

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: June 5, 2013
Re: White Plains Library Foundation Report

Capital Campaign/Renovation Project:

Phase I contractor bids were opened on May 13. The low bid exceeded project estimates, and the Foundation stepped up to increase its contribution to Phase I from \$275,000 to \$400,000. The Foundation Board authorized this commitment at its May 22 board meeting.

Campaign fundraising totals \$467,000 toward a campaign goal of \$700,000. With Phase I of the project about to start, our current focus is 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.

Events:

- Planning groundbreaking ceremony for the Phase I construction, in late June or early July.
- Corx, a new wine shop in White Plains, is hosting a “Grand Tasting Afternoon” on Saturday, June 15, 2:30-5:30, to benefit the Foundation. This event will be a great opportunity to talk informally about the renovation project with people who stop by. Our board member, Richard Kaye, made the contact at Corx for us.
- Fall Gala scheduled for Saturday, November 2. Will soon establish committee and approach honorees. This will probably include a preview of The Edge, but will not be the official “Grand Opening” of The Edge.

Other Fundraising:

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

Grants:

Allstate: A site visit from Allstate representatives took place on Friday, May 3, and Library staff members involved in the grant participated. Mayor Roach attended part of the meeting to present the Champions of Lifelong Learning award (from the fall gala) to Allstate. Allstate is very pleased with our work, and expects to renew our grant for 2014. I submitted the renewal application on May 31.

Other programs under the Allstate grant:

- May 9, we co-sponsored a program at White Plains HS PTA meeting on teen safe driving, with Jacy Good as the speaker. Attended by 30 parents and 10 teens. The HS is willing to work with us on a safe driving assembly at the HS next year. (E. Carlson, L. Hollahan)
- May 11, outreach table at the Loucks meet on May 11th, with giveaways and info on teen safe driving and general Library info. (K. Degyansky, A. Olney)
- May 14, Women’s Personal Finance Workshop—Basics of Insurance, Saving & Investing, presented by Lew Tischler. (S. Rothman, L. Hollahan)
- May 29, “Dangers of Distracted Driving” program at Library with driver ed teacher from PAS Auto School and Susan Brownbill-Vega, Assistant District Attorney for Westchester County, attended by 70 teens. (E. Carlson, L. Hollahan)

--Our ad campaign (funded by the grant) has begun, and will include "out-of-home" ads-movie theater posters, railway kiosks, and bus shelters.

Shinnyo-en Foundation: We have started spending the first year's grant allocation for technology, purchasing 10 laptops, 8 iPads, and software and apps. These are already being put into service for teen programs and will be used this summer and into the future when The Edge comes online.

DASNY: We have been reimbursed for the two self-check units for The Trove, and are now buying \$38,000-worth of audio visual equipment for the Auditorium and Museum Gallery, which will be reimbursed through DASNY following the installation in mid-July.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
April 22, 2013

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 7:05 p.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Richard Kaye, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, Fred Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Eileen Bradley, Beth Kava and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meeting of March 20, 2013

The minutes of the regular meeting of March 20, 2013 were approved as corrected on a MOTION by Denise D'Ambrosio, seconded by Jim Benerofe.

President's Report

President Wolff introduced Fred Singleton, our new board member, and remarked he was glad to have Fred on the Board. The Board members introduced themselves and welcomed him as well.

Mr. Wolff reviewed the schedule of upcoming meetings and noted that the budget would be voted on at the June 19th meeting. Since today's meeting was the first meeting held at night, President Wolff requested feedback on whether the Board preferred meetings at night vs. day.

Library Director's Report

Library Director Kenney reported that the Bid advertisement was published for the first phase of the renovation and the bidding would be closed on May 13th at 10:30 a.m. Mr. Kenney commented that the timeline was on schedule. Library Director Kenney informed the Board that he had been working with the City of White Plains Purchasing Department to order the furniture for the renovation (to be funded by the Foundation's contribution to the project). Mr. Kenney remarked that the furniture could be purchased by mid-summer (or when needed) and all of it was on a State contract.

Mr. Kenney stated that as part of the new Customer Service Policy all staff would be trained and he would be setting up five, three-hour training sessions in about a week for everyone in the building to attend.

Mr. Kenney noted that Austin Olney, the new Digital Media Assistant, had started working at the Library last week.

Library Director Kenney discussed the Budget meeting he had with the Common Council last week which Paul Schwarz also attended. Mr. Kenney remarked that the meeting was very positive, he discussed the future of the Library, and the Common Council was pleased that the Library would be open three more hours without increasing the budget.

Library Director Kenney informed the Board that there was a new movement called Maker's Faire (<http://makerfaire.com>) where people such as hobbyists, crafters or students who like to make things (often using digital media) get together to work and display their creations. Mr. Kenney would like to open the library up to this concept by purchasing a MakerBot (<http://www.makerbot.com>) 3D desktop printer for approximately \$2,000 and put it in the Edge so people could explore the new technology.

Executive Director's Report

Ms. Hollahan reviewed her report and also thanked Greg Keenan and his family for all their efforts at the mini-golf event held in March. She also met with Austin Olney to give him an orientation about the

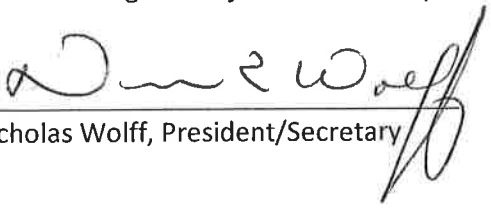
Foundation, and advised him that the digital equipment that he would be using in the Edge was part of a grant from the Shinnyo-en Foundation. Libby Hollahan noted that 50 people attended the Foundation funded Clarice Wilson Memorial Concert held on April 21 and that Joshua Colas, WPHS freshman and chess master, was scheduled to play chess at the Library this Saturday, April 27.

Ms. Tabakman reported that she met with Ms. Hollahan and Ms. Nevins on April 15th to review the Campaign and now that the timeline has been firmed up they would continue their efforts. Ms. Tabakman remarked that Ms. Nevins remained active as the Campaign co-chair although she was no longer part of the Board and thanked her for her hard work.

Treasurer's Report

Ms. Hollahan stated that the review of the Treasurer's Report would be tabled until next month when Ms. Bradley was in attendance. Ms. Hollahan also reminded the Board that Ms. Bradley remarked, in a prior meeting, that action authorizing spending on Phase I of the renovation project must be taken at the next meeting.

On a MOTION by Fred Perkins, seconded by Greg Keenan, the meeting was adjourned at 7:54 p.m.



Nicholas Wolff, President/Secretary