

June Library Board of Trustees Meeting

North Castle Public Library

Monday, June 10, 2024 at 7:00 PM EDT to Tuesday, June 11, 2024 at 8:30 AM EDT
10 Whippoorwill Road East, Armonk, NY

Meeting Details: <https://northcastleny.zoom.us/j/84149568252>

Agenda

I. Call To Order

II. Approval of May 2024 Minutes

III. Review Warrants

The Revenue/Expense Report for Warrant 5 is attached. Total expenses were \$184,224.50
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

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.

The Friends Report for Warrant 5 is attached.

Expenses were \$8,658.81.

Thank you to the Friends for their continuing support!

VI. NCPL Updates

1. NCCC Ramp
2. Human Resources Update:
 - Receipt of resignation of Cynthia Darcy, Hourly/Substitute Librarian, effective May 29, 2024.
 - Motion to Hire Kaylee Castillo, Page, effective June 17, 2024.
3. Voting Item: Accept 2023 Annual Report
4. Voting Item: Code of Ethics and Conflict of Interest Policy.

VII. Trustee Updates

1. Open Meetings Law Trustee Handbook presentation - Megan Wilt and Diane Borgia

VIII. Long Range Plan

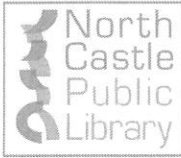
1. RFPs for Facilities Assessments
 1. KG&D
 2. Lothrop Associates Architects

3. H2M (please note: proposal scopes sent in two separate documents)
2. Evening Hours and Staffing Memo Update

IX. Performance Metrics

X. Public Comment

XI. For the Good of the Order



June Library Board of Trustees Meeting

Minutes

North Castle Public Library

Monday, June 10, 2024 at 7:00 PM EDT

@ 10 Whippoorwill Road East, Armonk, NY

Attendance

Present:

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

Guests: Saleem Hussain – Liaison - NC Town Board, Angela Cooke – NCPL Assistant Director, Kathryn Feeley - NCPL Director, Susan Grieco - NCPL Reference Librarian, Debby Cohen - Community member, Betsy Lombardi - Community member

Absent:

Guests: David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order at 6:30 pm by Kim Longo and immediately entered executive session to interview candidates for Library Trustee.


The regular board meeting resumed at 7:09 pm. Steve joined remotely at 7:33 pm.

Motion:

Motion to enter executive session to interview candidates for Library Trustee.

Motion moved by Megan Wilt and motion seconded by Kim Longo. The motion was approved by all present. Steve Harrison and Annie Gala were not present for this vote.

II. Approval of May 2024 Minutes

 [May 2024 Library Board of Trustees Meeting Minutes.pdf](#)


Motion:

Per Susan - part of new personnel - change PT Library Assistant to be FT Library Assistant

Motion moved by Kim Longo and motion seconded by Dean Roseti. All approved with modification from Susan.

III. Review Warrants

The Revenue/Expense Report for Warrant 5 is attached. Total expenses were \$184,224.50
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

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

It was noted that the report from Finance included retroactive payments for previous years to Library staff as part of the new contract. These payments were not part of the 2024 budget. Kathryn will check with Abbas to determine the impact on the 2024 Library budget. For 2025, any pay increases need to be incorporated in the budget.

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

Discuss retroactive pay line item with Finance. Due Monday, July 8, 2024 at 9:10 AM EDT. Assigned to: Kathryn Feeley

Motion:

Motion to approve Warrant 5.

Motion moved by Dean Roseti and motion seconded by Annie Gala. The motion was approved by all present. Steve Harrison was not present for this vote.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem provided updates on Town activities. Items pertaining to the library are:

- Positive recommendations for the Armonk Players production of Desperate Measures
- There is potential for additional Library patrons in Armonk pending the construction of homes at the Summit Club and the ex-Mariani property.
- Kevin Hay and Saleem are planning to focus on the Town website. While there are some sunk costs with Civic Plus, all options are on the table. Annie will be included in their meeting.

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

Town Website future direction. Due Monday, July 8, 2024 at 9:20 AM EDT. Assigned to: Annie Gala, Saleem Hussain

V. Friends of the Library Update

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

The Friends Report for Warrant 5 is attached.

Expenses were \$8,658.81.

Thank you to the Friends for their continuing support!

 [Friends Report MAY 2024.pdf](#)


David Fromm was not present. Kim provided an update based on her attendance at the last Friends meeting.

- David made point of thanking the Library Board for their activities and updates.
- Compliments to Kathryn and Mickey for providing bills for payment in a timely manner.

VI. NCPL Updates

1. NCCC Ramp
2. Human Resources Update:
 - Receipt of resignation of Cynthia Darcy, Hourly/Substitute Librarian, effective May 29, 2024.
 - Motion to Hire Kaylee Castillo, Page, effective June 17, 2024.
3. Voting Item: Accept 2023 Annual Report
4. Voting Item: Code of Ethics and Conflict of Interest Policy.

