

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
March 13, 2013**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice was Foundation Executive Director, Libby Hollahan. Absent without notice was Trustee Clouet. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Librarian Christiane Deschamps and Sandra McDaniel, Library Secretary.

Minutes of Annual Meeting of February 6, 2013

The minutes of the annual meeting of February 6, 2013 were approved as presented on a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio.

Minutes of Regular Meeting of February 6, 2013

The minutes of the regular meeting of February 6, 2013 were approved as submitted on a MOTION by Trustee Tom Scherer, seconded by Trustee Denise D'Ambrosio.

Budget:

City Revenue & Expenditure Budget by Department for March 7, 2013 were reviewed. Library Director Kenney remarked that Librarian Deschamps reviewed the books and materials weekly to ensure we were spending our budget.

Bills: 2012/13 Budget: #15, #16

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #15, #16, was approved on a MOTION by Trustee Furth, seconded by Trustee Haynes.

Report of Library Administration

The Board reviewed and discussed the monthly reports. Library Director Kenney reported that we started spending the DASNY funds and that one of the two self-check machines were installed in the Trove today. Mr. Kenney remarked that the I/T department was working out any technology problems that they came across, as these would be the same machines that would be installed on our first floor.

Trustee Matthews-Serra asked about Mr. Kenney's meeting with a few other local library directors on areas of collaboration. Mr. Kenney responded that the Library was continuing to find ways to work collaboratively with other libraries. Library Director Kenney commented that there was an inequity in Westchester with a few libraries buying a lot of new books for their communities versus some who bought few new books. The Board discussed the disparity and Mr. Kenney remarked that White Plains residents did have preference over other residents for material purchased by WPPL. Trustee Furth noted that some of the population were unable to support their libraries but relied on system-wide lending to borrow materials.

Trustee Reports & Business

WLS – Trustee Furth stated she did not attend the meeting. President Schwarz encouraged the Board members to attend the April 3rd WLS Trustee Institute workshop being held at the Library on trustees roles and responsibilities.

Minutes of the March 13, 2013 meeting of the Library Board of Trustees, page 2

Friends – President Schwarz remarked that The Friends of the Library voted to contribute \$30,000, \$10,000 over the next three years, for the Friends Café and Bookstore. Trustee Schwarz thanked the Friends Board and Trustee Yuki Haynes agreed to attend the Friends Board meeting tomorrow to thank them on behalf of the Library Board for their contribution.

Foundation – Ms. Hollahan provided her written report but was unable to attend. Trustee Haynes reminded the Board that the Mini Golf event was taking place this Saturday, March 16 at the Library and encouraged the board members to bring their friends to the 19th Hole fundraiser in the evening or just stop by in the daytime.

Ongoing Business:

Library Director Kenney reported that the first floor renovation was moving along and that he had met on March 1 with DPW and the architects to review the plans. Mr. Kenney described some of the issues that had arisen during the meeting and stated that another meeting was scheduled on March 20 where the architects would present their revised plans to DPW. Mr. Kenney hoped to get the project on the Common Council's May agenda for approval. Library Director remarked that if all the approvals were received the new timetable for opening of The Edge would be November 1.

Mr. Kenney advised the Board that he had a template for the E-newsletter but preferred to publish it after he had a definite date on the opening of The Edge.

Library Director Kenney reported that he presented the Board approved budget to the Budget office and was informed that all departments must work with the budget they had been given. Mr. Kenney removed the additional monies that were in the materials budget as well as some funds from the electrical, gas and security lines in the budget. Library Director Kenney stated that the budget was now at \$100,000 over but felt that if anymore were reduced, the Library would have to reduce some of their services. Mr. Kenney requested an additional \$50,000 from the City and would use \$47,000 from the Library's existing fund balance (monies which have been accrued from vacant positions) to cover the shortfall.

Mr. Kenney stated that he hired Austin Olney for the Digital Media Assistant position and that he would be relocating to take this job. Mr. Olney has a B.A. in Adolescence Studies and a Masters in Social Studies and seemed like he would be a good fit to work with teens.

Library Director Kenney met with Mayor Roach and Max Rodriguez, Director of the Westchester Children's Book Festival, and a Barnes & Noble representative to discuss the upcoming festival. Mr. Kenney remarked that the City and Barnes & Noble would like to have a different type of event so discussions were ongoing.

New Business:

Mr. Kenney discussed the ALA Conference being held in June in Chicago and remarked that the Friends would also pay a portion of the library conference fees. On a MOTION by Trustee Furth, seconded by Trustee Haynes, approval was received for reimbursement of ALA expenses up to \$500.00 each for Erik Carlson and Karyn DeLuca.

Minutes of the March 13, 2013 meeting of the Library Board of Trustees, page 3

The Board discussed the draft of the Customer Service Policy that Library Director Kenney intended to be used in the following ways: 1) to inform the public of what they should expect from the Library and 2) to be used with the staff to inform them of what was expected of them in terms of their behavior and their interactions with the public. Mr. Kenney stated that he had received a surprising number of complaints and wanted the Library to be a more welcoming and friendly environment. One member of the Board felt that staff should receive training prior to the Customer Service Policy being adopted. Assistant Library Director Degyansky remarked that training would follow.

On a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio, approval was given to adopt the draft of the Customer Service Policy with the addition of the words nationality and sexual orientation in the first paragraph. (7 yes, 1 no)

Librarian Christian Deschamps described her duties as the manager of acquisitions and collections where she had responsibility for purchasing and processing our collection that included books, ebooks, DVDs, CDs, working with our WLS and third-party vendors and weeding our collections. Librarian Deschamps stated the library processed 17,000 items last year and still processed all audiovisuals in house. Ms. Deschamps also provided direct customer service at the Reference Desk where she was able to get information to help select for the collections. Librarian Deschamps remarked that the future of the library was moving toward more patron-driven services as such as Freeding and the recently instituted Request a Purchase form which is available on our website.

Adjournment

The meeting was adjourned at 8:35 p.m. on a MOTION by Trustee Denise D'Ambrosio, seconded by Trustee Denise Matthews-Serra.



Yuki Haynes, Secretary
Library Board of Trustees