

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, November 13, 2013

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of October 9, 2013**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 11/06/13
- 3 Bills: 2013 -2014 Budget: Claim #6**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – 10/10/13
 - c) Foundation Report – 11/06/13
 - d) Other
- 6 Ongoing Business**
 - a) First Floor Renovation: Update on Phase I
 - b) Capital Projects
 - c) Vote on Technology & Internet Public Use Policy
- 7 New Business**
 - a) Circulation Policy

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
October 9, 2013**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:02 p.m. by Secretary Yuki Haynes. In attendance were Trustees Barrera, Connors, Haynes, Matthews-Serra, Schwarz. Absent with notice was Trustees D'Ambrosio, Furth, James, and Scherer. 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 Information Technology, John Lolis.

Minutes of Regular Meeting of September 11, 2013

The minutes of the regular meeting of September 11, 2013 were approved as presented on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tim Connors.

Budget:

City Revenue & Expenditure Budget by Department for September 27, 2013 were reviewed. Library Director Kenney reported that there was nothing out of the ordinary in the budget.

Bills: 2013/14 Budget #4, #5

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #4, #5 was approved on a MOTION by Trustee Connors, seconded by Trustee Haynes.

Report of Library Administration

Library Director Kenney reported that he has been working on grants and spending time developing programs for The Edge with the teen staff. Mr. Kenney remarked they have two months of programming scheduled. Library Director Kenney has been also working on a multi-level staffing plan for The Edge so it will not be just two librarians providing services.

Library Director Kenney stated that collections will shift again with the next phase of the renovation and was working on the rearrangement. Mr. Kenney was also preparing capital projects budgets for Phase II and III and looking into any cost savings by consolidating the projects. Library Director Kenney will bring the capital project documents to the next meeting.

Mr. Kenney advised the Board that he was working with department heads about expanding additional hours in the morning – possibly 9-10 a.m. as we already have people coming to the library at that hour.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan reviewed her report and remarked that she had received 45 RSVPs for the gala so far and she expected to do well with attendance. Ms. Hollahan noted that the event would take place in the new space.

Minutes of the October 9, 2013 meeting of the Library Board of Trustees, page 2

Ongoing Business:

Library Director Kenney advised the Board that we were on schedule with the renovation and expected to open to the public by December 1. The opening ceremony would take place on December 14 in the afternoon. Mr. Kenney has arranged to have guest speaker, Charles Alexander London, a book author and former teen librarian, speak at the grand opening. Trustee Denise Matthews-Serra suggested Mr. Kenney get reconnected with the middle and high school PTAs to get the word out about the opening.

Assistant Library Director Degyansky reported that she talked to Commissioner Wayne Bass of Recreation and Parks about the background checks on volunteers and discovered they were using an online service to do them and that this service was affordable. The Board unanimously approved the Volunteer Policy with the following change to the first sentence in the last paragraph: The library will check references and conduct background checks where procedures call for it and has the authority to decline a volunteer application.

New Business:

Personnel Additions/Deletions from 7/1/13-9/30/13 were approved On a MOTION by Trustee Haynes, seconded by Trustee Connors.

Mr. Kenney discussed the current meeting room policy that allows room rentals by city agencies and other non-profits when the rooms are not being used for library programs. Library Director Kenney remarked that while some revenue has been generated by the room rentals we now have much more technology available in the auditorium and the opportunity to offer more services. Mr. Kenney stated that the auditorium could be rented to businesses as a meeting room space and that this could generate more revenue. Library Director Kenney has been researching peer libraries and their policies and would draft a policy for the Board to review in the next few months.

Library Director Kenney discussed the Technology and Internet Public Use Policy and President Schwarz asked that it be added to the agenda at the November meeting so the Board could vote on it.

John Lolis, Head of Information Technology, distributed a handout of the hardware and software for the Media Lab in The Edge and discussed the cutting-edge technology plan that he, Austin Onley, Ryan Jackson, and Erik Carlson had developed with for The Edge. Mr. Lolis hoped this would be a springboard to engage teens as learners. Mr. Lolis also noted that the library had an aging infrastructure (servers that were at least 5 years old) and needed funding for Cyberpool PCs that haven't been upgraded in 8 years.

Trustee Schwarz asked about the WPCM and Library Director Kenney responded there was no update.

Adjournment

The meeting was adjourned at 8:06 p.m. on a MOTION by Trustee Denise Matthews-Serra, seconded by Trustee Yuki Haynes.

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: November 6, 2013

The Budget Report as of November 6, 2013 is attached. All monthly revenues and expenditures are normal.

