

White Plains Public Library Board of Trustees
Minutes of Regular Meeting
December 12, 2012

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Clouet, D'Ambrosio, Furth, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice was Trustee Haynes. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan, and Sandra McDaniel, Library Secretary. President Schwarz appointed Trustee Denise Matthews-Serra as Secretary Pro Tem.

Minutes of Regular Meeting of November 14, 2012

The minutes of the regular meeting of November 14, 2012 were approved as presented on a MOTION by Trustee Denise Matthews-Serra, seconded by Trustee Luz Barrera.

Budget:

City Revenue & Expenditure Budget by Department for December 5, 2012 were reviewed and discussed.

Bills: 2012/13 Budget: #9, #10

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #9, #10, was approved on a MOTION by Trustee Clouet, seconded by Trustee D'Ambrosio.

Report of Library Administration

The Board reviewed the monthly reports.

Library Director Kenney informed the Board that the Vacancy Release Committee had agreed to the Library's requests to transfer \$65,000 from position control to temporary office help and the part-time budget and approved the Library hiring a Digital Media Specialist, exchanging a Grade 6 Senior Library Clerk for a Grade 9 Library Assistant to accomplish this. In consideration of these requests, the Library would abolish from the table of organization two library clerk vacancies.

Ms. D'Ambrosio remarked she would like to see the Board more involved in decision-making and to provide more of an advisory role. She also stated that she understood it was the Board's role to approve changes in personnel and approve new positions. Both Ms. D'Ambrosio and Mr. Kenney said they would review the by-laws as to the roles of the Board and the Library Director in hiring.

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Assistant Library Director Degyansky reported that the library received a Creative Aging grant from the Westchester Library System to work with seniors, and would be partnering with the Bristol Assisted Living facility.

Trustee Matthews-Serra suggested that library patrons be emailed about upcoming programs. After some discussion, the Board agreed to table the topic until the January 9th meeting.

Trustee Clouet remarked that he was pleased that the White Plains School District's Budget Forum would be held in the library in March.

Trustee Reports & Business

WLS – Ms. Furth reported that the budget has been passed for the year and designating a library as the Central Library continued to be an issue.

Friends –

Foundation – Ms. Hollahan reviewed her report and informed the Board that the annual appeal was underway, and the campaign to revitalize the first floor was going well.

Ongoing Business:

Mr. Kenney reported that phase one of the first floor renovation had been set by the Capital Projects Board at \$1,350,000; this increase of \$200,000 over the initial estimate reflects is largely because of HVAC costs that were introduced into the project by DPW. The first phase will go out for bid in January and will then go to the Common Council for approval.

New Business:

Library Director Kenney discussed the new WLS library catalog and its enhancements and also remarked that there were a few bugs in the software that needed to be fixed by WLS.

Mr. Kenney asked that the new customer service policy topic be tabled until the January 9th meeting. Library Director Kenney will email a draft of the proposed new customer service policy to the Board prior to the next meeting.

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Adjournment

There being no more business before the Board, the meeting was adjourned at 8:18 p.m. on a MOTION by Trustee Tim James, seconded by Trustee Tom Scherer.

Yuki Haynes, Secretary
Library Board of Trustees