

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Regular Meeting**

***Wednesday, October 9, 2013***

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of September 11, 2013**
- 2 Budget**
  - a) City Revenue & Expenditures Budget by Department – 9/27/13
- 3 Bills: 2013 -2014 Budget: Claim #4, #5**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
  - a) WLS
  - b) Friends Meeting Minutes – 9/12/13
  - c) Foundation Report – 10/02/13
  - d) Other
- 6 Ongoing Business**
  - a) First Floor Renovation Update
  - b) Vote on Volunteer Policy
- 7 New Business**
  - a) Vote on Personnel Additions/Deletions – 9/30/13
  - b) Discussion of Meeting Room Policy
  - c) Discussion of Technology & Internet Public Use Policy
  - d) Presentation by John Lolis, Information Technology
- 8 Tour of First Floor Renovation**

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
September 11, 2013**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:18 p.m. by Secretary Yuki Haynes. In attendance were Trustees Barrera, Connors, Furth, Haynes, James, Matthews-Serra, Scherer. Absent with notice was Trustee D'Ambrosio and Schwarz. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Libby Hollahan, Sandra McDaniel, Library Secretary and guest, Head of Children's Services Librarian Rosemary Rasmussen.

**Minutes of Regular Meeting of July 10, 2013**

The minutes of the regular meeting of July 10, 2013 were approved as presented on a MOTION by Trustee Tom Scherer, seconded by Trustee Denise Matthews-Serra. Trustee Scherer remarked that he would like to receive regular reports on WPCM (White Plains Community Media) and Library Director Kenney noted there was no update on WPCM.

**Budget:**

City Revenue & Expenditure Budget by Department for September 4, 2013 were reviewed. Library Director Kenney reported that there was nothing unusual in the budget.

**Bills: 2012/13 Budget: #25, and 2013/14 Budget #1, #2, #3**

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #25, #1, #2, #3 was approved on a MOTION by Trustee Furth, seconded by Trustee Scherer.

**Report of Library Administration**

Library Director Kenney reported that the library hosted a very good meeting on July 19 with several local archives, including the City of White Plains as well as the County archives, regarding the mission of the White Plains Collection. Other attendees included representatives from the Queens Library, the New Rochelle Public Library, and the White Plains Historical Society.

Mr. Kenney advised the Board that there were opportunities for the use of volunteers at the library, especially as conversation coaches for people who want to practice English or Spanish.

Library Director Kenney stated that he has been working on the budget for next year and would speak about it at the next meeting. Mr. Kenney remarked that he also would like to discuss Phase II and Phase III of the renovation at the next meeting and noted that it could be very disruptive to separate the phases and difficult to sustain library services through the renovation.

**Trustee Reports & Business**

**WLS** – Trustee Furth advised the Board that no was meeting held this month.

**Friends** –

**Minutes of the September 11, 2013 meeting of the Library Board of Trustees, page 2**

**Foundation** – Ms. Hollahan reviewed her report and stated that they were focusing on the Learning Commons and corporate sponsorships. Ms. Hollahan also remarked that this was the fourth year of funding from Allstate.

**Ongoing Business:**

Mr. Kenney remarked that the Library was operating with one shared point of service desk for the Circulation and Reference departments and that it was good experience.

Library Director Kenney reported that the construction project was progressing but running two to three weeks behind schedule and that the potential date for the ribbon cutting ceremony would be December 14. Mr. Kenney advised the Board that he would have a better timeline on the project at the end of September. Library Director Kenney hoped to give a tour of the space to the Board at the October meeting.

Mr. Kenney remarked that he had received further changes via email to the Code of Conduct Policy and discussed the changes with the Board. The slightly amended Code of Conduct Policy was approved on a MOTION by Trustee Tim James, seconded by Trustee Tim Connors.

Library Director Kenney reviewed the Use of the Trove Policy with the Board. Librarian Rasmussen, Head of Children's Services, advocated no changes to the policy. On a MOTION by Trustee Hope Furth, seconded by Trustee Tim Connors, approval was given to adopt the Use of the Trove Policy (6 yes, 1 abstention)

**New Business:**

Mr. Kenney discussed the Volunteer Policy with the Board. Trustee Matthews-Serra suggested that background checks be conducted on all volunteers since they may have access to children. Assistant Library Director Degyansky informed the Board she believed the background checks cost \$100 based on input from the White Plains Recreation Department. The Board discussed ways to defray the costs. Library Director Kenney advised the Board that he would like to meet with the Police Department regarding background checks. Mr. Kenney will email the Board a revised volunteer policy prior to the next meeting.

On a MOTION by Trustee Connors, seconded by Trustee Scherer, the Board approved up to \$400.00 in expenses for Terry Rabideau to attend NYLA in Niagara Falls.

**Adjournment**

The meeting was adjourned at 8:18 p.m. on a MOTION by Trustee Connors seconded by Trustee Furth.

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Yuki Haynes, Secretary  
Library Board of Trustees

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** September 27, 2013

The Budget Report as of September 27, 2013 is attached. All monthly revenues and expenditures are normal.

