

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