

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: January 31, 2013
Re: White Plains Library Foundation Report

Capital Campaign:

The first floor campaign, **Building New Learning Opportunities: The Edge & Beyond**, is continuing. Two "naming opportunities" have recently been received: one from a prominent individual who is a graduate of WPHS and is making the donation in honor of his parents, and another from a couple who are making a gift in memory of their daughter. We have so far raised \$406,000 toward a campaign goal of \$700,000. Our campaign committee, headed by Judy Nevins and Diane Tabakman, is now being expanded to include other board and non-board members. We are currently focusing on "lead" gifts as well as repeat gifts from Edge donors who might want to be recognized at a higher level on our future plaque in The Edge.

Other Fundraising:

With a need to boost program and operating funds in addition to the capital campaign, the Foundation will be sending out a targeted spring appeal to individuals and businesses. Several Foundation board members and Assistant Director Kathy Degyansky have offered to help in identifying and approaching businesses for support.

Events:

Our Library Mini Golf event will be held on Saturday, March 16, with free mini-golf for families during the day, and a "19th hole" fundraiser in the evening. Yuki Haynes is chairing the event committee, which had an initial meeting recently. The committee is soliciting auction and raffle items and recruiting a student volunteer group to set up the golf courses and run the family portion of the event. We are grateful to Greg Keenan, our board member and owner of Uno Chicago Grill, for his offer to donate food, and to a major beer company who does not want official recognition for its beer donation.

Update on Existing/Pending Grants:

Allstate: As part of our 2013 grant, librarian Erik Carlson is coordinating a video game design class series, led by a faculty member from College of Westchester, in which the students are creating a game about the risks of texting while driving. During the spring, there will be a series of personal finance workshops led by a business educator affiliated with WEDC. I am working with a local ad agency, Inspiria Media, to plan the grant-funded ad campaign on teen safe driving. Ads will be placed in Westchester Essentials magazine, billboards at the City Center movie complex, bus shelters, and railway kiosks.

Shinnyo-en Foundation: SEF has provided a generous two-year grant for The Edge/Media Lab, which will support furnishings, digital media equipment, and program expenses. In expanding our relationship with SEF, Foundation board member Greg Keenan, his daughter, and I attended a community service workshop in NYC organized by Shinnyo-en at which participants made various hand-crafted items for human services organizations (including bookmarks for the Library). In addition, Brian Kenney, Foundation board president Nick Wolff, and I met with Shinnyo-en representatives to discuss joint programs at the Library.

Foundation Board:

In preparation for our Annual Meeting on February 27, a Nominating Committee has been organized and candidates are being approached. We have several vacancies to fill and would welcome suggestions from the Library Board about potential candidates.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
December 19, 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: Eileen Bradley, Yuki Haynes, Susan Hecht, Beth Kava, Brian Kenney, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were: Jim Benerofe, Denise D'Ambrosio, Richard Kaye, Gregory Keenan, Barbara Loucks, Judy Nevins, and G. Frederick Perkins, Jr. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, and Secretary to the Library Director, Sandra McDaniel. Also in attendance was financial auditor, Michael Walker of Maier, Markey & Justic.

Presentation of Financial Statements for Fiscal Year Ended 6/30/12

Financial auditor, Michael Walker of Maier, Markey & Justic distributed a draft financial statement and two letters to the Board. Mr. Walker reviewed all documents in detail and stated that the organization overall was very healthy and that there were no problems with the audit. Mr. Walker noted that a whistleblower document and an accounting procedures policy manual needed to be developed. Mr. Walker will email a sample of both documents to Ms. Hollahan so that the documents can be created. A MOTION to accept the financial statements was made by Diane Tabakman, seconded by Gail Schwartz.

Minutes of Regular Meetings November 14, 2012

The minutes of the regular meetings of November 14, 2012 were approved on a MOTION by Susan Hecht, seconded by Yuki Hayes.

President's Report

President Wolff thanked board members for handing in their Code of Conduct forms. Mr. Wolff remarked that the Nominating Committee had been formed and Jim Benerofe, Richard Kaye and he were on the committee and that the slate of officers and directors would be presented at the January meeting. President Wolff confirmed that he would continue as President next year, Gail Schwartz would continue as Vice President, and Eileen Bradley would continue as Treasurer. Diane Tabakman and Fred Perkins' terms were ending but they would also continue on the board. Judy Nevins would not continue on the board but would still be involved with the Campaign. Nick Wolff encouraged the Board to propose potential board members, especially people with financial or public relations skills or who have contacts in the business community, as well being passionate about the library. Mr. Wolff reported that the nominating committee had approached two candidates but both were unavailable.

Library Director's Report

Library Director Kenney distributed last month's statistics and stated that weekends were very busy, with well-attended programs. He advised the Board that the Spanish conversation classes funded by the Foundation were very successful. Mr. Kenney remarked that most programs were not funded by the City but by the Foundation and the Friends of the Library.

Library Director Kenney distributed a capital projects spreadsheet and commented that the renovation project was about \$200K over the initial budget developed over a year ago, largely due to HVAC work that had not been fully costed out in the earlier budget. Mr. Kenney said that he had therefore increased the project cost in the proposed capital program to \$1,350,000. He expected that bid packages would go out in January.

Mr. Kenney also informed the Board that their continued to be an unevenness of services in Westchester and from WLS as some libraries were not funding their collections and others were picking up the slack.

Library Director Kenney announced that he recently created a digital media position for the Edge and that it was an important move to have a person on board before the equipment arrived.

Executive Director's Report

Ms. Hollahan stated that as of yesterday, the Foundation had received \$19,200 from the annual appeal and that in January she would go into the appeal in more detail.

Ms. Hollahan remarked that out of the Shinnyo-en Foundation \$50,000 grant, \$29,000 would be used to purchase digital media equipment. She stated that the Foundation had advanced the funds to pay the deposit on the six self-check machines that will be reimbursed through the Dormitory Authority grant.

Libby Hollahan reported that 35 teens and some adults attended the Allstate Teen Safe Driving Open House on December 15th and that 80 people were at the New Westchester Symphony Orchestra performance on Sunday, December 16th. Ms. Hollahan was very pleased that these events were so well attended because many people came from elsewhere in Westchester and we were able to showcase the library to visitors.

Ms. Hollahan informed the Board that the mini golf event would now be held on March 16th and Ms. Haynes, who is chairing the committee for this event, remarked that she could always use more committee members.


Campaign Report

Diane Tabakman read a letter to the Board from her Campaign co-chair, Judy Nevins, who was unable to attend the Board meeting. Ms. Nevins reminded everyone to continue to fundraise and to remain enthusiastic about the library. Ms. Tabakman thanked everyone for their efforts this past year and remarked that the Foundation had received gifts and pledges in a wide range of amounts.

Treasurer's Report

Ms. Bradley thanked the Finance Committee for meeting with the auditors. Eileen Bradley reviewed her financial reports and remarked that if the annual appeal did not make the anticipated amount she will need revise the budget. Eileen Bradley remarked that Library counts on the Foundation to support many of its programs.

On a MOTION by Eileen Bradley, seconded by Beth Kava, the meeting was adjourned at 10:12 a.m.


Nicholas Wolff, President/Secretary