FOR 2014 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>1. SALARIES &amp; WAGES</b>							
1.100 APPPTD OFFICIALS SALARIES	146,696	146,696	36,533.50	11,241.07	.00	110,162.50	24.9%
1.150 MANAGERIAL SALARIES	201,871	201,871	50,294.54	15,469.33	.00	151,576.46	24.9%
1.153 M/C ATTENDANCE BONUS	500	500	.00	.00	.00	500.00	.0%
1.200 CSEA SALARIES AND WAGES	2,237,129	2,188,077	550,833.33	169,397.10	.00	1,637,243.67	25.2%
1.201 CSEA OVERTIME	41,000	41,000	4,013.03	1,943.90	.00	36,986.97	9.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	235,000	235,000	41,387.58	16,150.49	.00	193,612.42	17.6%
TOTAL SALARIES & WAGES	2,872,196	2,823,144	683,061.98	214,201.89	.00	2,140,082.02	24.2%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	218,377	214,625	51,571.60	16,183.27	.00	163,053.40	24.0%
2.020 MTA PAYROLL TAX	9,802	9,635	2,292.20	719.32	.00	7,342.80	23.8%
2.101 NYS EMPLOYEE PENSION	575,866	562,393	136,320.11	42,283.85	.00	426,072.89	24.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	482,179	481,211	121,724.20	40,293.64	.00	359,486.80	25.3%
2.202 RETIREEES HEALTH INSURANCE	186,075	186,075	38,871.28	.00	.00	147,203.72	20.9%
2.203 RETIREEES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205 RETIREEES MEDICARE PAYMENT	52,210	52,210	.00	.00	.00	52,210.00	.0%
2.206 ACTIVE HEALTH INS BUYOUT	31,994	23,899	.00	.00	.00	23,899.00	.0%
2.301 DENTAL INSURANCE PLAN	41,276	40,062	10,069.40	3,339.60	.00	29,992.60	25.1%
2.407 OPTICAL INSURANCE	11,628	11,286	2,835.75	940.50	.00	8,450.25	25.1%
2.501 GROUP LIFE INS-MANAGEMENT	2,975	2,975	501.60	240.00	.00	2,473.40	16.9%
2.601 MEMBERSHIPS-FEES-DUES	40	40	975.00	.00	.00	-935.00	2437.5%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	600.00	.00	.00	550.00	52.2%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	31.08	31.08	.00	968.92	3.1%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,238	1,238	577.50	.00	.00	660.50	46.6%
TOTAL EMPLOYEE BENEFITS	1,620,700	1,592,689	366,369.72	104,031.26	.00	1,226,319.28	23.0%

**3. MATERIALS & SUPPLIES**

FOR 2014 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	1,641.63	.00	499.37	5,859.00	26.8%
3.003 PRINTING	4,000	4,000	70.00	.00	770.00	3,160.00	21.0%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	32,086.56	9,761.99	.00	171,913.44	15.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	996.00	500.00	.00	13,242.00	7.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	26,048.08	11,026.48	.00	73,951.92	26.0%
3.011 PROGRAM SUPPLIES	2,500	2,500	646.04	13.35	.00	1,853.96	25.8%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	305.00	305.00	.00	695.00	30.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	1,164.28	309.60	.00	7,564.54	24.4%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	1,271.18	3,000.00	.0%
3.022 PC SOFTWARE	900	900	1,080.00	.00	.00	-180.00	120.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	423.00	.00	.00	11,577.00	3.5%
3.302 BUID./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	5,895.85	383.70	.00	9,104.15	39.3%
3.601 ELECTRICITY	372,721	372,721	16,554.66	.00	.00	356,166.34	4.4%
3.602 TELEPHONE	4,500	4,500	613.23	255.52	.00	3,886.77	13.6%
3.603 GAS	4,500	4,500	312.77	.00	.00	4,187.23	.5%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,625	1,625	53.44	.00	.00	1,571.56	3.3%
3.704 COPIER RENTAL	6,701	6,701	1,674.93	558.31	.00	5,026.07	25.0%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	17,463.43	.00	.00	31,290.57	35.8%
TOTAL MATERIALS & SUPPLIES	882,764	882,764	107,028.90	23,113.95	2,540.55	773,194.55	12.4%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	.00	.00	.00	4,018.00	.0%
4.015 SERVICE CONTRACTS	133,653	133,653	34,162.88	4,999.52	.00	53,896.12	59.7%
4.016 SECURITY GUARDS	111,552	111,552	17,293.43	2,205.94	.00	94,258.57	15.5%
4.023 PROGRAM SERVICES	56,500	56,500	7,857.00	3,342.00	.00	48,643.00	13.9%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	19,800	3,179.52	.00	.00	16,620.48	16.1%
4.602 SIF CONTRIBUTION	41,112	41,112	41,112.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	2,450.00	1,400.00	.00	2,550.00	49.0%
TOTAL DIRECT COSTS	371,635	371,635	106,054.83	11,947.46	45,594.00	219,986.17	40.8%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	47,267.22	.00	.00	376,819.78	11.1%
9.990 RESERVE FOR FINANCING	0	77,063	.00	.00	.00	77,063.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	501,150	47,267.22	.00	.00	453,882.78	9.4%

FOR 2014 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,171,382	6,171,382	1,309,782.65	353,294.56	48,134.55	4,813,464.80	22.0%
GRAND TOTAL	6,171,382	6,171,382	1,309,782.65	353,294.56	48,134.55	4,813,464.80	22.0%

