

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: August 31, 2012
Re: White Plains Library Foundation Report

Capital Campaign Launch:

The first floor campaign, **Building New Learning Opportunities: The Edge & Beyond**, is in its beginning stages. Campaign goals are to meet the Foundation's commitments for the project as outlined in the City's capital program (Foundation's commitment approximately \$700,000, of which \$200,000 has already been raised from fundraising for The Edge). In addition, over \$100,000 has been committed by Foundation Board members and staff through a Board Participation fund, which had a stated goal of \$75,000 and 100% participation. We are still expecting pledges from several board members to reach our 100% participation goal. We have received preliminary approval from a foundation for \$50,000 for support for The Edge. I have been meeting with campaign chairs Judy Nevins and Diane Tabakman to develop fundraising plans and campaign materials. A campaign brochure, featuring four architectural renderings and a schematic floor plan, is at the printer and should be ready next week. We will be reaching out to prior donors to The Edge, other individuals, corporations, and foundations.

Events for 2012-13 fiscal year:

Hispanic Heritage Month: The Foundation is supporting Salsa classes and Tarde Cultural, through a gift from Fred & Alice Perkins.

Fall Gala: Our major fundraising event this year. Theme is Celebrating Champions of Lifelong Learning. Set for Saturday, November 3 at the Library. We will be honoring The Allstate Foundation, for their philanthropic support of educational programs on teen safe driving and financial literacy; long-time Foundation Board Member Fred Perkins, for his exemplary board service and generosity in establishing an endowment to fund large print books for seniors; and Fred Singleton, retired WPHS teacher, track & cross country coach, and Loucks meet director, for his extraordinary leadership as a youth mentor and educator.

Mini Golf: Scheduled for Saturday, Jan. 12. TD Bank has agreed to be Title Sponsor. Yuki Haynes will chair the event and we will be forming a committee shortly.

Trumble in the Trove: March/April; will solicit sponsorship and form a parent committee to run a book/bake sale.

Author event: Had been considered for May 2013, but is not included in the budget and may be postponed to a future year due to time constraints in working on the Capital Campaign.

Newsletter/Communications:

Fall newsletter in process; going out first week of October.

Annual Appeal:

Planned for end of November, and will ask for Board Members' help in personalizing appeal letters.

Planned Giving:

Met with a representative of UBS who is a Chartered Advisor in Philanthropy to discuss steps to implement a legacy society. He suggested as a first step to decide on a name (i.e., Legacy Circle), and reach out to heirs of bequests we've received to "induct" the donors in to the society. Secondly, to line up experts to whom we could refer people who want to make a planned gift. Third, to start building planned giving content into newsletters and other communications. Will invite him to speak at a Foundation board meeting this year.

Update on Existing/Pending Grants:

Dormitory Authority: DASNY internal documentation review was completed and approved as of 7/20/12. Our application is now pending “three-way” approval with the State Senate, State Assembly, and State Budget Office, which could take 6-8 weeks. Once all that is done, we will be given a “Grant Disbursement Agreement” to execute. At that point we will be able to place orders for equipment.

Allstate: The Allstate grant renewal for 2013 was approved; they actually increased our budget and have given us a check for \$35,000. I attended a two-day Allstate Foundation summit in Chicago in July which included a non-profit leadership summit and a forum for teen safe driving grant partners.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
June 20, 2012

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:08 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Eileen Bradley, Denise D'Ambrosio, Jeane Garment, Yuki Haynes, Susan Hecht, Beth Kava, Richard Kaye, Gregory Keenan, Brian Kenney, Barbara Loucks, Judy Nevins, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Also present were Foundation Executive Director Libby Hollahan and Assistant Library Director Kathleen Degyansky and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meetings of May 23, 2012

The minutes of the regular meetings of May 23, 2012 were approved on a MOTION by Jeane Garment, seconded by Denise D'Ambrosio.

Library Director's Report

Library Director Kenney reported that the joint meeting of the Library Board and the Foundation Board to review the architectural plans for the first floor was very well attended. Mr. Kenney stated that the planning phase of the design services was winding down and the architects will be providing several drawings next week and by mid-July the plans should be finalized.

