



January 2025 Library Board of Trustees

Meeting Minutes

North Castle Public Library
1/13/2025 7:00 PMEST

@ 19 Whippoorwill Road E, Armonk, NY

Attendance

Present:

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

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

Absent:

Members: Annie Gala

Guests: Susan Grieco - NCPL Reference Librarian, David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order by Kim Longo at 7:11pm.

II. Approval of December 2024 Minutes

Motion:

Motion to accept December 2024 meeting minutes

Motion to accept December 2024 meeting minutes was made by Diane Borgia and seconded by Megan Wilt. Motion was approved by all present. Trustee Steve Harrison was not yet present.

III. Review Warrant

The Revenue/Expense Report for Warrant 12 is attached.

Total expenses were \$190,217.45

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

 [Lib Rev n Exp Dec 2024.pdf](#)

Expenses still outstanding from 2024. Kathryn will provide the final close-out report to the Board when it is complete.

Motion:

Motion to accept Warrant 12.

Motion to accept Warrant 12 was made by Dean Roseti and seconded by Steve Harrison. Motion was approved by all present.

IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Saleem provided updates on the Town Board budget process, noting:

- Staffing budget for Library union employees meets request.
- Building and facilities updates and remediations will require going through full RFP process to fund.

The Town Board went through regular liaison appointment process and all appointments will remain the same.

A proposed update to the Town Ethics Policy is under review. Library Board should share any thoughts or questions.

On agenda for Town Board meeting - final payment for work at North Castle Community Center/North White Plains branch building.

V. Friends of the Library Report

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

The Friends Report for Warrant 12 is attached.

Expenses were \$5,998.19

 [Friends Report DEC 2024.pdf](#)

David Fromm was not in attendance. The Friends of the Library report was reviewed by all present.

Thank you to The Friends of the North Castle Public Library for their continued support.

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

Speak with David to reach out for Friends members wanting to join newly-formed committees. Due 1/13/2025 8:20 PMEST. Assigned to: Kim Longo

VI. Library Board President Report

1. Review proposed ByLaws Amendments
2. Create Committees and Appoint Chairs

1. Review Proposed Bylaws Amendments -

The Board discussed its preference to remove the requirement of interim appointments in favor of language allowing for a choice of interim or full-term appointments in the instance of a vacancy.

2. Create Committees and Appoint Chairs -

Kim Longo moved to create the following committees with the appointed chairs:

1. Buildings & Grounds Committee - Dean Roseti
2. Marketing & Technology Committee - Annie Gala
3. Strategic Planning Committee - Diane Borgia
4. Bylaws & Policies Committee - Megan Wilt

Any ad hoc committees will be formed on an as-needed basis.

The Board discussed the structure and composition of committees, recommending that the revised bylaws should reflect a requirement of two trustees seated on each committee, that committees must be chaired by a Trustee, and that further size of the committees shall be flexible to accommodate for the work required. Committees will be open to residents and stakeholders of the Town of North Castle, as well as any pertinent experts.

Motion:

Motion to approve creation of committees.

Motion to create committees made by Kim Longo and seconded by Megan Wilt.

Approved by all present.

Motion:

Motion to appoint Megan Wilt as Chair of the Bylaws & Policy Committee.

Kim Longo nominated Megan Wilt as Chair of the Bylaws & Policies Committee. Megan accepted nomination. Kim Longo motioned to appoint and Deborah DeMasi seconded the motion. All voted in favor of appointment.

Motion:

Motion to appoint Diane Borgia as Chair of the Strategic Planning Committee.

Kim Longo nominated Diane Borgia as Chair of the Strategic Planning Committee. Diane accepted nomination. Kim Longo motioned to appoint and Deborah DeMasi seconded the motion. All voted in favor of appointment.

Motion:

Motion to appoint Dean Roseti as Chair of the Buildings & Grounds Committee

Kim Longo nominated Dean Roseti as Chair of the Buildings & Grounds Committee. Dean accepted nomination. Kim Longo motioned to appoint and Diane Borgia seconded the motion. All voted in favor of appointment.

Motion:

Motion to appoint Annie Gala as the Chair of the Marketing & Technology Committee

Kim Longo nominated Annie Gala as Chair of the Marketing & Technology Committee. Annie had accepted this nomination prior to the meeting during a phone call with Kim. Kim Longo motioned to appoint and Diane Borgia seconded the motion. All voted in favor of appointment.

VII. Library Director Report

The Director's monthly summary report is attached.

 [December 2024 DirectorSummary.docx](#)

Motion:

Motion to accept resignation of Jane Rothschild.

Motion to accept resignation of Jane Rothschild - moved by Megan Wilt and seconded by Diane Borgia. All in attendance approved.

Kathryn walked through attached Director's Report.

Update after publication - NCPL employee whose medical leave would cause Thursday early closures at North White Plains branch has postponed leave at this time due to postponed procedure.

Kathryn will add a notice on the NCPL website regarding disturbances caused by resurfacing of the former Verizon lot behind the library.

Kathryn has received Town guidance via Kevin Hay that she can go out to Civil Service to fill necessary library hirings. Postings are open through January 24th.

The issue of wrong-way drivers entering Kent Pl parking lot from Whipporwill Rd E and causing dangerous pedestrian and traffic situations was brought to attention. Saleem suggested contacting the North Castle Chief of Police to initiate the process toward a traffic study and potential changes to help prevent this issue.

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

Speak to Chief of Police re: traffic issue. Due 1/16/2025 8:00 AMEST. Assigned to: Kathryn Feeley

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

Touch base with Town regarding potential or timeline for resurfacing of remainder of public lot adjacent to the library. Due 1/13/2025 8:15 PMEST. Assigned to: Saleem Hussain

VIII. Facilities Assessment and RFP Process

Kim has spoken to Kevin Hay regarding the funds requested for facilities improvements recommended in the 2024 assessment by KPMG. She was given guidance that the Board should proceed with the usual process to request funds.

Kathryn will review the 2025 budget requests to see if there is room in the budget to complete a facilities assessment at the North White Plains branch of NCPL.

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

North White Plains facilities report. Due 1/13/2025 8:55 PMEST. Assigned to: Kathryn Feeley

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

Buildings & Grounds Committee Meeting. Due 1/13/2025 7:50 PMEST. Assigned to: Dean Roseti

IX. Performance Metrics

Door Counters

 [Adult Programs 2024 January 2025 Board packet.xlsx](#)

 [Children's programs 2024 January 2025 Board Meeting.xlsx](#)

 [2024DoorCounter.xlsx](#)

Kathryn provided a short summary of performance metrics. We should expect some reduced attendance at the Armonk branch due to the parking lot work and current lack of a children's librarian following the resignation of Jane Rothschild. The library may also expect some reduction in attendance numbers at the North White Plains branch due to the anticipated medical leave closures.

X. For the Good of the Order

Meeting adjourned at 9:08pm.