\*\* END OF REPORT - Generated by Bill Deierlein \*\*

FOR 2014 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>02 INTERGOVERNMENTAL</b>							
02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	.00	.00	.00	-15,185.00	.0%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	.00	.00	.00	-15,185.00	.0%
<b>03 CHARGES FOR SERVICES</b>							
<b>06 MISCELLANEOUS REIMBURSEMENTS</b>							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-31.04	.00	.00	-1,468.96	2.1%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-854.95	-278.08	.00	-2,145.05	28.5%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-885.99	-278.08	.00	-3,614.01	19.7%
<b>06 MISCELLANEOUS</b>							
<b>06651 LIBRARY FINES</b>							
06695 RENTAL LIBRARY SPACE	-100,000	-100,000	-19,245.15	-5,256.83	.00	-80,754.85	19.2%
06697 COMMISSION COIN MACHINE	-6,000	-6,000	-549.66	-210.00	.00	-5,450.34	9.2%
06699 OTHER	-15,000	-15,000	-3,884.26	-756.85	.00	-11,115.74	25.9%
TOTAL MISCELLANEOUS	-125,500	-125,500	-24,421.95	-6,376.46	.00	-101,078.05	19.5%
<b>09 OPERATING TRANSFERS</b>							
<b>09910 GENERAL FUND CONTRIBUTION</b>							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-797,267.22	-400,000.00	.00	-5,181,929.78	13.3%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-797,267.22	-400,000.00	.00	-5,181,929.78	13.3%
<b>0A APPROP FUND BALANCE</b>							
<b>09999 APPROPRIATED FUND BALANCE</b>							
09999 APPROPRIATED FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%
TOTAL APPROP FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%



FOR 2014 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-822,575.16	-406,654.54	.00	-5,348,806.84	13.3%
GRAND TOTAL	-6,171,382	-6,171,382	-822,575.16	-406,654.54	.00	-5,348,806.84	13.3%

\*\* END OF REPORT - Generated by Bill Deierlein \*\*

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 4

Claims Paid On: September 20, 2013

Due in Finance : September 6, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.601 Membership	024	The Frick Collection	\$ 240.00
3.005 Books	028	Baker & Taylor, Inc.	3,449.72
	025	Mergent Inc.	845.00
3.006 Periodicals	026	Magnotta's Supermarket	68.00
	029	Royal Scarlet Deli	432.00
3.010 Non Books	claim 9/13	Amazon	14.69
	PC-42	Midwest Tape	4,129.20
	PC-43	OverDrive	710.01
3.012 Equipment Maintenance	PC-44	Hi-Tek Business Systems	155.00
	PC-41	Carl Viggiani	150.00
3.306 Maintenance Supplies	claim 9/13	Washroom Direct Sales	325.99
	PC-46	Grainger	372.00
	Aug '13	Purchase - Supply Room	138.62
3.601 Electricity	7/12 - 8/12	PASNY	48,332.44
3.602 Telephone	8/22 - 9/21	Verizon	255.52
3.704 Copier Rental	PC-48	Canon Financial Services	558.31
4.015 Service Contracts	PC-40	Canon Solutions America	456.12
4.016 Security	027	Security Services of Connecticut	2,205.94
4.023 Program Services	PC-47	Baker & Taylor, Inc.	1,859.50
4.709 Library Programs	030	Venessa Marco	150.00

Approved:

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Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 5

Claims Paid On: October 4, 2013  
Due in Finance : September 20, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Travel	031	Bonnie Grant - reimburse	\$ 31.08
3.005 Books	036 032	Baker & Taylor, Inc. Bilingual Publications	5,444.31 22.96
3.010 Non Books	PC-49 PC-50	Midwest Tape OverDrive	3,605.70 2,581.57
3.011 Program Supplies	PC-51	Erik Carlson - reimburse	13.35
3.014 Library Supplies	PO31620	Clear-Vu	1,271.18
3.306 Maintenance Supplies	PC-52	Burke & McCowen	11.70
3.602 Telephone	038	Nextel Communications	52.08
3.603 Gas	033	Con Edison	142.15
3.703 Equipment Rental	PC-53	Pitney Bowes	576.00
4.015 Service Contracts	PC-53 PC-54 PC-57 PC-55	Pitney Bowes American Independent Paper Envisionware Sound Water Treatment Center	387.00 54.00 3,777.10 335.00
4.016 Security	037	Security Services of Connecticut	5,893.36
4.023 Program Services	PC-56	Baker & Taylor, Inc.	1,482.50
4.709 Library Programs	035 034	Child Care Council of Westchester Naicy Pretill	500.00 750.00

Approved:

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Yuki Haynes, Secretary

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – September 2013  
Date: October 2nd, 2013

### **Administrative**

- Attended the PLDA meeting on behalf of the Library at Historic Hudson Valley Headquarters.
- Attended weekly Construction meetings with Director Kenney on the Phase One renovation.
- Collected Collection Size Statistics for Director Kenney.
- Worked with Librarian De Luca on database, microfilm, and magazine questions.
- Created Trove weeding lists for Collection Management.
- Helped staff with entering events into the eVanced calendar.
- Attended first Youth Board meeting of the School Year at the WP Youth Bureau.

