

## **November 2024 Library Board of Trustees Meeting**

North Castle Public Library

Monday, November 4, 2024 at 7:00 PM EST to Monday, November 4, 2024 at 8:30 PM EST

19 Whippoorwill Road East, Armonk NY

Meeting Details: <https://northcastleny.zoom.us/j/89030556310>

### **Agenda**

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

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

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

The Revenue/Expense Report for Warrant 10 is attached.

Total expenses were \$44,614.6.

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

#### **IV. Town Board Business Report**

Councilmember Saleem Hussain will provide an update.

#### **V. Friends of the Library Report**

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

The Friends Report for Warrants 10 is attached.

Expenses were \$7,253.33

Thank you to the Friends for their continuing support!

#### **VI. Library Board Report**

1. Long Range Plan Update
2. Marketing and Website Letter
3. 2025 Slate of Officers
4. 2025 Board Meeting Dates
5. Revolutionary 250: Purpose and Committee
6. 2025 Art Show: Save the date, September 27-28

#### **VII. Library Director Update**

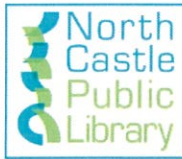
1. The Director's monthly summary report is attached.
2. Voting Items
  1. Accept the resignation of Hourly Clerk Mukul Rahi, Effective October 1, 2024.
  2. Motion to Hire Anna Downing, Hourly Clerk, effective October 24, 2024.
  3. Motion to Hire Emma Guyot, Hourly Clerk, effective October 24, 2024.

4. Adopt Revised Friends' Gallery Policy

### **VIII. Performance Metrics**

1. Door Counters
2. Adult Programs
3. Children's Programs

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



# November 2024 Library Board of Trustees

## Meeting Minutes

North Castle Public Library  
11/4/2024 7:00 PMEST

@ 19 Whippoorwill Road East, Armonk NY

### **Attendance**

#### **Present:**

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

Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian

#### **Absent:**

Guests: David Fromm - Friends of the NCPL

#### I. Call To Order

7:02pm Kim Longo

#### II. Approval of October 2024 Minutes

Discussion and approval of October 2024 Minutes. Change will be made to item 3 (see notes) to include name of resigning clerk.

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

Suggested edit to item 3 under Library Director's Update to reflect the name of resigning clerk.

#### **Motion:**

Motion to approve October 2024 Meeting Minutes from Diane Borgia. Motion seconded by Deborah DeMasi.

Motion unanimously approved with changes suggested.

#### III. Review Warrants

The Revenue/Expense Report for Warrant 10 is attached.

Total expenses were \$44,614.6.

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

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

Discussion of line items for clarification.

**Motion:**

Motion to accept Warrant 10 from Dean Roseti. Motion seconded by Annie Gala.

Motion unanimously passed.

IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Budget planning 2025 is happening now. Saleem will provide current budget to trustees and director for review.

November 20th scheduled as public hearing for budget. Director and trustees should review prior to meeting and Director should raise any questions with Director of Finance, Abbas Sura.

The Town decided to move forward with the Town of North Castle website upgrades with their vendor CivicPlus.

V. Friends of the Library Report

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

The Friends Report for Warrants 10 is attached.

Expenses were \$7,253.33

Thank you to the Friends for their continuing support!

 [Friends Report OCT 2024.pdf](#)

David Fromm not present tonight.

VI. Library Board Report

1. Long Range Plan Update
2. Marketing and Website Letter
3. 2025 Slate of Officers
4. 2025 Board Meeting Dates
5. Revolutionary 250: Purpose and Committee
6. 2025 Art Show: Save the date, September 27-28

 [Long Range Plan Update 2024.docx](#)

 [2025 NCPL BOT Meeting Dates.xlsx](#)

1. Long Range Plan Update: Annie Gala will format the status update to match existing Long Range Plan and it will be shared to the Library website and sent to the Friends, Town Board, and Kevin Hay.

2. Marketing and Website Letter: The request Annie provided to Kevin Hay and town leadership for an exception to the procurement policy in regards to engaging a library website vendor was denied. The library will need to follow the RFP process and develop an RFP to meet the specific library requirements.

Library Director will send memo to Kevin Hay to request approval to send website development RFP out to bid. She will also request that funds set aside in 2024 budget for this project be encumbered for use in 2025.

3. 2025 Slate of Officers: Megan proposed slate of officers for 2025.

President: Kim Longo

VP: Dean Roseti

Secretary: Megan Wilt

Treasurer: Steve Harrison

- Opened opportunity for anyone to reach out with questions

Discussion to adjust by-laws to reflect voting taking place in December such that new officers are seated in January.

Kim requested that all trustees view video from Mid-Hudson Library System's Trustee Handbook Book Club on Governance Structure prior to next meeting. Our Board needs to create committees and will need to amend by-laws in the next year.

4. 2025 Board Meeting Dates: will be added to website
5. Revolutionary 250: Purpose and Committee
  - Historical Society Chair will meet with Library Director and Asst Director to align planning and scheduling.
  - Kim Longo has donated a map of North Castle in revolutionary era to the library.
6. 2025 Art Show dates announced.

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

Memo to request approval to send marketing and website to go out for bid. Due 11/15/2024 7:35 PMEST. Assigned to: Kathryn Feeley

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

Touch base with Saleem if Historical Society wants to do any events involving both schools and Library. Assigned to: Kathryn Feeley

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

View Governance video & review by-laws in order to be prepared to discuss updating by-laws. Due 12/6/2024 7:45 PMEST. Assigned to: Annie Gala, Dean Roseti, Deborah DeMasi, Diane Borgia, Kim Longo, Megan Wilt, Steve Harrison

VII. Library Director Update

1. The Director's monthly summary report is attached.
2. Voting Items
  1. Accept the resignation of Hourly Clerk Mukul Rahi, Effective October 1, 2024.
  2. Motion to Hire Anna Downing, Hourly Clerk, effective October 24, 2024.
  3. Motion to Hire Emma Guyot, Hourly Clerk, effective October 24, 2024.
  4. Adopt Revised Friends' Gallery Policy: tabled pending formation of Policy Committee.

 [Rahi Resignation Letter.pdf](#)

 [November2024DirectorSummary.docx](#)

1. Kathryn noted highlights from the last month. See attached summary document.
  - Program highlights
  - Building maintenance -

HVAC circuit board needed to be replaced in Armonk location.

Pump in boiler unit has corroded piping and must be repaired/replaced.

New sign installed at Armonk.

**Motion:**

Motion to accept resignation of Hourly Clerk Mukul Rahi by Megan Wilt. Motion seconded by Deborah DeMasi.

Motion unanimously passed.

**Motion:**

Motion to hire Anna Downing as Hourly Clerk made by Megan Wilt. Motion seconded by Dean Roseti.

Motion unanimously passed.

**Motion:**

Motion to hire Emma Guyot as Hourly Clerk made by Megan Wilt. Motion seconded by Dean Roseti.

Motion unanimously passed.

VIII. Performance Metrics

1. Door Counters
2. Adult Programs
3. Children's Programs

Compilation of data delayed due to employees who have been out sick. Will provide in next month's meeting packet.

IX. For the Good of the Order

**Motion:**

Motion to adjourn meeting made by Kim Longo. Motion seconded by Annie Gala.

Motion approved by all. Meeting adjourned at 8:32pm.