

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
November 14, 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, D'Ambrosio, Haynes, Matthews-Serra, Scherer, and Schwarz. Absent with notice were Trustees Clouet, Furth, and James. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky and Foundation Executive Director, Libby Hollahan, Sandra McDaniel, Library Secretary, and Iris Pagan (visitor).

President Schwarz congratulated Libby Hollahan for all her hard work at the Foundation Gala event held on November 3 and the entire library staff, Library Director Kenney, and Assistant Library Director Degynasky for accommodating so many people during Hurricane Sandy. Trustee Schwarz also stated that many people mentioned it to him that the library's response was great and it was one of our finest hours.

Minutes of Regular Meeting of October 10, 2012

The minutes of the regular meeting of October 10, 2012 were approved on a MOTION by Trustee Yuki Haynes, seconded by Trustee Luz Barrera as amended.

Budget:

City Revenue & Expenditure Budget by Department for November 5, 2012 were reviewed.

Bills: 2012/13 Budget: #6, #7, #8

Trustee Hope Furth reviewed the bills prior to the meeting and found them to be in order. Trustee Matthews-Serra requested explanations for the difference in expense with regard to Security Services as well as office supplies. Library Director Kenney remarked that the additional expense in Security Services was due to overtime as we were open during Hurricane Sandy and the office supply vendor was part of the city contract. Payment of bill vouchers #6, #7, and #8 was approved on a MOTION by Trustee Scherer, seconded by Trustee Haynes.

Report of Library Administration

The Board reviewed the monthly reports. Library Director Kenney discussed the Multi-Cultural Children's Book Fair and stated that overall it was successful. Mr. Kenney received good advice/feedback from the attendees and planned to streamline the event next year.

Mr. Kenney noted that during Hurricane Sandy and its aftermath additional expenses were incurred to accommodate the library patrons who were without power. Library Director Kenney planned to get reimbursement through FEMA, if possible.

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Library Director Kenney described the situation we have been experiencing with Baker & Taylor, the library's primary book supply vendor, which has been supplying books late to our library. Mr. Kenney stated that this may be due to the amount of processing the library has Baker & Taylor perform; he has spoken to their management and will be keeping close track of these transactions.

Mr. Kenney reviewed the statistics and commented that meeting rooms were being used significantly by the community and that the expanded hours were paying off.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan reviewed her report and remarked that the Gala was successful and thanked her committee. Ms. Hollahan announced that they had received a \$50,000 grant from a foundation for media and equipment for The Edge that would be distributed over a two-year period. She also stated that we can start ordering the self-check equipment that will be reimbursed by the Dormitory Authority grant. Libby Hollahan also commented that the annual appeal would be mailed out in the next two weeks.

Other–

Ongoing Business:

Library Director reported that he met with the architects and the estimator and the project stands at \$200,000 over budget. Mr. Kenney remarked that with the approximately \$80,000 we hope to receive as a New York State Construction grant that leaves us only \$120,000 over budget. Library Director Kenney stated that the overage comes largely from the inclusion, by the Department of Public Works, of additional infrastructure work (\$125,000 for an air handler). Mr. Kenney advised the Board that Library Foundation funds would not be used for infrastructure work. Mr. Kenney also informed the Board that the design and furniture were on budget and that the consensus was to go forward into the bidding phase with the project as is. Bidding should begin in January.

New Business:

Library Director Kenney described the timeline for the renovation; March would be the groundbreaking on the project, August would be the soft opening and September would be the hard opening. Mr. Kenney also commented that the capital project 2012-13 (Phase I) would be the largest of the three phases in both scale and cost.

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Trustee D'Ambrosio inquired who would review the bids and Mr. Kenney reported that the Department of Public Works and the Library's architects would review the bids.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:45 p.m. on a MOTION by Trustee Denise D'Ambrosio, seconded by Trustee Yuki Haynes.

Yuki Haynes, Secretary
Library Board of Trustees