



October 2025 Library Board of Trustees Meeting Minutes

North Castle Public Library
10/6/2025 7:00 PM EDT

@ <https://us06web.zoom.us/j/87157135328>

Attendance

Present:

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

Guests: Kathryn Feeley - NCPL Director (remote), Angela Cooke - NCPL Assistant Director (remote), Saleem Hussain - Town Board Liaison (remote)

Absent:

Members: Diane Borgia

I. Call to Order

The meeting was called to order by Dean Roseti at 7:04pm.

II. Approval of September 2025 Minutes

An edit will be made to the minutes to note all Library employees who volunteered at the Art Show. Thank you to Kim for helping get everyone recognized.

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

Motion:

A motion to approve the minutes with noted changes was made by Steve and seconded by Annie. The motion passed unanimously.

III. Review Warrant

The Revenue/Expense Report for Warrant 9 is attached.
Total expenses for Warrant 9 was \$120,835.36

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

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

Kathryn noted that one of our book vendors, Baker & Taylor, has been unable to accept and fulfill orders due to a potential acquisition. The library is ordering from Amazon in the meantime.

Kim will write a letter to the Town Board showing the Library Board's support and agreement with the requested figures for non-union employees.

Motion:

A motion was made by Deborah DeMasi to accept Warrant 9 into the record. The motion was seconded by Steve Harrison. The motion passed unanimously.

IV. Town Board Business Report

Councilmember Saleem Hussain opened the floor to questions from trustees.

V. Friends of the Library Report

The Friends Report for Warrant 9 is attached. Warrant Warrant 9 expenses were \$8,417.07. Thank you to the Friends for their support of NCPL!

 [Friends Report September 2025.pdf](#)

VI. Library Board President Report

1. 2026 Library Board Meeting Dates
2. Board Member and Committee Rules and Guidelines

 [2026 NCPL BOT Meeting Dates.xlsx](#)

Kim officially welcomed Eric Bell to the Board.

Kim thanked everyone for participation in the Exit Booth and Library Family Tent at the Art Show. She also noted the extensive work being done between meetings and thanked everyone for their time and efforts.

1. 2026 Board Meeting Dates
 - Trustees agreed upon the attached proposal of dates with the exception of 9/21 being changed to 9/14 to permit for observance of Yom Kippur.
2. Board Member and Committee Rules and Guidelines
 - Kim issued a reminder that no trustee shall speak on behalf of the Board with the public. Any opinions must be shared on a personal basis and without the office of the Board being invoked.
 - She also reminded committees to copy all committee members, as well as the Library Director and Board President on all emails.

VII. Committee Reports

Committee Reports

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

1. Bylaws & Policies Committee
 - Upcoming policies include Internet Use Policy and Social Media Policy.
 - Committee will also meet with Kathryn to discuss which policies are of priority to the Library.
2. Marketing & Technology Committee
 - Annie reported that the Town Board moved their consideration of the engagement of Library Market to the October 8th Town Board meeting from the originally-planned discussion at the September 30th meeting.
 - Saleem noted that the engagement discussion was not on the October 8th agenda and that Kathryn should contact Kevin Hay to ensure it is added.
 - Annie asked that all trustees go through the Library Market materials and 2-3 websites from their work examples that they like.
3. Strategic Planning
 - Kim noted that she has the final draft of the Long Range Plan update in her possession and will circulate to all trustees and send to the Town Board, Friends Board, and Kathryn for website publication.
4. Buildings & Grounds
 - Dean reported that an electrician looked at the electric panel in the Armonk branch and has quoted \$18,500 for updates. We will need a second quote, per Town guidelines.
 - They also discussed the lighting and an effort to make it more consistent throughout all spaces, changing from fluorescent to LED. The electrician recommended a phased project in order of priority.
 - Dean recognized Town Maintenance for the installation of the new book drops at both locations. He also noted their work on replacing lights and fixtures.

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

Circulate final draft of Long Range Plan Update to Town Board, Friends, and for website publication. Due 11/3/2025 11:10 AMEST. Assigned to: Kim Longo

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

Meeting/call to discuss priority policies. Due 10/15/2025 11:05 AMEDT. Assigned to: Deborah DeMasi, Kathryn Feeley, Megan Wilt

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

Review website examples from Library Market and provide Annie with 2-3 websites you like. Due 11/7/2025 11:00 AMEST. Assigned to: Angela Cooke, Annie Gala, David Fromm,

Dean Roseti, Deborah DeMasi, Diane Borgia, Eric Bell, Kathryn Feeley, Kim Longo, Megan Wilt, Saleem Hussain, Steve Harrison
Please follow the link to <https://www.librarymarket.com/> and you will find three options listed: LibraryWebsite, LibraryCalendar, and LibraryBrand. Clicking on any of these links will provide a page with listed libraries linked who engaged the company for that service.

VIII. Library Director Report

1. Voting Items

1. Accept the resignation of Clerk (hourly) Mary Jacobs effective October 18, 2025.
2. Approve Stipend for Roxanne Guzman Vargas

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

 [Mary Jacobs resignation letter.pdf](#)

Kathryn reviewed key points from the Director's Summary attached. She made special note of early closures due to carpet cleaning at each branch and the status of interviews and hiring for staff roles.

Motion:

A motion to accept the resignation of Mary Jacobs, hourly Clerk, was made by Megan Wilt and seconded by Annie Gala. The motion passed unanimously.

Motion:

A motion was made by Annie Gala to approve the stipend payment for Roxanne Guzman Vargas. The motion was seconded by Steve Harrison and unanimously passed.

IX. For the Good of the Order

Megan reminded the Board that we needed to name our intended slate for the officer vote at the November meeting. The proposed slate has been named as:

President - Dean Roseti

Vice President - Annie Gala

Secretary - Megan Wilt

Treasurer - Steve Harrison

Kim noted that the Board should consider an effort to add a new trustee to the Board in the coming year, as her term ends this year and two trustees have terms ending in December 2026.

X. Adjournment

Dean Roseti adjourned the meeting at 8:18pm.