

## **July Library Board of Trustees Meeting**

North Castle Public Library

Monday, July 8, 2024 at 7:30 PM EDT to Monday, July 8, 2024 at 8:30 PM EDT

10 Clove Road, North White Plains, NY

Meeting Details: <https://northcastleny.zoom.us/j/87556039267>

### **Agenda**

#### **I. Call To Order**

#### **II. Approval of June 2024 Minutes**

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

The Revenue/Expense Report for Warrant 6 is attached. Total expenses were \$52,654.34  
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 6 is attached.

Expenses were \$3,704.54.

Thank you to the Friends for their continuing support!

#### **VI. Facilities Audit RFP Process**

#### **VII. NCPL Updates**

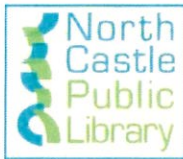
1. Facilities and Grounds
  - NWP Ramp. Please see attached Field Report from Architect Todd Hause.
  - Power washing NCCC completed June 27, 2024.
2. Human Resources
  - Accept Resignation of Felix Barrios, effective August 2, 2024.
3. Library Policy: Friends' Gallery and Exhibit Policy (Voting Item) (Please note: additions and changes to the policy are in red).
4. Door Counters/Programming

#### **VIII. Staffing Update: Positions for Evening Hours**

#### **IX. Public Comment**

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

#### **XI. Executive Session**



## July Library Board of Trustees Meeting Minutes

North Castle Public Library  
Monday, July 8, 2024 at 7:30 PM EDT  
@ 10 Clove Road, North White Plains, NY

### **Attendance**

#### **Present:**

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

Guests: Kathryn Feeley - NCPL Director (remote), Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian, Matthew Barker - resident, Diana Wendell - NCPL staff

#### I. Call To Order

The meeting was called to order 6:29 PM and immediately went into Executive Session to interview candidates for Trustee.

Steven Harrison joined at 7:15 PM.

#### **Motion:**

Motion to go into Executive Session to interview candidates for Board Trustee

Motion moved by Megan Wilt and motion seconded by Dean Roseti. The motion was approved by all present. Steven Harrison had not yet joined.

#### **Motion:**

Motion to exit Executive Session at 7:34 PM

Motion moved by Megan Wilt and motion seconded by Dean Roseti. The motion was approved by all.

#### II. Approval of June 2024 Minutes

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

#### **Motion:**

Motion to approve the June minutes.

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

#### III. Review Warrants

The Revenue/Expense Report for Warrant 6 is attached. Total expenses were \$52,654.34  
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

 [Lib Rev Exp June 2024.pdf](#)

Kathryn clarified questions on the line items for NYS Retirement and for the stipend.  
Neither item impacts the NCPL budget.

**Motion:**

Motion to approve Warrant 6

Motion moved by Dean Roseti and motion seconded by Megan Wilt. The motion was approved by all.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem was not present. There was no update.

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.  
The Friends Report for Warrant 6 is attached.  
Expenses were \$3,704.54.  
Thank you to the Friends for their continuing support!

 [Friends Report June 2024.pdf](#)

David Fromm was not present. There was no update.

VI. Facilities Audit RFP Process


The contract for the facilities audit was awarded to KG&D. Initial focus will be on Armonk, followed by NCCC. Funding will be covered in the Operational budget.

VII. NCPL Updates

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 [Field Report - 2024.06.27.pdf](#)

 [Felix Barrios - Resignation Letter - Library.docx](#)

 [North Castle Public Library Friends' Gallery Exhibit Policy Draft with revisions for July 2024 Board Meeting.docx](#)

1. Facilities and Grounds

- The work on the NWP Ramp was reviewed by Architect Todd Hause. He noted several issues to be resolved in his Field Report. Vinco is taking action to resolve. Kathryn indicated this will not prevent her from completing the grant process.
- The Recreation department power washed NCCC - completed June 27, 2024.

2. Human Resources

- Felix Barrios tendered his resignation as Groundskeeper, effective August 2, 2024. The Town Recreation Dept will help out as needed in the interim until a replacement can be found.

3. Library Policy: Friends' Gallery and Exhibit Policy - The vote was tabled pending additional modifications to the policy. Kathryn will distribute a new draft.