FOR 2014 04

ORIGINAL APPROP REVISED BUDGET YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	146,696	146,696	47,774.57	11,241.07	.00	98,921.43	32.6%
1.150	MANAGERIAL SALARIES	201,871	201,871	65,763.87	15,469.33	.00	136,107.13	32.6%
1.153	M/C ATTENDANCE BONUS	500	500	.00	.00	.00	500.00	.0%
1.200	CSEA SALARIES AND WAGES	2,237,129	2,218,244	723,368.54	172,535.21	.00	1,494,875.46	32.6%
1.201	CSEA OVERTIME	41,000	41,000	7,024.29	3,011.26	.00	33,975.71	17.1%
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	59,161.81	17,774.23	.00	175,838.19	25.2%
	TOTAL SALARIES & WAGES	2,872,196	2,853,311	903,093.08	220,031.10	.00	1,950,217.92	31.7%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	218,377	216,933	67,842.86	16,271.26	.00	149,090.14	31.3%
2.020	MTA PAYROLL TAX	9,802	9,738	3,031.31	739.11	.00	6,706.69	31.1%
2.101	NYS EMPLOYEE PENSION	575,866	565,983	179,220.59	42,900.48	.00	386,762.41	31.7%
2.201	EMPLOYEE ACTIVE HEALTH INS	482,179	486,642	162,017.84	40,293.64	.00	324,624.16	33.3%
2.202	RETIRES HEALTH INSURANCE	186,075	186,075	74,946.86	18,037.79	.00	111,128.14	40.3%
2.203	RETIRES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204	NYS HEALTH INS ADMN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205	RETIRES MEDICARE PAYMENT	52,210	52,210	10,385.10	.00	.00	41,824.90	19.9%
2.206	ACTIVE HEALTH INS BUYOUT	31,994	23,899	.00	.00	.00	23,899.00	.0%
2.301	DENTAL INSURANCE PLAN	41,276	40,872	13,409.00	3,339.60	.00	27,463.00	32.8%
2.407	OPTICAL INSURANCE	11,628	11,514	3,776.25	940.50	.00	7,737.75	32.8%
2.501	GROUP LIFE INS-MANAGEMENT	2,975	2,975	752.40	.00	.00	2,222.60	25.3%
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	.00	.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	1,605,159	517,565.79	122,522.38	.00	1,087,593.21	32.2%

3. MATERIALS & SUPPLIES

FOR 2014 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	3,122.01	1,113.33	.00	4,877.99	39.0%
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	49,445.57	17,359.01	.00	154,554.43	24.2%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	1,476.00	480.00	.00	12,762.00	10.4%
3.010 NON-BOOK MATERIALS	100,000	100,000	46,019.81	19,957.04	.00	53,980.19	46.0%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,126.73	480.69	.00	1,373.27	45.1%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	440.00	135.00	.00	560.00	44.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	5,710.02	3,274.56	.00	4,289.98	57.1%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	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	1,421.84	998.84	.00	10,578.16	11.8%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	6,482.83	202.46	.00	8,517.17	43.2%
3.601 ELECTRICITY	372,721	372,721	99,692.49	34,805.39	.00	273,028.51	26.7%
3.602 TELEPHONE	4,500	4,500	851.40	186.09	.00	3,648.60	18.9%
3.603 GAS	65,500	65,500	312.77	.00	.00	65,187.23	.5%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,625	1,625	682.88	53.44	.00	942.12	42.0%
3.704 COPIER RENTAL	6,701	6,701	2,233.24	558.31	.00	4,467.76	33.3%
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	237,631.02	79,604.16	770.00	644,362.98	27.0%

4. DIRECT COSTS

4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	4,018.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	133,653	44,165.10	5,388.12	40,539.60	48,948.30	63.4%
4.016 SECURITY GUARDS	111,552	111,552	32,140.79	14,847.36	.00	79,411.21	28.8%
4.023 PROGRAM SERVICES	56,500	56,500	12,446.50	4,589.50	.00	44,053.50	22.0%
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	3,350.00	900.00	.00	1,650.00	67.0%
TOTAL DIRECT COSTS	371,635	371,635	140,411.91	29,742.98	40,539.60	190,683.49	48.7%

9. OTHER FINANCIAL USES

9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	104,732.30	2,244.29	.00	319,354.70	24.7%
9.990 RESERVE FOR FINANCING	0	34,426	.00	.00	.00	34,426.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	458,513	104,732.30	2,244.29	.00	353,780.70	22.8%

FOR 2014 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,171,382	6,171,382	1,903,434.10	454,144.91	41,309.60	4,226,638.30	31.5%
GRAND TOTAL	6,171,382	6,171,382	1,903,434.10	454,144.91	41,309.60	4,226,638.30	31.5%

