

White Plains Public Library Board of Trustees

Minutes of Regular Meeting

January 2, 2013

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:08 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Haynes, James, Scherer, and Schwarz. Absent with notice were Trustees Clouet, D'Ambrosio, Furth, Matthews-Serra. Also in attendance were Library Director Brian Kenney (via phone), Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan, and Sandra McDaniel, Library Secretary.

Minutes of Regular Meeting of December 12, 2012

The minutes of the regular meeting of December 12, 2012 were approved as prepared on a MOTION by Trustee Tim James, seconded by Trustee Tom Scherer.

Budget:

City Revenue & Expenditure Budget by Department for December 26, 2012 were reviewed.

Bills: 2012/13 Budget: #11, #12

Trustee Schwarz reviewed the bills prior to the meeting. Authorization for payment of bill vouchers #11, #12, was approved on a MOTION by Trustee James, seconded by Trustee Haynes.

Report of Library Administration

The Board reviewed and discussed the monthly reports.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan reviewed her report and informed the Board that the annual appeal should be close to last year's results and she would have a better idea by next week.

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Ongoing Business:

Library Director Kenney explained in great detail the reasons behind his recent staffing actions of abolishing two existing vacancies, transferring \$65,000 from position control to the part-time budget and program services, and creating a Grade 9 Library Assistant position to work primarily in The Edge, the new teen library. Mr. Kenney requested the Board's approval and moving forward would inform the board of any changes.

Creation of a Grade 9 Library Assistant position was approved on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tom Scherer.

Abolishment from the table of organization two library clerk vacancies as well as endorsement for use of the \$65,000 for the reasons outlined in Mr. Kenney's memo to the Vacancy Release Committee dated December 11, 2012 were approved on a MOTION by Trustee James, seconded by Trustee Haynes.

Mr. Kenney remarked that the library would be going through a period of change over the next two to three years with the redesign and would like the Board's thoughts on publishing a monthly email newsletter that would be used to communicate with patrons. Library Director Kenney advised the Board that the e-newsletter could be linked to calendar events, highlight programs and was in line with what Trustee Matthews-Serra raised at the last meeting. Mr. Kenney believed that email addresses could be pulled from WLS as well as from people who have surrendered their email address to us, thereby creating a onetime email blast at the end of January that users could opt out of if they were not interested.

New Business:

President Schwarz remarked that since there was only a quorum he would like to table the discussion on the Board's role in decision making until next month meeting in order to have more board members in attendance. Library Director Kenney also suggested that some of the staff members join the board meetings and talk about what is going on in their areas.

Personnel Additions/Deletions from Payroll from 10/1/12-12/31/12 were approved on a MOTION by Trustee Scherer, seconded by Trustee Haynes.

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Adjournment

There being no more business before the Board, the meeting was adjourned at 7:43 p.m. on a MOTION by Trustee Tom Scherer, seconded by Trustee Yuki Haynes.

Yuki Haynes, Secretary
Library Board of Trustees