4. Door Counters/Programming - Door counter will be distributed monthly and Kathryn will provide an overview to Trustees during the board meeting. Summer reading was kicked-off. Both branches have good numbers in all categories of readers.

**Motion:**

Accept the resignation of the Groundskeeper

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

VIII. Staffing Update: Positions for Evening Hours

 [Memofundsfornewpositionsmay2024.docx](#)

Kathryn distributed a copy of the memo sent to Kevin Hay. The request was brought to the Town Board. There will be a Town working session on July 24. Kathryn will request the Librarian I list from Civil Service pending Town Board Budget approval for the position.

IX. Public Comment

No public comments.

X. For the Good of the Order

Diane will review the bylaws to determine alignment with the Handbook and Open Meeting Law and send feedback to the Trustees.

Kim is working on a Trustees procedures document.

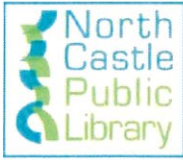
Annie made recommendations on the website and recommends moving forward in 2025. This will need to be included in the 2025 budget.

XI. Executive Session

**Motion:**

Motion to end the Public meeting and enter Executive session at 8:19 PM to discuss staff salaries and review Trustee candidates.

Motion moved by Megan Wilt and motion seconded by Steve Harrison. The motion was approved by all.



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**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 6 )

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06/26/2024  
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>L00 Library</b>						
<b>Revenue</b>						
<b>DEPT 0000</b>						
L00-0000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>REVENUES</b>						
L00-1000-1001-	PROPERTY TAXES	\$1,740,047.00	\$0.00	\$1,740,047.00	100.00%	\$0.00
L00-1000-1002-	APPROPRIATED FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$49.94	\$1,324.29	132.43%	(\$324.29)
L00-1000-2401-	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2401-	INTEREST EARNINGS CAPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2410-	RENTALS	\$13,000.00	\$450.00	\$4,650.00	35.77%	\$8,350.00
L00-1000-2450-	COMMISSIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2665-	SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2670-	SALES	\$500.00	\$0.00	\$61.50	12.30%	\$438.50
L00-1000-2680-	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2690-	PLDA - PILOT PROGRAM	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2700-	REIMB OF MED PART D	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2705-	DONATIONS	\$1,500.00	\$0.00	\$100.10	6.67%	\$1,399.90
L00-1000-2770-	UNCLASSIFIED-OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$93.87	0.00%	(\$93.87)
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-5060-	NYS RETIRE CREDITS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-8021-	APPROPRIATED FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-8021-	APP.FUND BAL RECLASS-599	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$1,756,047.00</b>	<b>\$499.94</b>	<b>\$1,746,276.76</b>	<b>99.44%</b>	<b>\$9,770.24</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$499.94</b>	<b>\$1,746,276.76</b>	<b>99.44%</b>	<b>\$9,770.24</b>
<hr/>						
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$499.94</b>	<b>\$1,746,276.76</b>		<b>\$9,770.24</b>
<b>Total Library Expenditures:</b>		<b>\$1,756,046.62</b>	<b>\$52,654.34</b>	<b>\$741,015.93</b>		<b>\$1,015,030.69</b>
<b>Total Library Fund Balance:</b>		<b>\$0.38</b>	<b>(\$52,154.40)</b>	<b>\$1,005,260.83</b>		<b>(\$1,005,260.45)</b>

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 6 )