Mr. Kenney remarked that the library had applied for a grant from the Institute of Museum of Library Services to fund technology, staff development and programming for The Edge. The Jacob Burns Film Center would be a partner in this grant.

Library Director Kenney distributed a document regarding the Master Plan that could be used as talking points for the Capital Campaign. Mr. Kenney outlined the three-year plan for the renovation project and the areas of the first floor that would be affected. Library Director Kenney stressed that a major goal arising from the strategic planning retreat was to make the Library more user friendly by creating an environment where people wanted to go. Mr. Kenney remarked that the library would become a place where the needs of teens as well as adults would be addressed by providing improved facilities and a full range of library materials, services and programs.

Mr. Kenney stated Assistant Library Director Degyansky was responsible for handling any customer complaints and due to her close proximity to the main floor she handles them immediately.

Diane Tabakman suggested a special parking permit for patrons who frequented the library as a way of making the library more user friendly and would be happy to take forward the suggestion.

President's Report

President Wolff remarked that Jeane Garment was moving to Denver, Colorado and resigning from the board. Mr. Wolff thanked her for her service to the board. Ms. Hollahan remarked that Ms. Garment was instrumental in recruiting her for various Foundation committees as well as her current Executive Director position.

President Wolff thanked Judy Nevins for making the first donation to the Capital Campaign (which Ms. Hollahan noted was in his honor). Mr. Wolff reminded the board that the next board meeting would be held on July 18 and that there was no board meeting scheduled in August. President Wolff also encouraged all board members to attend the upcoming Poetry Slam which the Foundation funds. The Westchester Poetry Slam Team will compete at the National Championship in August.

Executive Director's Report

Ms. Hollahan reviewed her written report and thanked the Board on helping with the "Food for Thought" special event. She asked that board members reach out to anyone who has attended a previous event and recruit them to join a committee.

Ms. Hollahan said she will be reaching out to past donors of The Edge over the last three years to encourage additional support for the Master Plan. Libby Hollahan stated that the digital renderings that are expected from the architects would help with the fundraising efforts.

Ms. Hollahan also announced that Fred Singleton, the Meet Director of the Glenn Loucks Games, has been confirmed as the third honoree for the Fall Gala. Mr. Singleton is being recognized as a mentor and educator of teens in the community.

The board discussed the Capital Campaign and the best approach to reach donors. Greg Keenan would like the board to consider providing library decals for supporters of the library.

Treasurer's Report

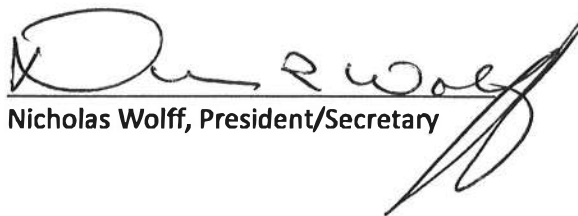
Ms. Bradley thanked Ms. Hollahan and Mr. Kenney for their help on the budget. Treasurer Bradley reviewed the proposed budget in detail and noted that a potential author event is not included in the budget in order to focus on raising money for the Campaign.

Ms. Bradley asked for the board's approval to enter into a contract with Maier Markey & Justic for preparation of financial statements for fiscal year ending June 30, 2012. On a MOTION by Richard Kaye, seconded by Fred Perkins, approval was granted to enter into a contract with Maier Markey & Justic.

Ms. Bradley asked for approval on the budget as amended to include \$2500.00 for a Campaign marketing line. On a MOTION by Diane Tabakman, seconded by Greg Keenan, the amended budget was approved.

The Board went into Executive Session at 10:38 a.m. to discuss a personnel matter. The Executive Session adjourned and the regular meeting was re-convened at 10:48 a.m. by consensus. The Board approved a salary adjustment for the Executive Director on a MOTION by Jeane Garment, seconded by Gail Schwartz.

On a MOTION by Diane Tabakman, seconded by Yuki Haynes, the meeting was adjourned at 10:50 a.m.


Nicholas Wolff, President/Secretary