

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
October 10, 2012**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Furth, Haynes, James, Matthews-Serra and Schwarz. Absent with notice were Trustees Clouet, D'Ambrosio, Scherer, Assistant Library Director Kathy Degyansky and Foundation Executive Director, Libby Hollahan. Also in attendance were Library Director Brian Kenney, and Sandra McDaniel, Library Secretary.

Minutes of Regular Meeting of September 12, 2012

The minutes of the regular meeting of September 12, 2012 were approved on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tim James.

Budget:

City Revenue & Expenditure Budget by Department for October 1, 2012 were reviewed.

Bills: 2012/13 Budget: #4, #5

Trustee Hope Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #4, #5, was approved on a MOTION by Trustee Furth, seconded by Trustee James.

Report of Library Administration

The Board reviewed the monthly reports. Library Director Kenney displayed the Android based computer board that the I/T team has been experimenting with it; it would function as a walkup kiosk where you would access our catalog and online resources as well as access their email and online documents. Trustee Haynes wondered if we would be able to print. It would not have any memory capability so you cannot store anything.

Library Director reported that the library door count was still down 20% below where we were in 2008, but up from last year. Overall he was pleased with the increased visits by the patrons to the library and attributed it to the increased hours.

Mr. Kenney will get back to Trustee James with more information regarding the Head Start Socialization program that was being held at the Trove.

Trustee Reports & Business

WLS – Trustee Furth noted that the grant was pending and they were adjusting their spending.

Friends – Trustee Schwarz remarked that he attended the 65th Anniversary Breakfast for the Friends and it was a very nice event.

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Foundation – Although Mrs. Hollahan did not attend the meeting, she provided a written report.

Trustee Schwarz suggested that the Library Board think about pledging to the Foundation's capital campaign fund so that the Foundation would have the full support of the Library Board and Foundation Board when soliciting donations. Trustee Furth also suggested any amount you deemed appropriate would suffice.

Other–

Ongoing Business:

Library Director Kenney stated that the New York State Library Construction Grant application has been completed.

Mr. Kenney remarked that Phase I of the renovation was over budget due to the expansion of the scope of the Edge as well as the replacement of existing constant volume boxes for air distribution. Library Director Kenney stated that the original proposal with the architects was amended for an additional \$5,800 to design this work.

Mr. Kenney remarked that the Library Foundation had made it possible to hire a professional estimator that would provide information about the cost of the entire project. Library Director Kenney stated that we might have to adjust the scope of the first phase, or make adjustments, such as using existing furniture. Mr. Kenney remarked that he has a meeting scheduled with the architects and the estimator on November 8th and the project would go out to bid after the scope of work was defined at the meeting. Mr. Kenney also advised that that the capital project requests were due to the city on October 19th.

Mr. Kenney advised that Jim Rowe was the lead architect and the project manager for the renovation and that Brian Murphy was the lead for the Department of Public Works.

Library Director Kenney discussed the upcoming events at the Library and credited the staff in doing an incredible job with ongoing programming and events – many of which were displayed at the reference desk.

Mr. Kenney distributed an internal document regarding the strategic plan action items and outcomes.

New Business:

Library Director Kenney commented that roof work was taking place through November and that all work was entirely outside of the building.

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Mr. Kenney discussed the Computer & Internet – Public Use Policy and the Board discussed and revised the document so that it contained more up to date technology language. On a MOTION by Trustee Furth, seconded by Trustee Matthews-Serra, the board adopted the Computer & Internet – Public Use Policy as amended.

Library Director Kenney stated that there were two vacancies in the library and we would not be successful in filling them right now. Mr. Kenney would like to see the funding for one full-time person be converted to part-time funding in order to hire a person for the Circulation Department and also reuse some of the funds in the Technical Processing Department. Library Director Kenney also remarked that he would like to delay filling the second vacancy and fill it with a technology person when we get the Edge as this person would provide leadership in technology as well as coordinate programs.

Mr. Kenney cautioned that part-time budgets are traditionally vulnerable and that increasingly the Library was building its services based on part-time labor.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:03 p.m. on a MOTION by Trustee Hope Furth, seconded by Trustee Tim James.

Yuki Haynes, Secretary
Library Board of Trustees