



December 2025 Library Board of Trustees

Meeting Minutes

North Castle Public Library
12/8/2025 7:00 PMEST

@ 19 Whipoorwill Road East, Armonk, NY 10504

Attendance

Present:

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

Guests: Saleem Hussain - Liaison, North Castle Town Board, Ilene Africk - Guest, Kathryn Feeley - Director, NCPL, Angela Cooke - Asst. Director, NCPL, Susan Grieco - Librarian, NCPL

Absent:

Guests: David Fromm - President, Friends of NCPL

I. Call to Order

The meeting was called to order by Kim Longo at 7:03pm.

II. Approve November 2025 Minutes

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

Motion:

A motion to approve the minutes for the November 2025 meeting of NCPL Board of Trustees was made by Diane Borgia and seconded by Dean Roseti. The minutes were approved by all present.

III. Review Warrant

The Revenue/Expense Report for Warrant 11 is attached.
Total expenses for Warrant 11 was \$83,937.10.

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

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

7:07pm - Steve Harrison and Eric Bell arrived in the meeting.

Motion:

A motion to accept Warrant 11 into the record was made by Megan Wilt and seconded by Annie Gala. The motion was approved unanimously.

IV. Town Board Business Report

Councilmember Saleem Hussain will provided an update.

The Town Board approved going forward with the Library's website and branding proposal and approved the vendor. Saleem noted that Annie's presence and ability to explain the project and answer questions was valuable to the process. Annie thanked Saleem for helping coordinate during the meeting.

Budget Discussions are in progress with all Town departments. The Library budget was submitted and reviewed. Any discussions will happen in work sessions.

Kim followed up on the letter the Library Board sent to the Town Board regarding increases for non-union employee salaries. Kathryn noted that a vote needs to be held by the Town Board to approve these increases prior to their addition to the budget.

Dean asked about the status of the employee stipend request. Kathryn responded that it's still in process and more discussions need to be had.

V. Friends of the Library Report

The Friends Report for Warrant 11 is attached. Warrant Warrant 11 expenses were \$5,488.23. Thank you to the Friends for their support of NCPL!

 [Friends Report November 2025.pdf](#)

VI. Library Board President Report

1. Voting Item - 2026 Slate of Library Board Officers, as follows:

President: Dean Roseti

Vice President: Annie Gala

Secretary: Megan Wilt

Treasurer: Steve Harrison

Kim noted that this was the last meeting of her tenure on the Board and thanked Diane for recruiting her. She also thanked everyone in the room - the other trustees, Kathryn, and her staff - noting that everyone has done a great depth of work and she believes the Board is poised to continue accomplishing great things.

Motion:

A motion was made by Diane Borgia to approve the slate of officers proposed at the November 2025 meeting of the board. The motion was seconded by Eric Bell and passed unanimously. Welcome all returning and newly-seated officers.

VII. Committee Reports

Committee Reports

1. Bylaws and Policies

- o Voting Items:

1. Gift and Donation Policy

2. Acquisition of Art Objects Policy
3. Memorabilia, Award, and Citation Policy
2. Marketing and Technology
3. Strategic Planning
4. Buildings and Grounds

 [DRAFT Gift and Donation Policy 11.26.25.docx](#)

 [DRAFT Acquisition of Art Objects Policy 11.26.25.docx](#)

 [DRAFT Memorabilia Award and Citation Policy 11.26.25.docx](#)

1. Bylaws & Policies Committee

- Megan noted that the DRAFT Gift and Donation Policy had a typo under the first bullet and the vote to approve the policy will also accept the edit to fix.
- She reported that the next policies in the works are the Vulnerable Adults Policy and Social Media Policy. The committee will also reach out to representatives of the Town Board's Sustainability Committee to collaborate on the drafting of such a policy for our Library, which will replace the Environmental Policy that is outdated.
- Kim noted that she will provide to the Committee her current work-in-progress draft of a Board Procedures document to be continued and completed by the committee.

2. Marketing & Technology Committee

- Annie presented an update on the design feedback homework.
- The first invoice for the project is out. The first meeting to kick off the branding portion of the work will be held on 12/12/25. Annie will be acting as project manager, but noted that Kathryn and her team will drive the work and be the key actors in decision making.

3. Strategic Planning Committee

- Diane reported that statistics shared in regular meetings have not been provided due to work on the LRP update. She requested of Kathryn to have some stats provided at the time of the February meeting.

4. Buildings & Grounds Committee

- Dean reported that the truss analysis has been completed. The initial report came back noting no urgent concerns. The committee will await the final report to close out concerns.
- He also reported that Eric Bell will be taking over as Chair of this committee when Dean begins his role as President. Per the Bylaws, the President appoints all committee chairs.

Motion:

A motion was made to approve the Gift and Donation Policy with the accepted edit of item 1, as mentioned above, by Deborah DeMasi. The motion was seconded by Dean Roseti and passed unanimously.

Motion:

A motion was made to approve the Memorabilia, Citation, and Award Policy by Steve Harrison. The motion was seconded by Annie Gala and passed unanimously.

Motion:

A motion was made to approve the Acquisition of Art Objects Policy by Diane Borgia. The motion was seconded by Steve Harrison and passed unanimously.

VIII. Library Director Summary

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

Kathryn presented the attached Director's Summary.

Update to summary:

- Scarsdale Security installed new alarm panel on December 4, 2025.

IX. Public Comment

X. For the Good of the Order

The continuing trustees on the Board recognized Kim's positive impact in her years as President and wish her well in her next chapter.

XI. Adjournment

The meeting was adjourned at 8:23pm.