

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
June 12, 2013**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:07 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 Trustee Clouet. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Libby Hollahan, Head of Children's Services Rosemary Rasmussen and Sandra McDaniel, Library Secretary.

Minutes of Regular Meeting of May 8, 2013

The minutes of the regular meeting of May 8, 2013 were approved as submitted on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tim James.

Budget:

City Revenue & Expenditure Budget by Department for June 4, 2013 were reviewed. President Schwarz inquired about the FEMA funds and Library Director Kenney responded the City would be receiving the reimbursement of those funds. Mr. Kenney reported that we were spending out the budget.

Bills: 2012/13 Budget: #21, #22

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #21, #22, was approved on a MOTION by Trustee James, seconded by Trustee Haynes.

Report of Library Administration

Library Director Kenney highlighted Librarian Tim Baird's Adult Services Report and remarked that they were assessing all librarians and support staff skills in the area of technology and would provide training so that everyone on a public desk would have the skills they needed.

Mr. Kenney also stated that everyone in the building except two people had attended the customer service training and that a makeup webinar would be held for the people who missed it. Assistant Library Director Degyansky responded to Trustee Schwarz's request to view the customer training information by stating that the next session was scheduled on June 20 and a link may be available to the training session after it took place. Ms. Degyansky remarked that the feedback from the presenter was overall positive.

Library Director Kenney noted that there was no policy established for volunteers so Ms. Degyansky and he would be creating a policy and would present it to the Board for approval. Mr. Kenney looked upon this as an opportunity to expand services in new ways with skills we do not presently have.

Library Director Kenney discussed John Lolis's I/T report that stated that we paid WLS \$30,000 for annual maintenance on 28 back office computers. Mr. Kenney was looking more closely at that part of the contract since we have our own I/T department and possibly purchasing new desktop computers (at approximately \$500 each).

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Trustee Reports & Business

WLS – Trustee Furth did not attend their last meeting, but had spoken to Executive Director, Terry Kirchner and he stated that the e-rate and filtering topics had been tabled until June 28.

Friends –

Foundation – Ms. Hollahan reviewed her written report and noted that the Campaign was ongoing and they would be switching their focus to Phase II soon. Ms. Hollahan stated that there was a fundraising event on June 15 at Corx, and the Fall Gala has been scheduled for November 2.

Ongoing Business:

Mr. Kenney advised the Board that the budget was approved with some minor changes and we would have funding to open Thursday nights.

Regarding the renovation, Library Director Kenney remarked that the City received only two bids and accepted the lower bid which was approximately \$250,000 over budget due to construction costs, contract administration and contingency fees. Mr. Kenney commented that the Library Foundation increased their support by \$125,000 for a total of \$400,000 for Phase I and thanked the Foundation for their support. Library Director Kenney stated that The Capital Board Committee agreed to increase the project overall to \$1.8M and the Common Council agreed to a \$1.216M increase in their bond funding on the project so we were fully funded.

Library Director Kenney noted that Phase II and Phase III may be more expensive as the estimates were done nine months ago. Mr. Kenney stated that the internal ground breaking ceremony would take place on June 24 at 10 a.m. and Ms. Hollahan would send out a flyer.

New Business:

Library Director Kenney distributed a revised organization chart and remarked that the Maintenance Department would be reporting to Mr. Deierlein and that Librarian Karyn DeLuca had moved to the Collection Management Department where she would devote her time to purchasing adult items for the collection. Library Director Kenney remarked that he would provide updates to the organization chart as it changed.

Mr. Kenney commented that adult programming was very popular and the learning opportunities were very successful with program attendance up over 40%.

Rosemary Rasmussen, Head of the Trove, reviewed the programming for Children's Services. Librarian Rasmussen remarked that they have found the best way that children learned was one-on-one with the parent, so a lot of their programming was focused on developing parents and caregivers. Ms. Rasmussen noted that speech therapy had been very successful as well as online homework help. Librarian Rasmussen remarked that they have hired a Reading Coach (reading recovery specialist) to work one-on-one with children who were having trouble reading. Ms. Rasmussen commended her staff

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and noted that they were willing to try new things. Librarian Rasmussen was currently involved in trying to work in programming for differently abled children as many people have asked us for this in the community. Ms. Rasmussen advised The Board that they have had various groups come in and present programming ideas (including Chinese New Year and Southeast Asians). In response to Library Director Kenney's question regarding demographics, Librarian Rasmussen noted that the demographics have changed with more Muslim and Southeast Asian families coming to The Trove.

Trustee James inquired if the Library had liaison council member and remarked that Councilman Dennis Krolan would be interested in becoming the liaison. The Board discussed the pros and cons and Trustee D'Ambrosio stated that she would like to see this as an agenda topic.

Adjournment

The meeting was adjourned at 8:15 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Scherer.

Yuki Haynes, Secretary
Library Board of Trustees