

October Library Board of Trustees Meeting

North Castle Public Library

Oct 16, 2023 at 7:00 PM EDT to Oct 16, 2023 at 8:30 PM EDT

10 Clove Road, North White Plains.

Meeting Details: <https://northcastleny.zoom.us/j/85140777148?pwd=SFRTSTh6ci9tYVY2TkZQ0RRZk1kQT09>

Agenda

I. Call To Order

II. Approval of September 2023 Minutes

III. Board Updates

1. Open Meeting Law
2. Board Packet Communication: OnBoard
3. Library Board Minutes: Recommendation for New Procedure
4. Trustee Training

IV. Review Warrants

The Revenue/Expense Report for September 2023 is attached. Total September expenses were \$136,188.69.

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

The Friends Report for September 2023 is attached.

Expenses for September were \$5,811.82.

Thank you to the Friends for their continuing support!

V. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

VI. Friends of the Library Update

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

VII. NCPL Updates

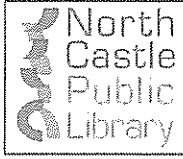
1. Truss Project Timeline
2. Review Bid for NWP Ramp
3. 2024 Budget Work Session

VIII. Long Range Plan

1. Metrics, KPI, Tracking.
2. Social Media

IX. Performance Metrics and Door Counters

X. For the Good of the Order



October Library Board of Trustees Meeting

Minutes

North Castle Public Library
Oct 16, 2023 at 7:00 PM EDT

@ 10 Clove Road, North White Plains.

Attendance

Present:

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

Guests: Kathryn Feeley - NCPL Director, David Fromm - Friends of the NCPL, Susan Greico - NCPL (remote), Rachel Green - NC Resident

Absent:

Guests: Saleem Hussain – Liaison - NC Town Board

I. Call To Order

The meeting was called to order at 7:10 pm. Trustee Steve Harrison joined via zoom.

II. Approval of September 2023 Minutes

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

Motion:

Motion to approve the September minutes.

Motion moved by Diane Borgia and motion seconded by Megan Wilt. All approved; Steve Harrison abstained as he was not present at the September meeting.

III. Board Updates

1. Open Meeting Law
2. Board Packet Communication: OnBoard
3. Library Board Minutes: Recommendation for New Procedure
4. Trustee Training

Topics:

- 1) and 3) Diane described the new proposed meeting minute process. The process will leverage the OnBoard features for minutes review, distribution and approvals.
- 2) Going forward the agenda will be distributed to invitees with all required attachments in pdf format. This will also be posted on the NCPL website and OnBoard.

4) All Trustees are required to complete 2 hours of training. One training option is the Trustee Handbook Book Club. Trustees are to send an email to Kathryn when training is completed detailing the class, vendor and hours.

IV. Review Warrants


The Revenue/Expense Report for September 2023 is attached. Total September expenses were \$136,188.69.


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

The Friends Report for September 2023 is attached.

Expenses for September were \$5,811.82.

Thank you to the Friends for their continuing support!

 [Lib RevExp Sep 2023.pdf](#)

 [Friends Report Sept 2023.pdf](#)

Kathryn reviewed the warrants and the process of monitoring and purchasing the proper quantities of e-books.

The costs for Armonk landscaping comes from the library operating budget.

Motion:

Motion to approve the warrant for September - Warrant 9.

Motion moved by Dean Roseti and motion seconded by Annie Gala. The motion was approved by all.

V. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem was not present. This topic was tabled.

VI. Friends of the Library Update

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


David Fromm provided an update on the Art Show attendance. Even though Saturday was cancelled because of the rain, attendance on Sunday was greater than the total attendance for some previous Art Shows.

The Art Show wrap up will be Thursday October 19, 7pm in the Armonk Library. Diane will represent the Trustees. Other Trustees are welcome to attend.

David will share the dates of upcoming Friends meetings. One Trustee will rotate attending each of the meetings.

VII. NCPL Updates

1. Truss Project Timeline
2. Review Bid for NWP Ramp
3. 2024 Budget Work Session

 [North Castle Public Library- Truss Project Schedule.pdf](#)

 [Bid Comparison NWP Exterior Ramp October 2023.pdf](#)

1) Truss Project:

Thank you to Kathryn and Dean for working with Graham Restoration on the planning of this project.

Work cannot begin until the Graham Restoration files the appropriate bond and insurance paperwork with the Town which has resulted in a delay in the schedule.

The Library is prepared, furniture has been moved and the schedule has been communicated to patrons via email and the web.

2) NWP Ramp:

The bids for the NWP ramp are attached. The Board would like to know if the low bid company - VAD - has been vetted and has provided references. They would also like to know if there is a grant that is paying for this work and the timing of the grant. It would be ideal to have the work completed before Spring 2024.

3) Budget work session:

Kathryn asked for the addition of one Full-Time Librarian 1 position and to increase one position from part-time to full-time for 2024. The Town has asked for information on the cost and will review this prior to December. Funding for a Marketing position will be requested at a later date once the Long Range Plan schedule is defined.

Confirm the vetting and references of lowest bidder: ([view in OnBoard](#))

Confirm the vetting and references of lowest bidder. Due November 13, 2023 at 5:05 PM EST. Assigned to: Kathryn Feeley

VIII. Long Range Plan

1. Metrics, KPI, Tracking.
2. Social Media

1) Dean is leading the LRP execution effort and walked the Trustees through a template he developed to assist in defining items, the measurements for completion and prioritization. Each Trustee that has focused on a specific area of the LRP will work with Kathryn to fill out the template.

2) The Long Range Plan is accessible to the community on the Library website scroll bar. This needs to be sent to the community and added to the website in addition to the scrollbar.


Create and circulate LRP template: ([view in OnBoard](#))


Create and circulate LRP template. Due October 27, 2023 at 12:40 PM EDT. Assigned to: Dean Roseti

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

Post the LRP to the web and email to the community. Due November 13, 2023 at 10:10 AM EST. Assigned to: Kathryn Feeley

IX. Performance Metrics and Door Counters

 [Door Counters 2023 .pdf](#)

 [Adult Programs 2023 October 2023.xlsx](#)

 [children's programs 2023 October 2023.pdf](#)

Kathryn reviewed the metrics with the Trustees. She also shared information about other metrics that are available such as the cost per attendee for programs. The addition of a board games program in Armonk was successful. Teens are coming in on Friday afternoons.

Kathryn will post the various metrics into OnBoard in excel format for further analysis. The Trustees will consolidate a request for additional metrics if they are needed.

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

Post metric in excel format to OnBoard. Due November 3, 2023 at 12:40 PM EDT. Assigned to: Kathryn Feeley

X. For the Good of the Order

The meeting was adjourned at 8:40 pm.