

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: May 1, 2013  
Re: White Plains Library Foundation Report

**Capital Campaign:**

We recently received new pledges for \$31,000, bringing the fundraising total to \$467,000 toward a campaign goal of \$700,000. The next Campaign committee meeting is scheduled for May 8, at 9 a.m. With Phase I of the project about to start, our short-term focus will be reaching out to prior Edge donors to make an additional donation and get recognized on the plaque at a higher level.

Our next major goal is to secure support for Phase II-The Learning Commons. The committee would appreciate your suggestions about prospects for this phase—individuals, foundations, businesses who are interested in adult education, workforce development, assimilation and language learning for new immigrants, lifelong learning, engagement for seniors, and other outcomes of library service for adults.

**Other Fundraising:**

Spring appeal to donors who did not contribute to the Annual Appeal (Nov. 2012) is underway. A subcommittee of the Foundation Board has been established to cultivate local businesses for operating and campaign support.

**Update on Existing/Pending Grants:**

Allstate: A site visit from Allstate representatives is scheduled for Friday, May 3, and Library Staff Members involved in the grant will participate. Mayor Roach will attend part of the meeting to present the Champions of Lifelong Learning award (from the fall gala) to Allstate.

On May 9<sup>th</sup>, we are co-sponsoring a program at White Plains HS PTA meeting on teen safe driving (and will use the opportunity to speak about The Edge); and Kathy Degyansky will be tabling at the Loucks meet on May 11<sup>th</sup>, with giveaways and info on teen safe driving and general Library info. Our ad campaign (funded by the grant) has begun, and will include “out-of-home” ads—movie theater posters, railway kiosks, and bus shelters.

**Other Grant Opportunities:**

Working with Library administration to determine funding priorities and possible grants. Needs include Reading Coach, specific Trove reading programs or activities, teen tutoring, teen summer activities and after school programs, and teen programs involving technology.

**Programs/Outreach:**

--With Rosemary Rasmussen, organized and hosted program on April 27 featuring 14-year-old WP chess prodigy Joshua Colas. Thirteen kids (age 7-13) played chess, and about a dozen parents observed. Joshua was very impressive! He has offered to repeat this program next year.

--Attended Clarice Wilson Memorial Concert (supported by Foundation) April 21; Mini Maker Faire at Westport Public Library, with Brian Kenney, April 27; and Friends Annual Meeting, April 28.

**Foundation Board:**

We welcomed new Board Member Fred Singleton at our April meeting. We have two openings remaining on our board.

**White Plains Library Foundation  
Minutes of Board of Directors Regular Meeting  
March 20, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:07 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Eileen Bradley, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, Richard Kaye, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Gregory Keenan, Gail Schwartz, and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

**Minutes of Annual and Regular Meetings February 27, 2013**

The minutes of the annual and regular meetings of February 27, 2013 were approved on a MOTION by Barbara Loucks, seconded by Denise D'Ambrosio.

**President's Report**

President Wolff thanked Yuki Haynes and her Mini Golf team and Ms. Hollahan for all their efforts with regard to the Mini Golf event held on Saturday, March 16. Mr. Wolff was pleased to report that the attendees seemed to enjoy themselves and he had received very good feedback on the event.

On a MOTION by Paul Schwarz, seconded by Eileen Bradley, the Board elected J. Frederick Singleton to the Board to fill a vacancy in Class 2013-2016.

**Library Director's Report**

Library Director Kenney distributed several documents at the meeting. Mr. Kenney stated that the Library Board had adopted the Customer Service Policy and it would be used to inform the public of what to expect, as far as treatment and services from the library as well as also used internally with the staff to emphasize and evaluate their performance. Ms. Tabakman asked what prompted the policy and what was the feedback from the staff and Mr. Kenney responded that a policy was not unusual, and he wanted a better environment and library experience for the public and also wanted to empower the staff. Library Kenney remarked that the policy generated a lot of discussion with the staff.

Mr. Kenney handed out the "Request A Purchase" form which has been on the Library's website and advised the Board that if they were a White Plains resident, they could use the form to suggest a book for purchase and the Library would consider it and respond within 24 hours. Mr. Kenney remarked that this puts us more in touch with the needs of the patrons and Denise D'Ambrosio suggested the form be edited to create a separate entry for email addresses so that the Library could obtain more email addresses.

Library Director Kenney discussed the Proposed Budget document that he presented to the City and reviewed the commitments that the library would be providing to the public such as the opening of The Edge, increased usage and program attendance as well as opening the Library on Thursday evenings.

Mr. Kenney reported that he met with the architects and DPW to review the first floor renovation project. Library Director Kenney discussed the timeline document he distributed and stated that the plan was to get approval from the Common Council on June 3 following bid selection mid-May. Mr. Kenney also stated that contractors would be asked to bid on two alternate opening dates for The Edge: November 1 or December 20. Ms. Bradley stated that the Board needed to approve the contribution to The Edge at the May 22 meeting.

Mr. Kenney advised the Board that Austin Olney has been hired to fill the new Digital Media Assistant position and he would be starting on April 15. Library Director Kenney stated that Mr. Olney had a Bachelor

of Arts Degree in Adolescent Education and a Masters Degree in Social Studies and thought he would work really well with teens. Mr. Kenney informed the Board that he would primarily be working with teens on technology, workshops and one-on-ones as well as general training with adults.

Library Director Kenney stated that two new self-check machines were in the Trove and that the I/T department was working out the glitches now before the rest of the machines would be placed on the first floor. Mr. Kenney thanked Ms. Hollahan for all her hard work on handling the DASNY grant.

Mr. Kenney offered to have library staff members attend the board meeting and give a ten minute presentation on different areas of interest in the library and the Board agreed that they would welcome any opportunity to learn more about the library.

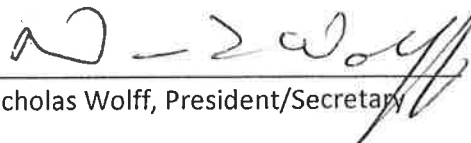
#### **Executive Director's Report**

Ms. Hollahan distributed and discussed her written report in detail. Ms. Tabakman asked about possible donor prospects at the Mini Golf event and Ms. Haynes responded that she had spoken with Ms. Hollahan about potential Campaign contributors.

#### **Treasurer's Report**

Ms. Bradley reviewed the financial reports and noted that the income was higher because of the Campaign and fundraising and expenses were up over last year. Ms. Bradley hoped to have a budget report next month and remarked that the Foundation will need to continue focusing on funding ongoing operations, which is a challenge given our efforts on the Campaign.

On a MOTION by Jim Benerofe, seconded by Fred Perkins, the meeting was adjourned at 9:54 a.m.

  
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Nicholas Wolff, President/Secretary