

November Library Board of Trustees Meeting

North Castle Public Library

Nov 13, 2023 at 7:00 PM EST to Nov 14, 2023 at 8:30 PM EST

<https://northcastleny.zoom.us/j/83459448651?pwd=S3ZQUEFoL2xRanhLdncrS1N1cFQrUT09>

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Meeting Details:

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Agenda

I. Call to Order

II. Approval of October 2023 Minutes

III. Review Warrants

The Revenue/Expense Report for October 2023 is attached. Total October expenses were \$37,959.20.

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

The Friends Report for October 2023 is attached.

Expenses for September were \$10,364.96

Thank you to the Friends for their continuing support!

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

V. Friends of the Library Update

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

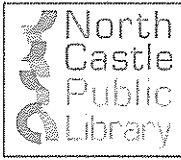
VI. NCPL Updates

1. 2024 Holidays (Voting Item)
2. Truss Project
3. NWP Ramp (Voting Item)
4. Program Highlights

VII. Long Range Plan

VIII. Performance Metrics and Door Counters

IX. For the Good of the Order



November Library Board of Trustees Meeting

Minutes

North Castle Public Library
Nov 13, 2023 at 7:00 PM EST

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Attendance

Present:

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

Guests: Saleem Hussain – Liaison - NC Town Board (remote), Kathryn Feeley - NCPL Director (remote), David Fromm - Friends of the NCPL (remote)

I. Call to Order

The meeting was called to order at 7:01pm via Zoom as the Armonk Library was closed.

II. Approval of October 2023 Minutes

 [October Library Board of Trustees Meeting Minutes \(1\).pdf](#)

Motion:

Motion to approve the October 2023 minutes.

Motion moved by Diane Borgia and motion seconded by Megan Wilt. The minutes were approved by all via OnBoard prior to the November meeting.

All 2023 minutes up until September are available on the library website. Discussion regarding new process of minutes followed.

III. Review Warrants


The Revenue/Expense Report for October 2023 is attached. Total October expenses were **\$37,959.20**.


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

The Friends Report for October 2023 is attached.

Expenses for September were \$10,364.96

Thank you to the Friends for their continuing support!

 [Lib RevExp October 2023 \(Warrant 10\).pdf](#)

 [Friends Report October 2023 .pdf](#)

Kathryn explained the differences between the usage of the fund balance and the operating budget, and answered questions regarding WLS maintenance.

Thanks to the Friends for their continuing support.

Motion:

Motion to approve Warrant 10.

Motion moved by Dean Roseti and motion seconded by Kim Longo. The motion was approved by all.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

The overall Town budget was submitted for 2024 and tentatively approved. The details are on the Town website. The budget vote is forthcoming.

There is the possibility of a grant to the Town for \$5 million to improve the walkability on North Broadway NWP.

AV upgrades for the North Castle Community Center and Armonk Library locations have been approved. Discussions regarding logistics followed.

Technology task force: There is a proposal for a permanent committee. The committee will be way to funnel technology requests.

The Town website migration was discussed. The migration will continue into 2024.

Frosty Day is coming up.

V. Friends of the Library Update


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

The next meeting is December 7. It will be the annual budget meeting. Kathryn is working with Friends on the 2024 Program budget. Dean and Kathryn will attend the December 7th meeting.

The winter appeal for donations will be going out in the beginning of December.

VI. NCPL Updates

1. 2024 Holidays (Voting Item)
2. Truss Project
3. NWP Ramp (Voting Item)
4. Program Highlights

 [Holidays 2024.docx](#)

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

- 1) The holiday dates listed are per union contract.

2) The truss project is 1 week behind schedule including the holiday. The anticipated completion is the first week of December.

3) NWP ramp - Kathryn reached out to all bidders. Discussion followed regarding bids received.

The NWP ramp bid vote was tabled until the December meeting.

4) A shoutout for the excellent turnout in Armonk for the Halloween party.

Task: (view in OnBoard)

Steve to contact the town attorney regarding the vetting process for the NWP ramp.

Assigned to: Steve Harrison

Motion:

Motion to approve the NCPL 2024 holiday schedule

Motion moved by Kim Longo and motion seconded by Megan Wilt. The motion was approved by all.

VII. Board Updates

1. 2024 Board Meeting Dates
2. 2024 Slate of Officers

Kim will circulate proposed Board Meeting Dates for 2024.


The Board agreed on the proposed slate of officers for 2024.


VIII. Long Range Plan

The spreadsheet for tracking actions on the Long Range Plan is posted under resources. Kathryn will provide input regarding goals and targeted dates for the December meeting.

IX. Performance Metrics and Door Counters

 [Door Counters 2023.pdf](#)

 [Adult Programs 2023 Formatted.xlsx](#)

 [children's programs 2023.xlsx](#)

The Trustees reviewed the performance metrics.

X. For the Good of the Order

Additional items:

It was noted that Flipster is on website but not functioning. If this is not active the link needs to be removed from the website. Other website changes were discussed, including moving the 'join mailing list' pop-up.

Discussion followed about closing the library on Saturday, December 30. The library is already closed on December 29 for the holiday.

Motion:

Motion to close library on Saturday December 30

Motion moved by Kim Longo and motion seconded by Steve Harrison. The motion was approved by all.

Motion:

Motion to adjourn the regular meeting at 8:32 pm and go into executive session.

Motion moved by Kim Longo and motion seconded by Diane Borgia. The motion was approved by all.