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06/26/2024  
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>Expenditure</b>						
<b>JUDGEMENTS &amp; CLAIMS</b>						
L00-1930-0004-	CONTRACTUAL EXPENDITURE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>PAYMENT OF MTA PAYROLLTAX</b>						
L00-1980-0432-	CONTRACTUAL PROFESS.SERV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>UNCLASSIFIED - MISC. EXP.</b>						
L00-1989-0434-	CONT. OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>LIBRARY</b>						
L00-7410-0009-	LIBRARY.LIBRARY.TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0110-	SALARIES-FULL TIME	\$614,246.40	\$0.00	\$300,170.18	48.87%	\$314,076.22
L00-7410-0110-	SALARIES.RETRO	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0116-	STIPEND	\$0.00	\$0.00	\$1,346.17	0.00%	(\$1,346.17)
L00-7410-0118-	LONGEVITY	\$8,000.00	\$0.00	\$3,325.86	41.57%	\$4,674.14
L00-7410-0118-	LONGEVITY.RETRO	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0120-	SAL. PART TIME	\$140,000.00	\$0.00	\$57,014.50	40.72%	\$82,985.50
L00-7410-0130-	SAL. OVERTIME	\$5,000.00	\$0.00	\$61.66	1.23%	\$4,938.34
L00-7410-0130-	SAL. OVERTIME.FOTL.REIMBURSA	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIBRARY-EQUIPT.OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP.AV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP.TECH	\$5,250.00	\$0.00	\$198.50	3.78%	\$5,051.50
L00-7410-0203-	LIB.EQUIP.EQUIP REPAIR	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0410-	LIBRARY-BOOKS.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0410-	LIBRARY-BOOKS-ADULT	\$30,000.00	\$2,768.85	\$12,052.26	40.17%	\$17,947.74
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$139.65	\$1,279.40	36.55%	\$2,220.60
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$1,586.87	\$6,603.20	35.69%	\$11,896.80
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$2,407.61	\$14,349.13	42.20%	\$19,650.87
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,307.70	\$7,070.31	39.28%	\$10,929.69
L00-7410-0411-	SUPPLIES & EXPENSES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS.-.-	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-ADULT	\$10,000.00	\$203.91	\$1,623.91	16.24%	\$8,376.09
L00-7410-0412-	LIBRARY-A.V.MATERIALS-TEEN	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-CHILDR	\$1,500.00	\$16.49	\$104.95	7.00%	\$1,395.05
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$276.05	\$1,847.78	23.10%	\$6,152.22
L00-7410-0413-	LIBRARY-PERIODICALS,MICRO.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0413-	LIBRARY-PERIODICALS.-..	\$9,000.00	\$414.00	\$2,364.36	26.27%	\$6,635.64
L00-7410-0413-	LIBRARY-OTHER SERIALS.-..	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0415-	LIBRARY-OTH.NON-BOOK MAT.-.-.	\$39,000.00	\$3,912.00	\$13,950.08	35.77%	\$25,049.92
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$0.00	\$32.50	0.36%	\$8,967.50
L00-7410-0420-	INSURANCE	\$24,000.00	\$0.00	\$2,986.13	12.44%	\$21,013.87
L00-7410-0430-	LIBRARY-OFFICE SUPPLY.-.-	\$12,250.00	\$1,984.67	\$5,724.52	46.73%	\$6,525.48
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$0.00	\$167.92	33.58%	\$332.08
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$298.96	\$1,657.16	33.14%	\$3,342.84
L00-7410-0432-	CONTRACTUAL PROFESS.SERV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0432-	LIBRARY-PROCESSG CHARGES.-.-	\$1,000.00	\$216.81	\$980.89	98.09%	\$19.11
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$51.73	14.78%	\$298.27