**Staff Activities** - *Thanks to librarians Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Rothman was appointed Chairperson of Professional Development for the Westchester Library Association.
- Librarian Carlson attended White Plains Cares Coalition meeting where they planned for Red Ribbon Month in the City.
- Librarian Carlson and Digital Specialist Olney attended two meetings on technology in the Edge and working with Shinnyo-En and the White Plains public schools.
- Librarian Carlson and Digital Specialist Olney attended the World Maker Faire at the NY Hall of Science to learn about maker culture and how to integrate into programs for the Edge.
- Librarian Hughes attended a Friends of the Library Board meeting and worked on the Friends Newsletter.
- Librarian Varian attended the White Plains Historical Society monthly meeting.

### **Customer Service:**

- 8 Conversation Groups had 70 students. Library staff noticed an influx of new Asian students to the Groups.
- Librarian Varian answered 21 Local History queries.

### **Community Outreach:**

- Librarian Carlson visited 7 Sophomore and Freshmen Good Counsel Academy classes and spoke to over 180 students.
- Librarian Carlson presented at the High School PTA meeting.
- Librarian Carlson and Digital Specialist Olney delivered flyers to local schools and community organizations.
- Librarian Carlson went with Trove Staff Canuelas to Woodfield Cottage to assist them with their library.

### **Programs:**

- Librarian Rothman hosted a SCORE program "Four Pillars of Business Wisdom".
- The popular Job Club started again in September.
- Julia and the Duke performance. 110 adults attended.

- Teen programs included: Smart \$ for Teens, College Planning 101, Minecraft Monthly Club and Babysitting Workshop.
- New Book Discussion Group “Page Turners” had their first meeting led by Librarian Hughes.
- Staff offered 12 computer classes this month. The drop-in computer help on Tuesday nights continues to be popular.
- Poetry Slam featured guest poet Venessa Marie Marco.

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for September 2013  
Date: September 30, 2013

#### OUTREACH AND COLLABORATION

- Conducted an orientation for Alternative Instruction teachers on September 9. Twelve teachers attended.
- Met with Fozia Khan, representative of The American Muslim Women's Association on September 16 to finalize programming for the Community Bookshelf grant from the American Library Association. A panel on Muslim Women's issues is scheduled for January 15, 2014.
- Together with Tata Canuelas, represented the Library at the White Plains Hispanic Festival on September 21. More than 300 people visited our table.

#### RENOVATION

Received notification September 25 that the construction grant proposal submitted to Westchester Library System for Phase II of the renovation of the first floor was approved for funding in the amount of \$65,281. This is only the first step in the application process before the application is officially approved by the State in late October/early November.

#### PROGRAMMING

- Arranged with the Westchester Department of Health to have Health Navigators here from 5pm-8pm on alternate Thursdays, November through January. This drop in service will provide guidance for citizens looking to enter the Affordable Care Act Marketplace.
- Discussed start of a knitting club for adults at the Library with Dorothy Freeman of the Second Saturday Knitters. New members will be welcome. The tentative start date is December 14.
- Arranged a book display of the materials received from the Bridging Cultures Community Bookshelf Grant. The books will remain on display through September before being added to the collection.

#### POLICIES AND TRAINING

- Drafted a Volunteer Policy for Board and staff review.
- Drafted a revised Technology and Computer policy -- Public Use for Board and staff review.
- Attended a Veterans History Project program at the New York Public Library Bronx Library Center on September 28. Exhibits presented by veteran service organizations followed the formal program.

#### STAFF

Completed work on hiring of a new Library Clerk. Ms. Suzette Patterson was selected and began work on September 30.

By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (September)  
Date: October 2, 2013

### **Customer Service**

Karyn De Luca and I worked at the Reference Desk weekdays and some Sundays.

12 Request a Purchase forms were handled.

### **Collection Management**

Using a variety of review sources and Purchase Alert and Missing lists, Collection Management Librarian De Luca selected all adult book and AV materials. She, Brian and Tim Baird met to fine tune the Periodicals subscription list.

I and De Luca attended several meetings about collection management issues (e.g. Overdrive ebooks, and arrangement of new books area).

I researched and signed Library up for Better World Books ([betterworldbooks.com](http://betterworldbooks.com)), a for-profit social enterprise that resells, donates and recycles gently used books from libraries.

I finished weeding Job Information area, selecting and ordering updates, and began weeding computer books.

### **Technical Services**

Gloria Fernau, Susan Siegel and Theresa Jattan: placed many AV and book orders; acquired materials and handled invoices; processed and classified materials; fixed items and corresponding records in the catalog; transferred new books to old; handled all library deletions, deciding which materials will go to Better World Books. Jerrick Harris assisted with call numbers and reviewing processed books from Baker & Taylor.

Department is helping the Trove with collection management issues (e.g. weeding and checking Purchase Alert list). Fernau, for example, is checking shelves for missing DVDs and removing those records from the catalog.

### **Other**

De Luca attended Hachette Reading Group Day in New York City.

I attended September Not Just for YA Book Club, which discusses a teen book each month.