 [NCA-2023-annual-report-final.PDF](#)

 [North Castle Public Library Code of Ethics and Conflict of Interest Policy DRAFT May 2024 Board Meeting.docx](#)

Kathryn updated the Trustees:

1) NCCC ramp: The contractor was again delayed due to the end caps and as been made aware that construction needs to be finished by June 14. The deadline for grant submission is June 24.

2) HR:

- Cynthia Darcy, Hourly/Substitute Librarian resigned, effective May 29, 2024. There is another librarian interested in the position.
- Kaylee Castillo will be joining the NWP branch as a Page.
- Kathryn will send out a welcome letter including Trustees and add a note to website welcoming new staff.

3) 2023 Annual Report: The Trustees and Kathryn went through the Annual Report in detail, noting a few amendments required to the submission.

Additional discussion points:

- The Trustees need to prepare an annual report on the progress of the Long Range Plan. Annie and Steve will take this up.
- The Long Range Plan requires Town funding to accomplish the staffing requested for extended hours. Kim and Kathryn need to attend the Town Board meeting to clarify the funding gap for 2024. The Town Board has requested a mock schedule for how the additional staff will be leveraged in 2024.
- 4) Code of Ethics and Conflict of Interest Policy: The Town confirmed that the Library can adopt the Town's policy.

Additional discussion points:

- The Trustees are required to attend Sexual Harassment and Violence training. Saleem to contact the Town Board to see if the Trustees can follow the same training program the Town uses.

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

Prepare a 2024 status update to the Long Range Plan. Due Monday, September 9, 2024 at 10:10 AM EDT. Assigned to: Annie Gala, Steve Harrison

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

Can the Library Trustees take same Sexual Harassment training as the Town?. Due Monday, July 8, 2024 at 10:20 AM EDT. Assigned to: Saleem Hussain

Motion:

Motion to accept the 2023 Annual Report with amendments

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

Motion:

Motion to approve the hiring of Kaylee Castillo as a Page.

Motion moved by Kim Longo and motion seconded by Annie Gala. The motion was approved by all the Trustees.

Motion:

Motion to approve the Town Code of Ethics and Conflict of Interest Policy in lieu of a Library specific policy

Motion moved by Megan Wilt and motion seconded by Annie Gala. The motion was approved by all the Trustees.

VII. Trustee Updates

1. Open Meetings Law Trustee Handbook presentation - Megan Wilt and Diane Borgia

Diane and Megan provided guidance to the Trustees based on their review of the Open Meeting Law and the Handbook.

The documentation for the July meeting will be distributed by July 1.

Board meetings that include remote capabilities must be recorded, with the recording posted to the library website. Transcription must be supplied upon request.


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


Ensure the Town Website includes the Library Board minutes. Due Monday, July 8, 2024 at 10:25 AM EDT. Assigned to: Diane Borgia

VIII. Long Range Plan

1. RFPs for Facilities Assessments
 1. KG&D
 2. Lothrop Associates Architects
 3. H2M (please note: proposal scopes sent in two separate documents)
2. Evening Hours and Staffing Memo Update

 [KG+D North Castle Library Proposal 052224.pdf](#)

 [Lothrop Associates Architects 05-22-24 Town of North Castle Library Facilities Assessment .pdf](#)

 [North Castle Public Library Facility Assessment Scope 1 - H2M Proposal.pdf](#)

 [North Castle Public Library Facility Assessment Scope 2 - H2M Proposal.pdf](#)

 [Library RFP Review Summary 06.10.24.xlsx](#)

Dean provided a summary of the responses to the RFP for a Library Facilities Assessment. Based on his review of the responses, he recommended the Board proceeds with KG&D as it provided a proposal that met the Library requirements at the lowest price.

Saleem advised the Trustees and Kathryn to inform the Town Board regarding this upcoming spend and to get alignment.

Kathryn will determine if there are opportunities to fund this via the Library operating budget.

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

Inform Kevin Hay and Town Board about the Facilities Assessment. Due Monday, July 8, 2024 at 10:40 AM EDT. Assigned to: Dean Roseti, Kathryn Feeley

Motion:

Motion to recommend KG&D for the Facilities Assessment

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

IX. Discussion Topic

X. Performance Metrics

 [Door counters 2024.pdf](#)

 [Program Attendance 2023 vs 2024.xlsx](#)

 [Adult Programs 2024 June Board Meeting.xlsx](#)

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

The Trustees reviewed the door counters with Kathryn and requested 2 changes to the tracking sheet.

The summer reading program registration started today.