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L00-7410-0435-	LIBRARY-TRAVEL.--	\$1,500.00	\$34.97	\$747.15	49.81%	\$752.85
L00-7410-0436-	LIBRARY WLS:EQUIPMENT.--	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
L00-7410-0436-	LIBRARY-WLS:VIDEO COOP.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0436-	LIBRARY-WLS:MAINTENANCE.--	\$85,000.00	\$0.00	\$43,977.52	51.74%	\$41,022.48
L00-7410-0436-	LIBRARY-WLS:TELECOMM.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0437-	LIBRARY-PROFESSIONAL FEES.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0438-	LIBRARY-DUES/CONFERENCES.--	\$2,000.00	\$0.00	\$301.00	15.05%	\$1,699.00
L00-7410-0439-	LIBRARY-EQUIPT.REPAIR.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0441-	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.--	\$45,000.00	\$3,206.46	\$18,326.62	40.73%	\$26,673.38
L00-7410-0451-	UTILITY TELEPHONE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.--	\$9,000.00	\$68.17	\$3,665.50	40.73%	\$5,334.50
L00-7410-0451-	UTILITY WATER	\$600.00	\$306.60	\$709.20	118.20%	(\$109.20)
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.--	\$60,000.00	\$85.16	\$46,513.95	77.52%	\$13,486.05
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.--	\$35,310.00	\$2,308.03	\$11,909.40	33.73%	\$23,400.60
L00-7410-0470-	WHIPPOORWILL HALL	\$300.00	\$0.00	\$230.00	76.67%	\$70.00
L00-7410-0491-	VEHICLE FUEL & OIL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0492-	VEHICLE REPAIRS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0820-	SOCIAL SECURITY	\$61,235.79	\$0.00	\$26,237.99	42.85%	\$34,997.80
L00-7410-0825-	MTA TAX	\$2,721.59	\$0.00	\$2.73	0.10%	\$2,718.86
L00-7410-0900-	LIBRARY-PROGRAMMING.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$1,309,813.78</b>	<b>\$22,082.96</b>	<b>\$588,223.00</b>	<b>44.91%</b>	<b>\$721,590.78</b>
<b>NYS RETIREMENT</b>						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$135,485.17	\$0.00	\$0.00	0.00%	\$135,485.17
	<b>Subtotal</b>	<b>\$135,485.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$135,485.17</b>
<b>WORKERS COMPENSATION</b>						
L00-9040-0830-	WORKERS COMPENSATION	\$4,267.84	\$883.37	\$2,513.27	58.89%	\$1,754.57
	<b>Subtotal</b>	<b>\$4,267.84</b>	<b>\$883.37</b>	<b>\$2,513.27</b>	<b>58.89%</b>	<b>\$1,754.57</b>
<b>NYS UNEMPLOYMENT</b>						
L00-9050-0800-	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>HOSPITAL &amp; MEDICAL</b>						
L00-9060-0840-	HEALTH INSURANCE	\$159,726.66	\$13,310.09	\$79,860.54	50.00%	\$79,866.12
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$14,280.52	\$57,834.72	47.57%	\$63,749.71
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$1,704.40	\$10,226.40	40.63%	\$14,942.34
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$393.00	\$2,358.00	0.00%	(\$2,358.00)
L00-9060-0870-	DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$306,479.83</b>	<b>\$29,688.01</b>	<b>\$150,279.66</b>	<b>49.03%</b>	<b>\$156,200.17</b>
<b>TRANSFER OUT</b>						
L00-9950-0009-	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-9950-0991-	TRANSFER TO CAPITAL PROJ. FU	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 6 )

Page 4 of 4  
06/26/2024  
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Total Library Expenditures:		\$1,756,046.62	\$52,654.34	\$741,015.93	42.20%	\$1,015,030.69
Total Library Revenues:		\$1,756,047.00	\$499.94	\$1,746,276.76		\$9,770.24
Total Library Expenditures:		\$1,756,046.62	\$52,654.34	\$741,015.93		\$1,015,030.69
Total Library Fund Balance:		\$0.38	(\$52,154.40)	\$1,005,260.83		(\$1,005,260.45)

