

## **December Library Board of Trustees Meeting**

North Castle Public Library

Dec 11, 2023 at 7:00 PM EST to Dec 11, 2023 at 8:30 PM EST

Zoom: <https://northcastleny.zoom.us/j/84666691120>

**Meeting Details:** <https://northcastleny.zoom.us/j/84666691120>

### **Agenda**

#### **I. Call to Order**

#### **II. Approval of November 2023 Minutes**

#### **III. Review Warrants**

The Revenue/Expense Report for November-December 2023 is attached. Total expenses were \$33,554.17

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

The Friends Report for November-December 2023 is attached. Expenses for November-December were \$11,238.88.

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. Truss Project
2. NWP Ramp (Voting Item)
3. Grant for Security Cameras - Armonk and NWP
4. 2024 Budget Updates
5. Email address changes forthcoming
  1. user@wlsmail.org to user@northcastlelibrary.org
6. Program Highlights

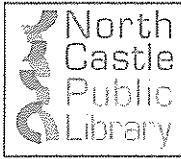
#### **VII. Board Updates**

1. 2024 Meeting Dates
2. Slate of Officers (Voting Item)

#### **VIII. Performance Metrics and Door Counters**

#### **IX. Long Range Plan**

#### **X. For the Good of the Order**



# December Library Board of Trustees Meeting

## Minutes

North Castle Public Library

Dec 11, 2023 at 7:00 PM EST

@ Zoom: <https://northcastleny.zoom.us/j/84666691120>

### 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)


#### Absent:

Guests: Angela Cooke - NCPL Assistant Director, David Fromm - Friends of the NCPL

#### I. Call to Order

The meeting was called to order at 7:02 pm via zoom.

#### II. Approval of November 2023 Minutes

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

#### Motion:

Motion to accept minutes with the adjustments as noted.

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

Adjustments to the November minutes:

- Add a task for Steve to contact the town attorney regarding the vetting process for the NWP ramp.
- For the Good of the Order - motion to close the meeting should be before the sentence adjourning the meeting


#### III. Review Warrants

The Revenue/Expense Report for November-December 2023 is attached. Total expenses were \$33,554.17

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

The Friends Report for November-December 2023 is attached. Expenses for November-December were \$11,238.88.

Thank you to the Friends for their continuing support!

 [Friends Report Nov - Dec 2023 .pdf](#)

 [Revenue Expense Report Warrant 12.pdf](#)

**Motion:**

Motion to accept warrant 12.

Motion moved by Dean Roseti and motion seconded by Diane Borgia. The motion was approved by all.

- A discussion followed regarding Programming expenses funded by the Friends.
- The Friends Report will be moved to the Friends Update section beginning with the January Board meeting
- Kathryn will ask Finance to separate the December and January Revenue and Expense reports for the January Board meeting and request a Year End 2023 report.
- Accounting adjustments will be made to properly reflect the Town's funding of the Truss project.

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

Ask Finance for modifications to the reporting for the January Board meeting. Due January 8, 2024 at 5:45 PM EST. Assigned to: Kathryn Feeley

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

- The launch of the new Town website has been delayed.
- The AV equipment was selected for NWP and Armonk libraries. Kevin Hay is verifying payment methods.
- A proposal for improvements to the NWP North Broadway corridor is in progress. Detailed planning will commence after funding is approved.

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

Follow up with Kevin Hay regarding the AV equipment. Due January 8, 2024 at 5:50 PM EST. Assigned to: Saleem Hussain

V. Friends of the Library Update

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

David Fromm was not present.

- Kathryn and Dean attended the Friends meeting.
- The mailer request for Winter donations will be sent out in December.
- The 2024 budget is flat as compared to 2023. The Friends agreed to review requests for any additional funding for Special Programs in 2024 as needed.
- Thank you to the Friends for all their support.

## VI. NCPL Updates

1. Truss Project
2. NWP Ramp (Voting Item)
3. Grant for Security Cameras - Armonk and NWP
  1. Awarded Totals:
    1. Armonk \$12,523; NWP \$2,889
4. 2024 Budget Updates
5. Email address changes forthcoming
  1. user@wlsmail.org to user@northcastlelibrary.org
6. Program Highlights

1) Truss project: The engineer provided approval for the 3rd payment to Graham Restoration. The aesthetic work remains. Felix will paint the ceiling.

- Minor mold issues were identified during painting. Remediation is in progress.

2) NWP ramp: The Trustees agreed to vote on the bids pending the Town's Attorney - Roland Baroni's approval. The grant requires construction to be completed by June 2024.

3) Security cameras: The Library has received a grant for security cameras in Armonk and NWP. Requests for bids will be sent out shortly with a target to present to the Town at the second Board meeting in 2024. Kathryn will send the proposal to Dean for feedback.

4) 2024 budget: The Friends Programming budget is flat for 2024. The Town Board will vote on the budget in December. A Full-time Librarian 1 was requested to enable extended evening hours.

5) Email address change: Effective 12/12 evening @wlsmail.org email addresses will migrate to @northcastlelibrary.org. The old email addresses will have mail forwarding for 30 days before retiring.