By: Mariel Perez  
Dept: Community Outreach  
Subject: Monthly Report  
Date: **September 2013**

**Outreach Collaboration:**

- Attended Rochambeau's school parent /teacher night 20 ppl
- Spoke to 8 ESL classes about our programs and services (about 100 students)
- Sent Latino U flyers to 6 public libraries
- Weeded Spanish section
- Weeded Literacy section

**Programming:**

- Citizenship drive 1 person
- 2 Child Care Council 12 people
- 2 Computer classes 8 ppl
- Spanish for beginners 68 ppl



**By:** John Lolis  
**Dept.** Library Systems  
**Subject:** Monthly Activity Report -September 2013

- Many obsolete and irreparable monitors, printers and miscellaneous computer equipment have been sent for recycling, thereby freeing up much needed space for other equipment temporarily moved due to the renovation. We still have a sufficient number of old but working computers available should we have need for them.
- The remaining WLS-supplied new computers we received two months ago have been configured and rolled out to Circulation Staff. We had decided to wait until the Circulation Staff was relocated before replacing their systems. This brings the number of actual WLS-supplied computers we have in operation to 19 out of the 28 computers we are contracted to have WLS supply and maintain. It should be noted that we still incur a cost with WLS for the remaining nine computers despite the fact that they are the property of the City.
- The Systems Staff have been very busy relocating computers, printers and other equipment, and Ryan Jackson has also been heavily involved in the configuration of The Edge laptops for additional upcoming programs. In addition, he has arranged to obtain a number of software applications and iPad apps free of charge for such programs.
- The go-live date for the migration of all City Hall email accounts from Novell GroupWise to Gmail hosted email is October 7<sup>th</sup>. A few minor issues have been encountered with the preliminary testing of some accounts, most notably some messages being refused as spam, but those issues have been addressed and resolved. There is as yet no target date for the migration of Library email accounts to Gmail hosted accounts. It should be noted that email addresses for both City Hall and Library employees will not change as a result of this migration.
- A new search engine has been implemented on our main fileserver. It is one of many new features integrated with the Novell Open Enterprise Server that had replaced the Novell Netware server.
- A new COMPUTERS & INTERNET - PUBLIC USE policy has been drafted and has been renamed to TECHNOLOGY & INTERNET - PUBLIC USE (see separate agenda item for same).

## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: September 2013 Publicity  
Date: 10/1/13

Grammy Nominee Bobby Sanabria Shares Love of Jazz (WP Jazz Fest mention of our 9/7 concert)  
[http://www.lohud.com/article/20130904/LIFESTYLE01/309040052/Grammy-nominee-Bobby-Sanabria-shares-love-jazz?nclick\\_check=1](http://www.lohud.com/article/20130904/LIFESTYLE01/309040052/Grammy-nominee-Bobby-Sanabria-shares-love-jazz?nclick_check=1)

White Plains JazzFest to Kick off Sept 6  
<http://www.broadwayworld.com/bwwmusic/article/White-Plains-JazzFest-to-Kick-Off-Sept-6-20130904>

White Plains Celebrates First Annual Wellness Week  
<http://whiteplains.dailyvoice.com/lifestyle/white-plains-celebrates-first-annual-wellness-week>

White Plains Library Cardholders to Take Part in "Big Read"  
<http://whiteplains.dailyvoice.com/news/white-plains-library-card-holders-take-part-big-read>

Affordable Housing Forum Held in White Plains  
<http://westchester.news12.com/news/affordable-housing-forum-held-in-white-plains-1.6086258>

Affordable Housing Forum Draws Crowd, Debate  
<http://yonkers.dailyvoice.com/news/affordable-housing-forum-draws-crowd-debate>

## **September Report – Erik Carlson**

### **Programs:**

- 9/19 – Hosted Smart \$ for Teens
- 9/25 – Hosted College Planning 101
- 9/28 – Hosted Babysitting Workshop

### **Class Visits to the Academy of Our Lady of Good Counsel:**

Librarian Carlson visited seven Sophomore and Freshman classes at the Academy of Our Lady of Good Counsel to tell them about services for teens offered at the library, programs, using the Library's OPAC and databases, and plans for The Edge.

### **Meetings:**

- 9/10 – Attended the WPCC meeting to discuss plans for Red Ribbon Month
- 9/16 & 19 – Attended meetings on technology in The Edge and working with Shinnyo-en and the public schools.
- 9/19 – Presented at the WPHS PTA meeting.

### **Technology Training:**

- 9/11 – Trained 2 people on how to download eBooks on their iPads & iPhones.
- 9/26 – Co-taught Excel 2 with Austin Olney

### **Outreach:**

- 9/12 – Dropped off fliers for upcoming events and programs for teens at local schools and community organizations.
- 9/18 – Went to Woodfield Cottage with Tata Canuelas to work on their library.
- 9/21 – Attended the World Maker Faire at NY Hall of Science with Austin Olney to learn about maker culture and how to integrate it into programs, and make contacts with local makers.

**By:** Rosemary Rasmussen  
**Dept.** The Trove - Children's Services  
**Subject:** Monthly Activity Report - September 2013  
**Date:** October 2, 2013

### Outreach, Projects & Visits

- ◆ We have had invitations to attend community fairs, PTA meetings and open school nights, plus requests for class visits. The second graders from Mamaroneck Avenue School all walked over for storytimes, tours and new library cards.
- ◆ Tata Canuelas attended the Hispanic fair at Eastview School with Assistant Director Degyansky, and Debra Gaffey went to both back to school nights at Ridgeway School.
- ◆ Terry Rabideau decorated our bulletin board with the back to school yellow school bus.
- ◆ Tata spoke to the mothers in the Head Start Socialization class and gave the families library cards.
- ◆ Raquel Cavalcanti mounted the information about the Edge in the first floor lobby with some eye-catching lettering.
- ◆ Terry accompanied Tata on a visit to the Woodfield Cottage, bringing books for the teens.
- ◆ After attending the KidLib day at the Darien Public Library, Bonnie Grant planned a "Crafternoon" program for this fall. Crafts are always popular, and each Trove staff member can take a turn to try out a new project. Bonnie will start with decorating your school supplies with duct tape.