# Trial Balance/Actual/Detail

Year 2024 Periods 6 To 6

# Town of North Castle

## Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
<b>L-LIABILITIES</b>						
TE0-0000-0091-0015	LIBRARY TRUST.FRIENDS OF THE L	\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
6	443444 IVDH202406004 DH CHESS PROGRAM AT ARM	06/03/2024	D 06/04/2024	\$120.00	JOHN B. GALLAGHER JR	
6	443445 IVDH202406004 DH PAINTING CLASSES AT	06/03/2024	D 06/04/2024	\$300.00	VIRGINIA GARCIA	
6	443595 IVDH202406005 DH PROGRAM AT ARMONK LI	06/04/2024	D 06/04/2024	\$350.00	STREET TEAM PRODUCTI	
6	444374 IVDH202406006 DH BOOKS FOR LIBRARY	06/05/2024	D 06/07/2024	\$63.71	BAKER & TAYLOR CO.INC	
6	447346 CR1178-ADJ BA FRIENDS OF THE LIBRARY - CODE ADJ	06/05/2024	C 06/20/2024	(\$8,344.91)		
6	444556 IVDH202406007 DH PROGRAM MATERIALS FO	06/06/2024	D 06/07/2024	\$323.85	COLLABORATIVE SUMME	
6	444557 IVDH202406007 DH PROGRAM MATERIALS FO	06/06/2024	D 06/07/2024	\$41.79	AMAZON (CREDIT CARD)	
6	444765 IVDH202406009 DH CHILDRENS MUSIC PROG	06/10/2024	D 06/11/2024	\$600.00	LETS GROOVE CHILDREN	
6	444766 IVDH202406009 DH CHILDRENS MUSIC PROG	06/10/2024	D 06/11/2024	\$150.00	LETS GROOVE CHILDREN	
6	447376 CR1205 BA LIBRARY - 6/13/24	06/13/2024	C 06/20/2024	(\$1,675.00)		
6	448088 IVDH202406020 DH PROGRAM SUPPLIES FOR	06/19/2024	D 06/20/2024	\$30.19	STAPLES ADVANTAGE	
6	448275 IVDH202406021 DH PROGRAM AT ARMONK LI	06/20/2024	D 06/21/2024	\$400.00	FUNFACES BY BRENDA	
6	448276 IVDH202406021 DH ICE CREAM TRUCK FOR	06/20/2024	D 06/21/2024	\$1,000.00	ARISTOMENIS KOLOKATH	
6	448424 IVDH202406022 DH CHILDRENS PROGRAM AT	06/21/2024	D 06/21/2024	\$150.00	HALASZ. DAWN	
6	448738 IVDH202406026 DH PROGRAM AT ARMONK LI	06/25/2024	D 06/25/2024	\$175.00	BARRY PIRRO	
<b>Type Total</b>		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
<b>Fund Total</b>		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
<b>Grand Total</b>		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35

## Field Report – 2024.06.27

Project: HC Ramp at North White Plains Library  
Project No.: 2030  
Visit Date: June 27, 2024  
Issue Date: June 28, 2024  
Report by: Todd M Hause (TH)

Item	Description
1.	Visit was made after installation of the ramp, to observe work, in conjunction with review of the first payment application, made to 100% of the work
2.	The top of the railings on each side of the ramp was measured at 3'-1" above the ramp surface. The design called for the top of the rails to be 3'-6", per building code requirements. Therefore, the railings shall be replaced with 3'-6" high, code compliant railings.
3.	The top of the handrails on each side of the ramp was measured at 2'-11" above the ramp surface. This is within the code required height range of 2'-10" to 3'-2".
4.	The non-slip strips were observed to be installed perpendicular to the boards at a portion of the ramp platform. This is not advised, for durability, and strips should be installed which are parallel to the board at that location.



Also, screws shall be provided at all holes in non-slip strips.

5. Post caps were not secured to the posts, they shall be screwed in place.



6. All sharp edges formed by cutting the trex material shall be eased to a 1/8" min radius.

Distribution: Kathryn Feeley, Director, North Castle Public Libraries  
Catherine Shaffer, Vinco Builders



Felix M. Barrios  
410 Benedict Ave. Apt 1H  
Tarrytown NY 10591

Tuesday, June 25<sup>th</sup>, 2024.

Kathryn Feeley  
Director  
North Castle Public Library  
119 Whippoorwill Rd, E  
Armonk, NY 10504

Kathryn,

Please accept this letter as formal notice of my resignation from my position as Custodian. My last day of employment will be Friday, August 2<sup>nd</sup>, 2024.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training my successor. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you, the library and my co-workers nothing but the best for the future.