XI. Public Comment

XII. For the Good of the Order

Motion:

Motion to adjourn at 9:43 pm

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

Hybrid	#	people										TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		
Armonk Readers Bookclub			1	11	1	19	1	12	1	17	1	5	75
												0	0
												0	0
	0	0	1	11	1	19	1	12	1	17	1	5	75

North White Plains	#	people										TOTAL SESSIONS	TOTAL PARTICIPANTS
	JAN		FEB		MAR		APR		MAY		JUN		
Non-Fiction Book Club	1	10	1	9	1	9	1	13	1	8		5	49
Chair Yoga	2	18	3	22	2	19	4	34	3	24		14	117
Saturday Matinee Movie Club	1	8	0	0	1	8	1	7	1	6		4	29
Adult Craft with Virginia	0	0	1	10	1	2	1	8	1	9		4	29
Essential Oils Workshop	0	0	1	6	0	0	0	0	0	0		1	6
Essential Oils Sugar Scrub	0	0	0	0	1	4	0	0	0	0		1	4
Summer Reading - Adult	0	0	0	0	0	0	0	0	0	0		0	0
	4	36	6	47	6	42	7	62	6	47	0	29	234

NCA children's program stats 2024

Program Name	#	people		people		people		people		people		TOTAL SESSIONS	TOTAL PARTICIPANTS
		JAN	FEB	MAR	APR	MAY	JUN						
ARM Ages 0-5													
Toddler Yoga	1	14	2	55	2	21	2	32	2	25		7	147
TuneBugs	1	41	2	83	2	97	4	170	1	43	1	98	532
Bounce the Baby	2	50	5	183	4	141	3	86	3	117	3	88	665
Mother Goose											3	44	0
Science Lab grab-n-go	1	25	2	35	4	202	3	150	2	100	3	150	662
Free Play											3	34	34
Dawny Dew											1	30	30
												0	0
	5	130	11	356	12	461	12	438	8	285	14	444	2070

Program Name	#	people		people		people		people		people		TOTAL SESSIONS	TOTAL PARTICIPANTS
		JAN	FEB	MAR	APR	MAY	JUN						
ARM Ages 6-12													
Grab-n-Go	2	256	4	376	4	406	4	476	3	340	3	550	2404
Afternoon Activity												0	0
Scavenger Hunt							1	300	1	183	1	433	916
Wildlife Show & Tell			1	145								1	145
Science Club	1	10	1	12	1	17	1	5				4	44
Museums with Marris					1	11						1	11
Talewise (Science Program)							1	37				1	37
Spring Tie Dye							1	88				1	88
History of the Yankees									1	10		1	10
Summer Reading Kick-off											1	395	395
												0	0
												0	0
	3	266	6	533	6	434	8	906	5	533	5	1378	4050

Program Name	#	people		people		people		people		people		TOTAL SESSIONS	TOTAL PARTICIPANTS
		JAN	FEB	MAR	APR	MAY	JUN						
ARM Teen													
Grab-n-go											1	48	48
Board Game Club												0	0
												0	0
												0	0
	0	0	0	0	0	0	0	0	0	0	1	48	48

Program Name	#	people		people		people		people		people		TOTAL SESSIONS	TOTAL PARTICIPANTS
		JAN	FEB	MAR	APR	MAY	JUN						
NWP Youth													
Toddler Yoga	2	55	1	37	2	60	3	82	1	25		8	234
123 Sing With Nancy	4	86	3	120	4	110	5	130	4	111		16	446
Mother Goose Story Time	5	90	4	70	4	57	4	36	4	70		17	253
Bounce the Baby	3	34	3	25	4	36	4	32	5	21		14	127
Preschool Story and Craft	1	22	2	53	2	31	2	42	2	42		7	148

NCPL Door Counter 2023 & 2024

Door Counter 2023			Door Counter 2024			2023 vs 2024				
	Armonk	NWP		Armonk	NWP		Armonk	% +/-	NWP	% +/-*
January	3,562	2,414	January	2,687	2,746	January	-875	-25%	332	14%
February	3,473	2,395	February	2,346	2,985	February	-1,127	-32%	590	25%
March	3,927	2,578	March	2,815	3,358	March	-1,112	-28%	780	30%
April	4,107	3,057	April	2,628	3,011	April	-1,479	-36%	-46	-2%
May	4,467	3,343	May	3,780	3,005	May	-687	-15%	-338	-10%
June	7,782	3,787	June	6,900		June	-882	-11%		
July	4,766	4,705	July			July				
August	4,612	3,995	August			August				
September	5,081	3,941	September			September				
October	6,651	2,897	October			October				
November	3,020	3,268	November			November				
December	2,687	2,304	December			December				
TOTAL	54,135	38,684	TOTAL	21,156	15,105					
		92,819			36,261	YTD	-6,162	-11%	1,318	3%