### Programs

- ◆ The first week of September, school was not in session, so we set out games in The Castle, and played our Going Into Kindergarten film in the Cave. Overheard in The Trove: "I don't want to go a la escuela!"
- ◆ We were up to our usual schedule of programs by the end of September. Attendance in general has been quiet this month. Could it be the splendid weather?
- ◆ Our Manhattanville College student tutors have been covering homework help until the Teacher In The Library program resumed at the end of the month. This worked out well since we have not been as busy.
- ◆ Deb arranged for the dogs to start visiting - she always finds willing readers!
- ◆ With Austin Olney, we planned a continuation of the successful Scratch video game program over the summer. For the fall, Austin will run a 3D animation program called Alice for older kids.

### Staff

- ◆ Rosemary is taking the WLS Spanish class at WCC.
- ◆ Terry attended the NYLA conference in Niagra Falls. She is on the YSS committee and also presented her StoryWalk program. The YSS committee met to plan the spring conference.
- ◆ Tata continues her committee work for WLA and the Ann Izard Award.



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### MINUTES OF MEETING 9/12/13

ATTENDING: Zelda Ambrose, Betty Barone, Hope Furth, Libby Hollahan, Elizabeth Hughes; Brian Kenney, Mary Leslie, Lee Palmer, Rhoda Phillips, Cynthia Sammis, Clare Stuart

Rhoda welcomed all and circulated several thank you notes from various people. The minutes were accepted and Clare reported a bank balance of \$42,302.

Libby brought us up to date on funding for the 1<sup>st</sup> floor renovation. With an objective of \$700,000 the sum of \$511,000 has already been raised. She thanked the Friends for our pledged contribution of \$30,000.

Brian is confident that The Edge will be completed by the end of November with a grand opening some time in December. He submitted the Fall funding requests (see attached) All were discussed, voted and accepted. Additional items will be noted next month. Expenses such as the annual Staff luncheon and something new and exciting: a marathon showing of Downton Abbey sometime in December. The cost and date to be determined..

Rhoda made a plea for a Vice President since the retirement of Gene Anne Smith has left that office vacant. Gene Anne's departure has saddened all of us...she was efficient and admired by all and is sorely missed..

Faith has indicated that she can no longer write the newsletter. It was decided that we will all contribute to keep it active since it's a perfect way to publicize our programs.. We will do 3 issues a year and hope that Faith will continue to find appropriate poetry for Fall, Winter and Spring. Speaking of programs, the annual Bob Mills concert will be on October 6<sup>th</sup> featuring Chamber music. Betty and Mary Jane will handle the refreshments.

The Staff luncheon is scheduled for January 9<sup>th</sup> - the annual meeting for May 4th .

Several book dealers will be contacted to peruse the books in our sorting room to see if we can increase our sale of books.

In addition to Barbara Wenglin's short story discussion series, Elizabeth has begun her Page Turner group. Two very exciting programs.

Next meeting will be on October 10<sup>th</sup> at 10 AM in the Board room.

*Leatrice Palmer*



**To:** Board of the Friends of the White Plains Public Library  
**From:** Brian Kenney, Library Director  
**CC:** Elizabeth Hughes, Bill Deierlein  
**Date:** 9/12/2013  
**Re:** Possible funding, Fall 2013

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Listed below are the programs, activities or staff development that I would like the Friends to consider funding for this fall.

\$300	To send Terry Rabideau to the New York Library Association conference in Niagara Falls, September. The Library will match this with \$300.
\$2000	For Barbara Wenglin to conduct a book discussion series this fall
\$700	Robert Mills Concert, Oct. 6
\$900	Klezmer Concert, Dec. 8 (two shows)
\$200	Help support the holiday party for English Language Students (December)
\$500	To replenish our hospitality fund; the last request was made September, 2012
\$460	To renew our public programming license for movies (January)
<b>\$5,060</b>	<b>TOTAL</b>

As always, thank you for all your hard work and generosity in considering these requests.

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: October 2, 2013  
Re: Library Foundation Report

**Capital Campaign/Renovation Project:**

Campaign fundraising totals are \$511,367 toward a campaign goal of \$700,000. Fundraising for The Edge is largely completed although we are reaching out to some prior Edge donors for additional gifts and several Gala committee members are soliciting "Fund A Chair" gifts to honor teenagers' birthdays/bar mitzvahs, etc. We also have put up a display in the lobby with Campaign brochures and donation envelopes. People are taking these, but so far donations have been modest. Our next major goal is to secure additional support for Phase II-The Learning Commons. I am developing marketing materials for this.

**Events:**

--Fall Gala scheduled for Saturday, November 2. The committee is working hard on all the details and the event will showcase our new space through a sneak peek of The Edge. I am following up on corporate sponsorship solicitation letters for the Gala.

--A public Grand Opening Ceremony for The Edge has been scheduled for Saturday, Dec. 14, 2-3:30 p.m.

