

**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** –

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**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