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

FOR 2014 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
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%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-31.04	.00	.00	-1,468.96	2.1%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,142.18	-269.64	.00	-1,857.82	38.1%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-1,173.22	-269.64	.00	-3,326.78	26.1%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-28,131.16	-6,596.07	.00	-71,868.84	28.1%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,094.50	-244.99	.00	-4,905.50	18.2%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-5,638.01	-1,753.75	.00	-9,361.99	37.6%
06699 OTHER	-4,500	-4,500	-972.31	-180.18	.00	-3,527.69	21.6%
TOTAL MISCELLANEOUS	-125,500	-125,500	-35,835.98	-8,774.99	.00	-89,664.02	28.6%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-1,934,732.30	-502,244.29	.00	-4,044,464.70	32.4%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-1,934,732.30	-502,244.29	.00	-4,044,464.70	32.4%
0A APPROP FUND BALANCE							
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 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-1,971,741.50	-511,288.92	.00	-4,199,640.50	31.9%
GRAND TOTAL	-6,171,382	-6,171,382	-1,971,741.50	-511,288.92	.00	-4,199,640.50	31.9%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 6

Page 1

Claims Paid On: November 1, 2013

Due in Finance : October 18, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PC-60	CDW-Government	\$ 77.30
	PO31600	CDW-Government	499.37
	Aug '13	Crystal Rock Bottled Water	89.64
	Sept '13	Crystal Rock Bottled Water	52.29
	Sept '13	Purchase - Supply Room	367.05
	claim 10/7	Staples	246.03
	PC-72	W.B. Mason	148.70
3.005 Books	claim 10/17	Amazon	11.21
	047	Baker & Taylor, Inc.	16,880.03
	039	Ingram Library Services	397.36
	040	National Learning Corp.	70.41
3.006 Periodicals	042	Magnotta's Supermarket	85.00
	041	Royal Scarlet Deli	395.00
3.010 Non Books	claim 10/17	Amazon	22.99
	PC-71	Baker & Taylor, Inc.	80.00
	PC-61	Midwest Tape	8,686.03
	PC-62	OverDrive, Inc.	7,959.52
	PC-73	Proquest LLC	3,208.50
3.011 Program Supplies	claim 10/7	Staples	322.57
	claim 10/17	Amazon	62.55
	PC-63	La Bella Restaurant	36.00
3.012 Equipment Maintenance	PC-64	Carl Viggiani	135.00
3.014 Library Supplies	claim 10/7	Staples	201.17
	claim 10/17	Encore Data Products	198.00
	PC-65	Brodart Co.	187.46
	PO31677	CDW-Government	1,161.05
	PO31674	Staples	1,526.88

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

BUDGET YEAR 2013 - 2014

CLAIM LIST # 6

Page 2

Claims Paid On: November 1, 2013

Due in Finance : October 18, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.301 Facility Maintenance	PC-74	Hi-Tech A/C	\$ 740.00
	PC-66	Open Systems Metro	210.00
	PC-75	Interstate Fire & Safety	48.84
3.306 Maintenance Supplies	Sept '13	Purchase - Supply Room	58.53
	PC-67	Burke & McCowen	15.36
	PC-68	Grainger	187.10
3.601 Electricity	8/12 - 9/11	PASNY	34,805.39
3.603 Gas	043	Con Edison	396.47
3.703 Equipment Rental	Sept '13	USA Mobility Wireless	26.72
	Oct '13	USA Mobility Wireless	26.72
3.704 Copier Rental	PC-59	Canon Financial Services	558.31
4.015 Service Contracts	PC-69	American Independent Paper	54.00
	PC-58	Canon Solutions America	594.72
	PC-70	Westex Pest Management	135.00
4.016 Security	044	Security Services of Connecticut	8,954.00
4.023 Program Supplies	PC-71	Baker & Taylor, Inc.	4,557.50
4.709 Library Programs	045	Naicy Pretill	750.00
	046	Robert Telfer	150.00

Approved:

Yuki Haynes, Secretary

October 2013 Report – Erik Carlson

During the month of October Librarian Carlson ran several programs and classes for teens. The Teen Advisory Group reconvened and the first Teen Book Review Club meeting was held. Librarian Carlson proctored an SAT Practice Test and hosted the SAT Strategy/Score Back session with Princeton Review. He ran the animated book trailer program as part of Teen Read Week and hosted Family Game Night as part of Red Ribbon Month. Librarian Carlson also hosted a Latino U session and taught Intro to Microsoft Word Part 1 and Microsoft Excel Part 2. Librarian Carlson attended the Harassment in the Work Place seminar at City Hall and attended Comic Con New York.