Sincerely,

Felix M. Barrios

## North Castle Public Library

### Friends' Gallery Exhibit Policy

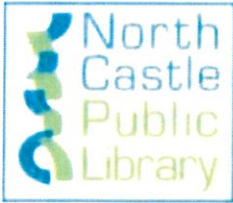
- ~~The purpose of exhibits is to showcase resources of the Library collection, to relate to Library promotions and special events, and to provide educational value about a particular theme or subject. Exhibits also enhance and increase the community's appreciation of the arts.~~
- The scheduling and organization of exhibits will be the sole responsibility of the ~~Library Director or Library staff~~ **Library**. The scheduling for display space shall not be made more than one year in advance.
- Anyone who wishes to make the Library aware of resources available for possible inclusion in the Library exhibit should fill out an "Exhibit Resource" form ~~the Friends' Gallery Application and Contract. This should be sent to the Library Director.~~
- Materials exhibited primarily for commercial purposes will not be included in Library exhibits.
- The Library reserves the right to make the final decision of how all of its exhibits are arranged.
- **All artwork to be exhibited must be appropriate for viewing by all ages.**
- **The exhibit must be open to the public.**
- **All paintings must be framed.**
- Signage, if any, for all exhibits will be provided by the exhibitor with approval by the Library.
- No lender may change, add or remove any items in an exhibit during its scheduled ~~time~~ **exhibition period**.
- Lenders will be asked to supply background information on the items lent to exhibits at least four weeks advance of the exhibit opening to insure adequate lead time in developing signage and writing news releases for the media.
- Exhibits will remain on display no more than four weeks.
- The Library may accompany its exhibits with complementary brochures, bookmarks or other items related to the exhibit's theme.
- **The exhibiting artist may have one reception in the Friends' Gallery. The date of the reception must be approved by the Library. If alcoholic beverages will be served during the reception, an alcohol permit must be obtained from the Town of North Castle. Once received, the alcohol permit must be sent to the Library Director two weeks before the reception.**
- **Prices can be presented on an acrylic display next to the entrance of the Friends' Gallery.**
- Because of limited storage space, it is imperative that materials ~~lent loaned to exhibits~~ **for exhibition** be dropped off and picked up at designated times. The Library will not be responsible for any items loaned for exhibits. Any items left more than four weeks **after the exhibit date** may be disposed of as the Library sees fit.
- The Library is not responsible for ~~the any~~ theft or damage, nor does it carry insurance to protect items loaned for display. Insurance is the sole responsibility of the lender.

- All persons loaning items for exhibits in the Library must complete and sign “~~The Lender’s Agreement.~~” the Friends’ Gallery Application and Contract. ~~The Agreement This must be signed before any loaned items are placed on exhibit. This agreement includes a waiver form that releases the Library from any responsibility for loss or damage to an exhibit displayed at the Library.~~
- The final authority for approving all exhibits in the Library is the Director. ~~The Library reserves the right to prohibit any person from displaying artwork and crafts in the Library (move this to its own bullet point)~~
- All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on the walls or display panels shall be done so securely and under the guidelines of the Library.
- The Library use of display areas take precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display areas by outside exhibits if the Library Director ~~or Library Board of Trustees~~ determines that the display space is needed for Library purposes.
- ~~The Library reserves the right to deny or cancel any application.~~
- ~~The Library Board of Trustees on the advice of the Library Director may deny or cancel any application for art display space and may waive any display policy.~~

*Adopted by the Library Board of Trustees on August 6, 2001.*

*Re-Adopted: August 12, 2008*

*Re-Adopted July 8, 2024*



**North Castle Public Library**

19 Whippoorwill Road East

Armonk, New York 10504

northcastlelibrary.org

Kathryn Feeley, Director

(914) 273-3887x5

kfeeley@northcastlelibrary.org

**Memo**

**To:** Kevin Hay, Town Administrator

**From:** Kathryn Feeley, Director North Castle Public Library

**Date:** May 2, 2024

**Re: Budget Request: New Positions – Hourly Librarian I and Library Assistant**

I would like to request that the Town Board appropriate funds for the following positions:

Librarian I: starting salary (step 1) \$57,496 plus benefits.

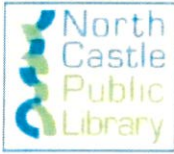
Librarian Assistant: starting salary (step 3) \$55,682 (this recommendation for a current part-time position to move to a full-time position) plus benefits.

These positions would allow the Library to offer additional evening hours beginning in early Fall 2024.

Thank you in advance for your consideration of this request,

*Kathryn Feeley*

Kathryn Feeley



## July Library Board of Trustees Meeting - Executive Session Minutes

North Castle Public Library

Monday, July 8, 2024 at 8:00 PM EDT

@ 10 Clove Road, North White Plains, NY

### **Attendance**

#### **Present:**

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

#### I. Review Non-Union Position Salaries

The Trustees discussed salary ranges and 2025 salary increase recommendations for non-union positions. Decisions are pending guidance from Town leadership.