**Business Solicitation Plan:**

The Foundation has committed to making a concerted effort to expand contributions from area businesses. Our ad hoc committee, spearheaded by Foundation Board Member Richard Kaye, will hold its second meeting on Oct. 4. The committee wants to organize an annual membership approach to corporate fundraising, with giving levels and benefits for each level (forms of recognition, gala tickets, etc.) I sent out a gala sponsorship letter to past donors, and will ask Board members for help in following up next week.

**Grants:**

--Allstate: The grant has been approved for 2014 (\$34,000), our fourth year of funding. We will continue a mix of programming, outreach, and advertising on teen safe driving and economic empowerment.

--Shinnyo-en Foundation: Shinnyo-en is the named sponsor of the Media Lab in The Edge. Their grant is \$50,000 over two years, of which \$29,000 is for technology, \$15,000 is for furniture, and the balance for programming. 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. We met with Shinnyo-en and the School District to discuss a new collaborative program grant involving The Edge. The next step here is a planning retreat scheduled for Nov. 2, same day as the Gala, as the Shinnyo-en Foundation reps will be back in town for the Gala. They have also invited a Library representative, and a school district representative, to speak on a panel at the National Service Learning Conference in April in Washington DC.

--DASNY: We have been reimbursed for the two self-check units for The Trove, and for \$38,000-worth of audio visual equipment for the Auditorium and Museum Gallery. Still pending are the completion of three self-check units for the first floor, and miscellaneous small-ticket AV items.

--Family grant: \$10,000 of a \$50,000 Campaign pledge from a local family was designated for technology purchases for the Edge's Mixing Area.

**White Plains Library Foundation**  
**Minutes of Board of Directors Regular Meeting**  
**July 17, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:10 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Eileen Bradley, Denise D'Ambrosio, Yuki Haynes, Beth Kava, Gregory Keenan, Brian Kenney, Barbara Loucks, Paul Schwarz, Fred Singleton and Nick Wolff. Absent with notice were: Susan Hecht, Richard Kaye, G. Frederick Perkins, Jr., Gail Schwartz, and Diane Tabakman. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, and Secretary to the Library Director, Sandra McDaniel.

**Minutes of Regular Meeting of June 19, 2013**

The minutes of the regular meeting of June 19, 2013 were approved as corrected on a MOTION by Jim Benerofe and seconded by Denise D'Ambrosio.

**President's Report**

President Wolff remarked that Rev. Eitaro Hayashi of the Shinnyo-en White Plains Temple would accept the Gala award on behalf of Shinnyo-en Foundation, and also spoke about other possible honorees.

The Board went into Executive Sessions at 9:15 a.m. to discuss the schedule and evaluation of the Executive Director. The Executive Session was adjourned and the regular meeting was re-convened at 9:39 a.m. by consensus. The Board agreed to meet with all board members that were available on August 15 at 9 a.m. to define the vision of the Board and to develop a plan to acquire corporate donors.

**Library Director's Report**

Library Director Kenney distributed statistical highlights and noted that visits to the library were up 20% from last year and he attributed the increase to information gleaned from the strategic plan 16 months ago. Mr. Kenney remarked that the strategic plan was built on clear direction from the public.

Mr. Kenney remarked that he was conducting weekly meetings with the construction team on Wednesdays and that the books would be moved next week and the following week the construction would start.

Library Director Kenney would produce a PDF of the library's annual report and post it to the website and also send a link to the Board.

**Executive Director's Report**

Ms. Hollahan reviewed her report and said she was thrilled that Yuki Haynes would be one of the honorees for the gala, and that she was working on a third honoree. Ms. Hollahan noted that Jen DeMilio would co-chair the event with Fred Singleton. Ms. Hollahan also remarked she was invited by the Shinnyo-en Foundation to attend a retreat for grantees from August 9-11<sup>th</sup> in the San Francisco area.

**Treasurer's Report**

Ms. Bradley reviewed the Financial Reports as of June 30.

On a MOTION by Jim Benerofe, seconded by Denise D'Ambrosio, the meeting was adjourned at 9:55 a.m.

  
\_\_\_\_\_  
Nicholas Wolff, President/Secretary



### Policy Statement

Volunteer time, talent and goodwill are invaluable assets to the Library, helping it to fulfill its mission. Volunteers strengthen and deepen the Library's relationships throughout the City and offer citizens a way to contribute to their community, fulfill personal goals, gain new experiences, achieve a sense of satisfaction, and learn more about the Library.

Volunteers help the White Plains Public Library expand and enrich its services. Volunteers will not be used to replace the work done by paid library staff. We support the effective utilization of volunteer time as a way to:

- Add services of value to existing programs.
- Allow the library to expand its programs or services.
- Promote public awareness of library services.

Volunteers may not engage in activities that could reveal confidential patron information and may not use the Integrated Library System. Adult volunteers will be recruited regardless of age, race, ethnicity, religion, nationality, gender, physical limitations, sexual orientation, or any other criteria.

Volunteers under the age of 18 must have parental approval and cannot volunteer more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 13. Youth volunteers may not work without direct supervision by a staff member.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the personnel policies and procedures established by the City of White Plains. Library procedures, including, but not limited to, work schedules, attendance, conduct, safety, proper attire, etc., apply to all volunteers. Volunteers can be released at any time at the discretion of the Library. Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

To ensure a positive experience at the Library, the Library will:

- Designate a staff person to administer the volunteer program.
- Provide written position descriptions for all volunteer opportunities.
- Make every effort to ensure that volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Provide orientation and training to prepare the volunteers to perform their duties.