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

Administrative

- Attended monthly Youth Board meeting.
- Create Biography weeding list for Head of Collection Management Deschamps.
- Attended weekly Construction meetings and special meeting concerning the layout of shelving in the new space.
- Attended an Edge Technology meeting with Librarian Carlson, Media Specialist Olney, IT Staff Lolis and Jackson, Director Kenney, Foundation Director Hollahan.
- Interviewed a candidate for Sunday Librarian in the Edge.
- Part-time Periodicals staff Bohorquez resigned as he is moving back to Ecuador with his family. He was a great asset to that department and will be missed.

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.*

- Librarians Hughes, De Luca, Rothman, KunZ and Wenglin held a Literary Programming meeting to prepare for a number of author events and booktalks in the coming months.
- All staff attended a Discrimination, Harassment, and Violence in the Workplace workshop held at City Hall.
- Librarian Rothman attended a two day conference as part of the Foundation Center Network.
- Librarian Rothman attended a Westchester Library Association Board meeting.
- Librarian Carlson and Media Specialist Olney attended Comic Con at the Javitz Center in NYC to absorb new technologies and pop culture.
- Librarian Varian attended a White Plains Historical Society meeting and a Battle of White Plains Commemoration.
- Librarian Perez was invited to the Instituto Cervantes in NYC for a Spanish book publishers program.
- Librarian Hughes attended a Friend's of the Library board meeting.
- Librarian Duffy attended a WLS workshop on PC Hardware Basics.

Customer Service:

- Librarian Rothman provided a tour for the WLS WEBS program students.
- Media Specialist Olney taught a basic computer programming class to children in the Trove.
- Librarian Varian 9 Local History queries via email.
- Every Tuesday night, Media Specialist Olney hosted a drop-in computer help that has become more popular each month.
- Librarian Perez gave a tour to 10 ESL students.
- 8 Conversation Groups were led by staff.
- 6 one-on-one trainings were given, all for using e-readers.

Community Outreach:

- Librarian Carlson reconvened the Teen Advisory Group to come up with ideas for programs and outreach to draw teens to the Edge.
- Librarian Perez attended the Westchester Community College GED program graduation.

- Librarian Perez ran a Library table at the Westchester Mall and the White Plains Mall sharing information about library programs and services.
- Librarian Hughes led a book discussion at Gilda's Club of Westchester.

Programs:

- Robert Mills Memorial Concert featuring the All Seasons Chamber Players.
- Job Club weekly series for people considering a career change or looking for employment.
- Several Business workshops including: Long Term Care, Student Loans, Defining What's Next, and OMG I'm Living With You Again.
- Author event with Mark Slouka, local author of "Brewster".
- Teen programs included: Make Beat With iPads, The History & Future of Video Games, Minecraft Monthly club, Book Review Club, SAT Practice test & Strategy Session, Animated Book Trailers for Teen Read Week
- College Essay writing class for students who are first in their family to attend college.
- Librarian Carlson hosted Family Game Night as part of Red Ribbon Month.
- Staff offered 8 computer classes from beginner to Advanced Excel and 2 Spanish computer classes.
- Poetry Slam & Open Mic featuring guest poet Robbie-Q. Telfer.
- Learn Spanish classes continued twice a week in October.
- Spanish Child Care Council had a meeting at the Library hosted by Librarian Perez.
- Librarian Hughes led Book Group "Page Turners" in discussion of "Defending Jacob".

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for October 2013
Date: November 7, 2013

OUTREACH AND COLLABORATION

- Attended the BOCES open house on October 9.
- Represented the Library at a re-entry panel held at the Westchester County Jail on October 13,
- Hosted and attended the Westchester County Safer Communities Symposium on October 21.
- Worked with the NYS Thruway to host a meeting of the Tappan Zee Bridge Mass Transit Task Force. The meeting was held on October 25.
- Participated in planning a retreat with the Shinnyo-en Foundation, Library Foundation, and White Plains City Schools to discuss further collaborative projects and a potential joint grant proposal.

PROGRAMMING

- Finalized arrangements for the 2nd Saturday Knitters to conduct their meetings at the Library starting December 14. Meetings will be open to experienced knitters and beginners.
- Arranged for a new exhibit of unseen Rolling Stones (and other rock performers) photographs by architect/photographer Tapani Talo. The exhibit will be on view February – March 2014.
- Hosted and monitored two film screenings of “Telling Amy’s Story” a documentary of a domestic homicide, presented in partnership with the Westchester County Office for Women on October 8.

