



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

 [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.