6) Program highlights: Discussed the door counters and program attendance. Exceptional attendance for certain programs was highlighted. Staff has encouraged patrons to utilize NWP during Armonk construction closures.

### **Motion:**

Motion to approve the proposal from Vinco Builders LLC subject to approval from the Town Attorney, Roland Baroni, to accept the second lowest bid.

Motion moved by Steve Harrison and motion seconded by Dean Roseti. The motion was approved by all.

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

Contact Town Attorney for approval to accept second lowest bid. Due December 22, 2023 at 5:35 PM EST. Assigned to: Steve Harrison

VII. Board Updates

1. 2024 Meeting Dates
2. Slate of Officers (Voting Item)

 [2024 NCPL BOT Meeting Dates.xlsx](#)

- Kathryn will arrange for the Board meeting dates to be posted on the Library website.
- The Slate of Officers will remain the same as 2023 for the 2024 year.


**Motion:**


Motion to accept the Slate of Officers for 2024.

Motion moved by Annie Gala and motion seconded by Diane Borgia. The motion was approved by all.

VIII. Performance Metrics and Door Counters

 [Door Counters 2023 .pdf](#)

 [Adult Programs 2023.xlsx](#)

 [Children's Programs 2023 .xlsx](#)

The Trustees reviewed the door counters.

IX. Long Range Plan

Dean and Kathryn met to discuss the scheduling of the Long Range Plan. Kathryn will assign dates pending 2024 budget approval. Detailed scheduling of actions will begin in January. A report-out of progress against the plan is due in July 2024.

X. For the Good of the Order

The meeting was adjourned at 8:25 pm.

**Motion:**

Motion to adjourn the meeting.

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







	23	452	21	451	29	577	36	640	30	523	39	1478	46	922	48	1247	31	541	32	535	32	585	33	581	400	8532	
	0	0	0	0	0	2	17	10	87	6	43	5	47	0	0	1	13	7	75	6	52	7	59	6	43	50	436
Lunch Bunch	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	7
Sand/water play	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drop In Craft	3	45	4	46	5	80	4	60	4	50	5	61	4	49	3	48	4	53	4	69	4	75	4	44	48	48	680
Lego	3	12	0	1	5	2	15	0	0	0	0	0	1	2	1	4	0	0	2	5	1	3	1	2	12	12	48
Take Home Crafts	4	176	4	186	4	176	4	201	4	175	5	224	5	178	5	233	4	170	4	206	5	244	5	217	53	2386	
Butterfly Release Party	0	0	0	0	0	0	0	0	0	0	1	33	0	0	0	0	0	0	0	0	0	0	0	0	0	1	13
Summer Reading Kickoff - Bubble Bus	0	0	0	0	0	0	0	0	0	0	1	117	0	0	0	0	0	0	0	0	0	0	0	0	0	1	117
All Together Now Magic Show (summer)	0	0	0	0	0	0	0	0	0	0	1	52	0	0	0	0	0	0	0	0	0	0	0	0	0	1	52
Osma/Dash (summer)	0	0	0	0	0	0	0	0	0	0	1	17	4	54	2	30	0	0	0	0	0	0	0	0	0	7	101
Unplugged - board games/puzzles (summer)	0	0	0	0	0	0	0	0	0	0	0	0	1	5	1	5	0	0	0	0	0	0	0	0	0	2	10
Crafts on the Deck (summer)	0	0	0	0	0	0	0	0	0	0	0	1	27	4	123	2	37	0	0	0	0	0	0	0	0	7	187
Art Exploration (summer)	0	0	0	0	0	0	0	0	0	0	0	4	48	0	0	0	0	0	0	0	0	0	0	0	0	4	48
Junior Chets (summer)	0	0	0	0	0	0	0	0	0	0	1	30	4	136	3	87	0	0	0	0	0	0	0	0	0	8	253
Discovery Time (summer)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	41
Paint Your Own Teddy Bear (summer)	0	0	0	0	0	0	0	0	0	0	0	0	1	29	0	0	0	0	0	0	0	0	0	0	0	1	29
Cookie Decorating (summer)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Outreach (summer)	0	0	0	0	0	0	0	0	0	0	2	690	0	0	0	0	0	0	0	0	0	0	0	0	0	2	690
Physical challenges (summer)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	403
Summer Reading registration - KIDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	116	0	0	0	0	0	0	0	0	1	116
Summer Reading registration - TEENS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16
Cookie Decorating (holiday break)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	20
Holiday Tree Lighting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	42
	23	452	21	451	29	577	36	640	30	523	39	1478	46	922	48	1247	31	541	32	535	32	585	33	581	400	8532	

Program Name	#	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Teen	0	0	0	0
Take Home Crafts - TEENS	0	0	0	0
Summer Reading registration - TEENS	0	0	0	0
	0	0	0	0

Program Name	#	people	TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Non-Library Sponsored Programs	0	0	0	0
Non-Library Sponsored Programs	0	0	0	0
	0	0	0	0

**Summer Reading 2023**

Program Name	#	people
Armonk Program	112	66
Children	338	

Program Name	#	people
North White Plains Program	8	13
Children	115	