

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: December 5, 2012
Re: White Plains Library Foundation Report

Annual Appeal:

Appeal letter was mailed Dec. 1, and several gifts have come in already. The letter used photos from the video, *Transforming Lives, Every Day*, and also references the video, which can be viewed on the Foundation's website. Foundation Board members and I personalized a total of 300 letters with individual messages.

Capital Campaign Launch:

The first floor campaign, **Building New Learning Opportunities: The Edge & Beyond**, is continuing. We have had campaign pledges (totaling over \$110,000) from 100% of Foundation Board members and from most of the Library Board members. This week we received a \$4,500 donation from a community member, and a \$50,000 grant from a foundation. Solicitations are continuing. This will be the Foundation's top priority for the balance of this fiscal year.

Update on Existing/Pending Grants:

Dormitory Authority: After a lengthy process of getting this \$125,000 grant approved, we now have begun ordering the equipment covered by the grant, specifically, the self-check equipment for The Trove and first floor.

Allstate: The final program for 2012 will be a teen safe driving open house on Sat. Dec. 15, featuring the WPHS honors string ensemble. I am working with teen and adult librarians to plan programs for 2013, the third year of support from The Allstate Foundation.

Foundation Board:

In preparation for our Annual Meeting on February 27, a Nominating Committee has been organized and candidates are being approached.

Events:

The Foundation is hosting the New Westchester Symphony Orchestra on Sunday, Dec. 16, at 3 p.m. for a holiday concert in the auditorium. This is a community-based, non-auditioned, orchestra, with about 60 members.

Our Library Mini Golf event will be held on Saturday, March 16 (rather than January 12). It will include free mini-golf for families in the daytime, and a "19th hole" fundraiser in the evening, offered at a reasonably low ticket price and targeted at parents of school-aged children (though, of course, old duffers are welcome!) Yuki Haynes is chairing the event committee.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
October 17, 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, Susan Hecht, Richard Kaye, Brian Kenney, Barbara Loucks, Judy Nevins, G. Frederick Perkins, Jr., Paul Schwarz, Gail Schwartz, Diane Tabakman and Nick Wolff. Absent with notice were: Yuki Haynes, Beth Kava, Gregory Keenan and Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meetings September 19, 2012

The minutes of the regular meetings of September 19, 2012 were approved on a MOTION by Gail Schwartz, seconded by Diane Tabakman.

President's Report

President Wolff encouraged everyone to attend the gala.

Library Director's Report

Library Director Kenney thanked Fred Perkins for his support of the Hispanic Heritage events such as Tarde Cultural and movies for children that brought in 600 people to the library. Brian Kenney reported that library had 500 people at the Multi-cultural Children's Book Festival that included children, parents and educators. Mr. Kenney also stated that 80 people attended the author program and that the Jobs/Careers work has been very strong and supported our strategic plan. Library Director Kenney hoped that the library would be seen as strong and vibrant, and providing excellent cultural and community resources.

Brian Kenney remarked that the contract with the architects had been amended to include a provision for payment of the professional estimators' fees that are being covered by the Foundation, as authorized by the Foundation at its September 19, 2012 meeting. He noted that on November 8 there would be a meeting with the architects to finalize the scope of Phase I and how much we could afford. Mr. Kenney commented that Phase I should include The Edge, Circulation and the self check machines. Mr. Kenney would be asking for an increase in capital project funding.

Library Director Kenney reported that the New York State Construction Grant had been completed and we would find out the amount we were awarded in the spring. Brian Kenney remarked that all other grants were pending.

Judy Nevins would like statistics such as children's library use vs. increased usage with the Trove so that the Foundation can make some projections for teens and adults based on the Trove when they are fundraising.

Executive Director's Report

Ms. Hollahan remarked that the Gala would be held downstairs this year and the renderings of the new space would be prominently displayed to connect people who were attending to what we were doing. Libby Hollahan stated that there would be a giving tree to purchase chairs for the renovation project, at levels of \$400, \$200, or "share a chair" for smaller donations.

Ms. Hollahan distributed the Gala attendance list and stated that we were well ahead of the two week running mark in the past. Ms. Nevins stated that now was the time to talk up the project without asking for money. Ms. Tabakman also remarked that the Gala was also the opportunity to find out who was interested in learning more about the project.

Libby Hollahan stated the Annual Appeal will start after the gala. She thanked Richard Kaye for his opinion as counsel on the Dormitory Authority Grant proposal. Richard saved the Foundation a lot of time.

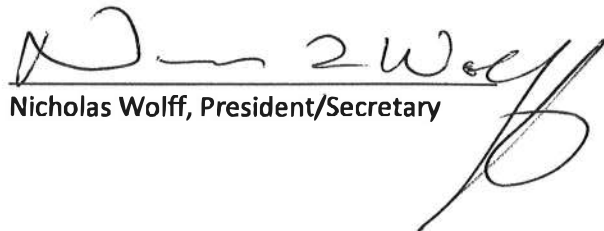
Libby Hollahan stated that she has had a couple of meetings with the Shinnyo-en Foundation and they were considering a \$50,000 grant to support specific equipment and furniture for the Media Lab in The Edge. Ms. Hollahan remarked that the Shinnyo-en Foundation supported The Trove in the past and would recommend to their board supporting The Edge. Libby Hollahan noted that the Shinnyo-en Foundation is encouraging collaboration with the school district, and the Library has had preliminary discussions with the school district about joint projects in The Edge.

Treasurer's Report

Ms. Bradley reviewed several financial reports. Treasurer Bradley stated that the Finance Committee met with Wells Fargo Advisors on October 15, to review investment performance and discuss cash needs for capital and operating budget. Wells Fargo will change the asset allocation of the Perkins account to bring it more line with the other accounts.

Ms. Bradley stated that Foundation cash flow would be impacted by the timing of our payment of \$65,000 to the City for the architectural design services, and the purchase of six self-check units for \$84,000 that will be reimbursed through the DASNY grant. She also noted that we have a fundraising goal of \$200,000 this year to meet our capital commitment and operating needs. Ms. Bradley reiterated that the community was counting on us to run the programs and she would not want to cut back on the Foundation commitments. She noted that we have significant reserves in the board directed account at Wells Fargo that could be accessed if necessary. On a MOTION by Richard Kaye, seconded by Jim Benerofe, authorization was given to advance cash funds up to \$125,000 from the Wells Fargo investment account to Eileen Bradley to run the Foundation, if necessary, until reimbursement from the Dormitory Authority grant has been received.

On a MOTION by Jim Benerofe, seconded by Denise D'Ambrosio, the meeting was adjourned at 9:54 a.m.


Nicholas Wolff, President/Secretary