



March 9, 2026 Library Board of Trustees Meeting Minutes

North Castle Public Library
3/9/2026 7:00 PM EDT

@ 19 Whippoorwill Road East, Armonk NY

Attendance

Present:

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

Guests: Ilene Africk - Friends Liaison, Charity Lunder - Friends member, Kathryn Feeley - Director, NCPL, Angela Cooke - Asst. Director, NCPL, Susan Grieco - Librarian, NCPL

Absent:

Guests: Saleem Hussain - Town Board Liaison

I. Call to Order

Dean called the meeting to order at 7:02pm.

II. Approve February 2026 Minutes

 [DRAFT February 9, 2026 Library Board of Trustees Meeting Minutes.pdf](#)

 [February 9 2026 Executive Session Minutes.docx](#)

Motion:

Deborah DeMasi made a motion to approve the February 9th meeting minutes. The motion was seconded by Diane Borgia and passed unanimously.

Motion:

Megan Wilt motioned to approve the Executive Session minutes from February 9th. Steve Harrison seconded the motion and it passed unanimously.

III. Review Warrant

The Revenue/Expense Report for Warrant 2 is attached.
Total expenses for Warrant 2 was \$91,804.47

Also attached is the 2025 Revenue/Expense report statement.

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

 [Lib Rev n Exp February 2026.pdf](#)

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

Motion:

Megan Wilt made a motion to accept Warrant 2 into the record. Eric Bell seconded the motion and it passed unanimously.

IV. Town Board Business Report

Town Councilmember Saleem Hussain was unable to attend the meeting, but had a pre-meeting phone call with Dean Roseti to touch base.

Dean noted that Saleem will report the planned change to our charter to reduce term length and increase the number of trustees at the next Town Board meeting.

V. Friends of the Library Report

The Friends Report for Warrant 2 is attached. Warrant Warrant 2 expenses were \$5,899.63. Thank you to the Friends for their support of NCPL!

 [Friends Report February 2026.pdf](#)

VI. Library Board President Report

Vote: Charter Amendment - Trustee Terms and Term Limits

The proposed charter amendment would reduce trustee term length from 5 years to 3 years, as well as increasing the maximum number of terms from 2 terms to 3 terms. Also part of the amendment is the request to change the range of seats from 5-9 trustees to 5-11 trustees.

Motion:

Megan Wilt made a motion to amend the Board charter to change term structure and increase the number of trustees. Annie Gala seconded the motion, which passed unanimously.

Dean approved a requested name change for the ad hoc committee focused on liaising with the Friends to "Friends and Library Board Partnership Committee".

VII. Committee Reports

1. Bylaws and Policies
 - o Vote: DRAFT Library Program Policy
2. Marketing and Technology
3. Strategic Planning
4. Buildings and Grounds
5. AdHoc Committees

 [DRAFT Library Program Policy 2.26.26.docx](#)

 [Growth of programming since 2017.pptx](#)

Motion:

Deborah DeMasi made a motion to approve the Library Program Policy. Annie Gala seconded the motion, which passed unanimously.

1. Bylaws & Policy
 - A vote passed to approve the DRAFT Library Program Policy.
 - One external policy remains (Sustainability Policy).
 - The committee will meet with Kathryn to discuss next steps and to plan a review schedule of current policies.
2. Marketing & Technology
 - The website feedback survey is currently out to staff, Friends, and the Board for completion.
 - LibraryMarket will have first draft logo renditions in the next week or so.
3. Strategic Planning
 - Diane thanked Dean, Kathryn, and Annie for feedback on the draft of the 24-25 report to Friends, which will detail highlights of Friends contributions.
 - Diane presented the attached slide showing that, while number of individual programs has decreased, attendance has surged by 32%. Attendees per program has increased by 163%.
 - Diane projects sending the report out next month.
4. Buildings & Grounds
 - Eric reports that he is looking to begin renovation discussions with a review of the existing office space. Kathryn reported that Kevin Hay has approved the plan to book an architectural firm walk through.
 - The Library is looking at getting "smarter" door counters for both locations that are hard wired, can prevent double-counting, and report the daily numbers digitally, rather than costing staff time to record the numbers manually.
5. Ad Hoc Committees
 - Recruitment - Steve reported that working with Town leadership is going well. Megan suggested she act as liaison to BHPTSA for outreach.
 - Library Board Guidelines and Trustee Orientation - Megan will reach out to all committee chairs for committee-specific information.
 - Friends and Library Board Partnership - Deborah is in the process of coming up with an agenda and will then reach out to plan a meeting with the full committee, including outside partners.

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

Please complete the survey regarding the Library's website. Due 3/27/2026

10:55 AM EDT. Assigned to: Annie Gala, Dean Roseti, Deborah DeMasi, Diane Borgia, Eric Bell, Ilene Africk, Megan Wilt, Steve Harrison

<https://www.surveymonkey.com/r/ncple-patron-website>

VIII. Library Director Summary

Voting Item: Probationary appointment of William Etzel to Librarian I, effective March 16, 2026.

 [February 2026 Director's Report.docx](#)

Kathryn reviewed the attached summary report.

Kathryn thanks Angela for her partnership in the interview process. They have identified a candidate, William Etzel, for the Librarian I position.

Canvassing for the full-time Library Assistant position has been completed resulting in approximately 50 candidates.

Motion:

Megan Wilt made a motion to approve the hiring of William Etzel to the Librarian I position effective March 16, 2026. The motion was seconded by Diane Borgia and passed unanimously.

IX. For the Good of the Order

OnBoard Reorganization

Annie reviewed our use of OnBoard. Asked to work with Megan to organize as an easy-to-use repository.

X. Public Comment

No comments.

XI. Adjournment

Dean motioned to enter into Executive Session upon adjournment at 7:58pm. The attendees of the executive session will be Board members and Kathryn Feeley. The purpose of the executive session is to discuss Library Board and Library Director Evaluations.

XII. Executive Session

Library Board and Library Director Evaluations