#### II. Review Candidates for Trustee

The Trustees recommended offering the Trustee position to one candidate. The recommendation will be published after all candidates are notified.

In-person - ARM	#	JAN	people	#	FEB	people	#	MAR	people	#	APR	people	#	MAY	people	#	JUN	people	#	JUL	people	#	AUG	people	TOTAL	PARTICIPANTS
Ancestry Program																										
Adult Coloring																										
Art History w/ Val Franco	1	1	1	3	2	8					2	11		5	0	4									1	7
The Birth of Rock N Roll																										
Cello Concert																										
Chair Yoga	2	32	3	67	2	33	4	68	3	57	4	80	5	90	2	11	2	108	2	15	23	427				
Chess Club	2	8	2	27	3	34	2	13	2	9	6	13	2	11	2	11	2	108	2	15	23	427				
Community Puzzle																										
Craft w/ Virginia	1	13	1	15	1	16	1	14	1	20	1	25	1	56	1	10	1	115	1	13	7	92				
Current Affairs Bookclub																										
Earring Making																										
Family Game Night																										
Find Your Inner Yogi																										
Friday Film w/ Val Franco	1	4	1	6	1	6	1	10	1	10	1	10	1	10	1	10	1	10	1	10	1	10	1	10	1	6
Gallery Reception	1	24	0	1	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grab-n-go	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	38	1	216
Knitting	9	35	8	31	9	42	9	48	8	48	7	33	8	50	2	24	2	24	2	24	2	24	2	24	2	190
Legal Workshop																										
Master Gardener																										
Meditation	2	17	3	29	2	12	4	25	3	29	4	22	5	14	4	22	5	14	4	22	5	14	4	22	5	25
Museums by Marisa																										
Painting w/ Virginia	1	12	1	23	3	34	3	33	3	32	4	37	4	47	1	20	1	11	2	31	2	31	2	31	2	148
Salsa Class																										
Seed Library																										
Summer Movie Night																										
Whippoorwill Hall	4	264	2	244	3	160	3	193	13	526	10	1248	2	148	1	3	3	29	2	2783						
Winchester Mystery House																										
Writer's Workshop																										
	24	410	25	520	31	417	31	435	45	880	44	1584	36	516	7	104	244	4866								

Virtual	#	JAN	people	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	PARTICIPANTS
Armonk Readers Bookclub	1	13										13
Current Affairs Bookclub												
Friends Author Series	1	42	0	0	0	0	1	45	1	3	17	17
National Gallery of Art Talk												
	2	55	0	0	0	1	5	2	17	13	9	140

Hybrid	#	JAN	people	FEB	MAR	APR	MAY	JUN	JUL	AUG	SESSIONS	PARTICIPANTS
Armonk Readers Bookclub												
Art History w/ Val Franco												
Friday Film w/ Val Franco												
	0	0	1	11	1	1	17	1	16	0	6	81

North White Plains	#	JAN	people	FEB	MAR	APR	MAY	JUN	JUL	AUG	SESSIONS	PARTICIPANTS
Non-Fiction Book Club	1	10	1	9	1	1	8	1	9	5	7	63
Chair Yoga	2	18	3	22	2	4	24	4	37	5	23	211



2024\_stats

NCA children's program stats 2024

Program Name	#	people		people		people		people		people		people		people	TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Ages 0-5	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Toddler Yoga	1	14	2	55	2	21	2	32	2	25					9	147
TuneBugs	1	41	2	83	2	97	4	170	1	43	1	98	1	104	12	636
Bounce the Baby	2	50	5	183	4	141	3	86	3	117	3	88	3	94	23	759
Mother Goose											3	44	3	56	6	100
Science Lab grab-n-go	1	25	2	35	4	202	3	150	2	100	3	150	3	150	18	812
Free Play											3	34	5	71	8	105
Dawny Dew											1	30	1	28	2	58
	5	130	11	356	12	461	12	438	8	285	14	444	16	503	78	2617

