

White Plains Public Library Board of Trustees
Minutes of Regular Meeting
February 6, 2013

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Furth, Haynes, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice were Trustees Clouet and D'Ambrosio. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Business Manager, Bill Deierlein, Foundation Executive Director, Libby Hollahan, and Sandra McDaniel, Library Secretary.

President Schwarz remarked that the February meeting should always be held on the first Wednesday of the month so that the Board could vote on the proposed budget well before it was due.

Minutes of Regular Meeting of January 2, 2013

The minutes of the regular meeting of January 2, 2013 were approved as submitted on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tom Scherer.

Budget:

City Revenue & Expenditure Budget by Department for January 31, 2013 were reviewed. Mr. Deierlein stated that the water issue was in a cooling tower and that DPW had resolved it.

Bills: 2012/13 Budget: #13, #14

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #13, #14, was approved on a MOTION by Trustee Scherer, seconded by Trustee Furth.

Report of Library Administration

The Board reviewed and discussed the monthly reports. Library Director Kenney discussed the fire in the Trove. Trustee Matthews-Serra inquired about the Library's disaster recovery plan and Library Director Kenney stated that he and Assistant Library Director Degyansky planned to revisit the current disaster recovery plan.

Mr. Kenney commented on Librarian Tim Baird's statistical report and reported that overall usage in the library was up 22% and circulation was up 8% for the year. Library Director Kenney had previously stated to the Common Council that he would increase usage in the library by

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increasing hours, programming variety, and by providing better collections of more popular materials. Trustee Furth noted that the online database subscriptions had decreased and Mr. Kenney remarked that we have kept a very small number of subscriptions to the more popular databases such as Tutor.com, Tumblebooks and Ancestry.com.

Mr. Kenney stated that he had started interviewing for the Digital Media Assistant Position and was very optimistic that he would hire someone out of this group of candidates. Library Director Kenney also discussed the new duties that Librarian Perez had assumed which would focus on outreach and finding more ways to bring the White Plains community into the library.

Mr. Kenney stated that Librarian Deschamps would join next month's meeting to discuss the changes in the library's collection.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan discussed her report and presented a book stack graphic that showed the Foundation's progress vs. their goal. Ms. Hollahan stated that since 2008 they have raised \$406,000 from the community toward the goal of \$700,000. Libby Hollahan will put the flyers on display downstairs and in the Trove in the hope that it will generate some more donations and support for this project. Ms. Hollahan also noted that the mini-golf invitations were being mailed out next week and that Mr. Kenney, Ms. Degyansky, and Librarian Carlson would be looking into some grant opportunities pertaining to specific programming for kids and teens.

Ongoing Business:

Library Director Kenney informed the Board that the Building Department had signed off on the renovation plans but that the Department of Public Works was still reviewing the specs and had not yet approved the plans. Mr. Kenney remarked that he did not feel that the approval from DPW would fall into our timetable of getting the project on the March Common Council agenda. Mr. Kenney noted that this would delay the receipt of bids as well as the proposed September opening of The Edge.

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New Business:

Mr. Kenney reviewed the Budget in detail and stated that a lot of expenses outside of our control such salary/wages, employee benefits, NYS pension as well as Debt Service (money held against loans) had gone up by at least \$100,000. Library Director Kenney remarked that WLS had also gone up and he was concerned about the rising costs of materials and supplies.

Mr. Kenney further stated that this budget should reflect the additional costs related to the opening of The Edge, such as collection costs, additional staffing hours, licensing software, computer equipment as well as the cost of staffing the library three more hours on Thursday night. After discussion with The Board, Library Director Kenney made the recommendation that Mr. Deierlein revise the budget to include an additional \$31,000 in materials and supplies to be distributed as follows: \$11,000 for books, \$10,000 for non-books and a total of \$10,000 for PC software materials.

On a MOTION by Trustee Scherer, seconded by Trustee Haynes, the Board adopted the draft of the Library Fund Budget Request 2013/14 as revised to reflect revenues of \$6,070,185 and expenses of \$6,022,833 resulting in an overage of \$150,648.

President Schwarz talked about the Board's role and asked for comments. Trustee Furth would like to hear about library trends and the future of libraries and Trustee Matthews-Serra would like to know more about board member responsibilities. Library Director Kenney agreed to send to the Board a website link to an online document that has trustee information.

Trustee Schwarz discussed a recent conversation he had with an elderly resident regarding the Homebound Services program. Library Director Kenney stated that The Friends of the Library delivered books to homebound patrons, but they could use additional volunteers to expand the program. Trustee Furth encouraged the Board and the library to recognize The Friends of the Library for all their work they do.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:15 p.m. on a MOTION by Trustee Denise Matthews-Serra, seconded by Trustee Yuki Haynes.

Yuki Haynes, Secretary
Library Board of Trustees