3 Sing with Miss Nancy, 4 sessions, 122 participants

Technology

The RFP for the Branding, Website, and Calendar was sent to the Town Clerks' office on June 30, with a published date of July 11, 2025 and closing on August 15, 2025.

Staff computers at North White Plains were replaced by WLS on July 9. Armonk replacement is scheduled in the near future.

Ad Hoc Items

I will be on vacation from July 31-August 13, 2025.



July 2025 Library Board of Trustees Meeting

Minutes

North Castle Public Library

7/14/2025 7:00 PM EDT

@ 19 Whippoorwill Road East, Armonk, NY 10504

Attendance

Present:

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

Guests: Kathryn Feeley (remote), Susan Grieco (remote), Saleem Hussain (remote)

Absent:

Guests: David Fromm

I. Call to Order

The meeting was called to order at 7:07pm by Kim Longo. Due to an active flash flood weather emergency, this meeting was held virtually.

II. Approval of June 2025 Minutes

Megan Wilt noted a requested change to the minutes to remove superfluous detail around WLS computer replacements.

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

Motion:

A motion to approve the June 2025 Minutes with the noted changes was made by Deborah DeMasi and seconded by Annie Gala. All trustees present voted in favor. Steven Harrison was not present yet at the time of this vote. The motion passed.

III. Review Warrant

The Revenue/Expense Report for Warrant 6 is attached.

Total expenses were \$123,800.43

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

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

Motion:

A motion was made by Megan Wilt to accept Warrant 6 into the record. The motion was seconded by Dean Roseti. All trustees present voted unanimously in favor of the motion and the motion passed. Steven Harrison was not yet in attendance.

IV. Friends of the Library Report

The Friends Report for Warrant 6 is attached.
Expenses were \$7,383.41.

Thank you to the Friends for their support of NCPL!

 [Friends Report June 2025.pdf](#)

V. Town Board Business Report

Councilmember Saleem Hussain noted no recent updates due to Town Board meeting schedule.

VI. Library Board President Report

Kim Longo discussed a number of topics:

1. August Meeting date will be moved to 8/25 and will continue to be held virtually to better accommodate the receipt and review of the Library's 2026 draft budget from the Town.
2. Education Requirement - Kim reminded all trustees of the annual 2 hour continuing education requirement for library trustees.
3. Art Show Updates - Kim and Diane will serve, once again, as Co-Chairs of the Exit Booth Committee.
4. Annual Performance Evaluation for Library Director - Megan will send out the Google form to all trustees and Kathryn. Please complete within the next week.
5. Long Range Plan Update
6. Revolutionary250 Update - Kim and Kathryn updated the Board on the current plans and requests coming from North Castle Historical Society and the Revolutionary250 Committee in regards to use of Library space and hosting opportunities.

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

Strategic Planning Committee will provide a revised draft of the Long Range Plan Update report to all members upon completion. Due 8/15/2025 7:30 PMEDT. Assigned to: Diane Borgia, Steve Harrison

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

Kim to send the digital Art Show Exit Booth sign-up to all trustees. Due 7/18/2025 7:25 PMEDT. Assigned to: Kim Longo

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

Send Director Performance Evaluation to all members and Director. Due 7/15/2025 10:30 AMEDT. Assigned to: Megan Wilt

VII. Committee Reports

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

1. Bylaws & Policies Committee

- Update on policies currently in the works and proceeding through edits: Code of Conduct Policy is primary goal, followed by Resource Management and Facilities Usage policies
- Committee members attended a webinar with Niche Academy on July 9th titled Fortifying Your Library: Protecting Your Library and Staff Through Policy.

2. Marketing & Technology Committee

- Update on RFP for marketing and website development - opened 7/11 and will be kept open until 8/15.

3. Strategic Planning Committee

- Update was provided during President's Report.

4. Buildings & Grounds Committee

- Update was provided regarding repair of the trusses in the Friends Gallery.

VIII. Library Director Report

1. Voting Item: Motion to Hire Jennifer Poggiali, Hourly/Substitute Librarian, effective July 28, 2025.

 [June 2025 Director's Summary.docx](#)

The Director's update is provided in the included document.

Motion:

A motion to hire Jennifer Poggiali for the position of Hourly/Substitute Librarian was made by Diane Borgia and seconded by Steve Harrison. The motion passed with unanimous approval. The effective date for the hire is 7/28/25.

IX. For the Good of the Order

X. Adjournment

The meeting adjourned at 8:27pm. Trustees remained for Executive Session.

Motion:

Kim Longo motioned to adjourn the public meeting and enter into executive session. Megan Wilt seconded the motion and all voted in favor.

XI. Executive Session

The trustees entered into executive session at 8:27pm to discuss the recommendation of a new trustee to the Board.

The executive session adjourned at 8:56pm.