The library may check references or conduct background checks and has the authority to decline a volunteer application. Applications remain on file for one year if a suitable assignment is not available at the time of application.

Adopted by the White Plains Library Board of Trustees on:

# WHITE PLAINS PUBLIC LIBRARY

July 1, 2013 through September 30, 2013

## HOURLY STAFF APPOINTMENTS (5)

Hanley, Angelica	Library Page	8/19/13
Nolli, Stefanie	Library Page	9/9/13
Pettitfort, Jonathan	Library Page	9/5/13
Sakai, Yuta	Library Page	9/16/13
Rosas, Maria DelCarmen	Library Page	8/15/13

## HOURLY STAFF RESIGNATIONS (2)

Harrison, Laura	Library Assistant PT	8/13/13
Bradley, Eileen	Management Associate	8/28/13

# TECHNOLOGY & INTERNET – PUBLIC USE

## POLICY STATEMENT

As part of its mission to provide “free and open access to recorded knowledge,” the White Plains Public Library provides computers equipped with software applications, database access and Internet access.

In providing such access, the Library abides by State law guaranteeing confidentiality of Library records. The Library is responsible for information provided on its web pages but not on sites accessed from its homepage. The Library does not monitor or control information accessed via the Internet or guarantee the accuracy of that information. The Library filters the Internet in the Trove in compliance with the Children’s Internet Protection Act.

The Library cannot guarantee privacy for individuals using its computers or wireless network and is not responsible for time or data lost due to hardware or software problems. And, while the Library makes every effort to ensure safe browsing of the Internet through the use of anti-virus and anti-spyware software, patrons are ultimately responsible for maintaining the security and privacy of their files and information.

By using a public computer workstation at the White Plains Public Library, patrons agree to:

- Engage in responsible use of the Library’s equipment and electronic resources.
- Abide by all applicable federal, state and local laws and be subject to Legal Guidelines (below).
- Abide by all use regulations and the Library’s Code of Conduct policy.
- Use only the library card issued to them to access computers, not misrepresent themselves to other online users, engage in behavior that may jeopardize a source’s or network files, or seek unauthorized access to any computer system.
- Comply immediately and courteously with direction by Library staff to abide by Library policies and procedures.

Information, text or other data, either created by the patron or downloaded from the Internet, may be printed or saved to a patron’s removable storage device, not to Library computers, except temporarily during the duration of a computer use session. Patrons may bring in their own storage media, or they may purchase flash drives at the Information Desk. Patrons who download or save files to their own media are responsible for verifying that these files are free of computer viruses to protect their own and Library computers.

### Legal Guidelines

Patron actions that violate federal, state or local laws will be referred to the appropriate law enforcement agencies. U.S Copyright law governs unauthorized use and distribution of copyrighted materials. Users may not copy or distribute electronic materials or software, except as permitted by the Fair Use regulation or other applicable legislation, without permission of the copyright holder. Patrons using the Internet may not display text or graphics defined in federal, state or local law as pornography or obscenity. Failure to abide by Library policies and procedures, including repeated actions that harass others or create a disturbance, may result in revocation of Library privileges, and/or criminal

prosecution.

### General Technology Use Guidelines

There is no charge to use Library computers. A per-page fee is charged for printing.

Users may reserve a computer up to seven days in advance. All computer session reservations are for 120 minutes, Monday-Saturday; 60 minutes on Sunday. To make a reservation, an individual must use his/her own valid White Plains Public Library or Westchester Library System card.

Computers not reserved are available on a first-come, first-served basis during the Library's regular hours until 10 minutes before the Library closes.

Computer Guest Passes are available for persons who reside outside of Westchester County or patrons who may be eligible but who have not yet registered for a Library Card. Guests may get a 1-hour computer pass by presenting an id. The pass is good only for the day it is issued

No more than two persons may use a computer at the same time.

Users may not turn off, reset or reboot computers, nor otherwise attempt to circumvent any security features that are installed on the Library computers.

Classes and workshops scheduled with prior notice by the Library may result in the temporary closing of the CyberSpot and the CyberPool.

Email is permitted on all workstations (with the exception of SMTP outbound email as noted below).

Certain forms of data transfer protocols such as Telnet, BitTorrent and outbound email via SMTP are prohibited on all Library computers.

Library staff reserve the right to end any session for cause at any time.

Users must leave the computer workstation promptly when a session ends or when required by staff.

### Additional Use Regulations

#### **CyberSpot** (Main Floor):

CyberSpot users must be in 7th grade or older. Children under 7th grade may use CyberSpot computers when working with a parent or caregiver.

Library staff provide basic guidance in the use of hardware and software, offer expert assistance with informational needs and give regularly scheduled instructional sessions.

#### **CyberPool** (The Trove Children's Library):

The CyberPool is reserved for children through grade 6. Parents and caregivers may use CyberPool computers when working with their child. An adult must accompany children under the age of eight.

The Library provides Internet workstations with limited, age-appropriate access in the CyberPool. Parents or guardians are responsible for use of all Library resources, including the Internet, by their children.

Library staff is available to provide limited assistance and to help identify useful sites for children exploring the Internet. Parents, caretakers or guardians are encouraged to assist their children.