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Ages 6-12	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Grab-n-Go	2	256	4	376	4	406	4	476	3	340	3	550	5	678	25	3082
Afternoon Activity															0	0
Scavenger Hunt							1	300	1	183	1	433	1	375	4	1291
Wildlife Show & Tell			1	145											1	145
Science Club	1	10	1	12	1	17	1	5							4	44
Museums with Marrisla					1	11									1	11
Talewise							1	37					1	36	2	73
Spring Tie Dye							1	88							1	88
History of the Yankees									1	10					1	10
Summer Reading Kick-off											1	395			1	395
Jester Jim													1	120	1	120
	3	266	6	533	6	434	8	906	5	533	5	1378	8	1209	41	5259

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Teen	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Grab-n-go											1	48	2	174	3	222
Board Game Club															0	0
	0	0	0	0	0	0	0	0	0	0	1	48	2	174	3	222

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Youth	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Toddler Yoga	2	55	1	37	2	60	3	82	1	25	2	63	0	0	11	322
123 Sing With Nancy	4	86	3	120	4	110	5	130	4	111	4	165	4	157	28	879
Mother Goose Story Time	5	90	4	70	4	57	4	36	4	70	3	57	5	81	29	461
Bounce the Baby	3	34	3	25	4	36	4	32	5	21	4	51	3	37	26	236
Preschool Story and Craft	1	22	2	53	2	31	2	42	2	42	2	56	5	115	16	361
Play and Learn	0	0	0	0	0	0	0	0	0	0	0	0	1	23	1	23
Free Play	0	0	0	0	0	0	0	0	1	13	0	0	0	0	1	13
Lunch Bunch	4	38	3	22	1	5	1	8	1	9	2	16	1	5	13	103
Drop In Craft	4	70	5	88	4	76	4	64	5	79	4	70	3	81	29	528
Osmo/Dash	0	0	0	0	1	15	0	0	0	0	1	5	3	44	5	64
Discovery Time	0	0	0	0	1	28	0	0	0	0	0	0	4	53	5	81
Junior Chefs	0	0	1	20	1	40	0	0	1	6	1	26	3	95	7	187
Kids Crafts (school breaks)	0	0	2	24	1	25	1	11	0	0	0	0	0	0	4	60
Lego	0	0	1	20	0	0	1	16	0	0	0	0	0	0	2	36
Sensory Play (sand & water)	0	0	0	0	0	0	0	0	5	53	0	0	0	0	5	53
Take Home Crafts	4	182	5	246	4	229	4	215	5	251	4	239	4	154	30	1516
Summer Reading Kickoff - Dinosaurs Rock	0	0	0	0	0	0	0	0	0	0	1	50	0	0	1	50
Wooden Animal Painting	0	0	0	0	0	0	0	0	0	0	1	25	0	0	1	25



2024\_stats

Magic Show (summer)	0	0	0	0	0	0	0	0	0	0	0	0	1	47		
Crafts on the Deck	0	0	0	0	0	0	0	0	0	0	1	13	5	134	6	147
Unplugged (Board Games and Puzzles)	0	0	0	0	0	0	0	0	0	0	1	8	5	54	6	62
School Summer Reading Flyers (Outreach)	0	0	0	0	0	0	0	0	0	0	1	771	0	0	1	771
Weekly Challenges (summer)													5	214	5	214
	27	577	30	725	29	712	29	636	34	680	33	1615	52	1294	232	6192

Program Name	#	people														TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Teen	JAN		FEB		MAR		APR		MAY		JUN		JUL				
Take Home Crafts - TEENS	0	0	0	0	0	0	0	0	0	0	0	0				0	0
Teen Craft - TEENS	0	0	0	0	0	0	1	2	0	0	0	0				1	2
	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	1	2

Program Name	#	people														TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Non-Library Sponsored Programs	JAN		FEB		MAR		APR		MAY		JUN		JUL				
Non-Library Sponsored Programs	1	50	0	0	0	0	1	45	1	35	1	28				4	158
																0	0
	1	50	0	0	0	0	1	45	1	35	1	28	0	0		4	158

### 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	3,713	June	-882	-11%	-74	-2%
July	4,766	4,705	July	4,402	4,260	July	-364	-8%	-445	-9%
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	25,558	23,078					
		92,819			48,636	YTD	-6,526		799	