POLICIES AND TRAINING

- Drafted a revised Technology and Computer policy -- Public Use for Board and staff review.
- Coordinated the calendar assigning staff to Sexual Harassment Training mandated by the City. All full time staff attended.
- Attended a Conservation and Preservation Grant Workshop presented by the New York State Office of Library Development at the Metropolitan Library Council offices on October 7.
- Attended an American Library Association Town Hall Webinar on Ebooks on October 23.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - October 2013
Date: November 4, 2013

Outreach, Projects & Visits

- ◆ The six Kindergarten classes from Post Road School walked over for a storytime and tour, and then received library cards.
- ◆ Tata organized a wonderful Divali program, complete with Indian dancing, crafts, and food generously donated by Royal Palace Restaurant. Thanks to the Kumar Family for all their help organizing this event.
- ◆ Terry Rabideau performed three storytimes at The Westchester's Kidgit Halloween event, and Mariel Perez joined her to give out Library information.
- ◆ The Pearson Foundation staff came in to present a storytime as part of the nationwide Read For The Record program. They donated English and Spanish copies of this year's title, *Otis* by Loren Long.
- ◆ Rosemary Rasmussen read books at the George Washington School family read aloud night. Tata spoke at the Church Street School PTA meeting.

Programs

- ◆ Austin Olney ran two successful workshops on Alice, a 3D animation. These workshops are very popular, and for the older children.
- ◆ For three weeks, a dozen families constructed altars for the Mexican holiday of Day of the Dead under the direction of Raquel Cavalcanti and Tata Canuelas. The beautiful altars celebrating the ancestors of the families will be on display in The Trove for November. Then Raquel presented a special family storytime about Dia de los Muertos.
- ◆ Who Let The Dogs In continues to be a popular program. Deb Gaffey arranges for 8 different dogs to come to be read to by children. We average one or two visits a week.
- ◆ Deb also orchestrated another Act It Out, also a program to trick kids into reading.

Staff

- ◆ Bonnie attended Bookfest sponsored by New York Public Library., and also went to the WLS meeting on the Common Core.
- ◆ Tata attended a Spanish book fair in New York City. She audited the Latino U program on entering college held here.
- ◆ Terry held her YSS conference planning meetings, and Tata attended Anne Iazard and WLA committee meetings.
- ◆ Tata and Rosemary attended a program at the Manhattanville College Library on Caldecott winners. Ed Young was the feature speaker.
- ◆ All the Trove full time staff went to the staff training at City Hall.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (October)
Date: November 6, 2013

Customer Service

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

9 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 made the final selection of periodicals and microfilm for renewal, and weeded music CDs and transferred new books to old.

I coordinated Spanish, YA and Children's orders and began weeding the Biography section of the Collection—in anticipation of its move closer to the rest of nonfiction. This includes reviewing Biography book in Storage.

I attended a Friends of the Library meeting, presenting Library's plan to begin sending our discarded materials to Better World Books, where materials will be sold, donated, or recycled. BWB partners with such organizations as Books for Africa.

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 library deletions, deciding which materials will go to Better World Books. Jerrick Harris helped with the deletion of materials and some cataloging & processing.

Other

De Luca and I attended Booklist Online webinar "What Not to Weed: Best Practices in Weeding Library Collections."

De Luca attended the Association of American Publishers Book Buzz in New York, getting a sneak preview of forthcoming book releases.

De Luca, as part of Literary Programming Committee, hosted Book Group & Author Event featuring Mark Slouka and his latest novel, "Brewster."

I attended Brian Kenney's talk, "Is the Public Library Obsolete? Library Collections and Services in the Age of Google, Amazon and Facebook." The Library program was co-sponsored with the League of Women Voters of White Plains.

MONTHLY REPORT

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

- Purchased with some of the remaining DASNY grant funds, we have received the media server to be used in the Auditorium AV rack. It will be used to play audio, video, streaming content, PowerPoint presentations, etc., in addition to being able to serve as a digital audio recording system for programs. Also received is a server to be used for web development programs, primarily by teens. It was purchased with funds from an Allstate Foundation grant. Both are currently being installed and configured.
- Much technology planning and coordination has been devoted to The Edge. This includes the specification of a new electronic access control system and new security cameras, something normally handled by DPW. It was necessary to identify a new access control system due to the outdated system currently being used by the City and due to be replaced by DPW at some point. We have also been identifying the specific technology we will make available in The Edge, and how to best have that technology serve the needs of teens. For example, we expect there to be a great deal of multimedia network traffic—both wired and wireless—in The Edge, and we will therefore segregate that network traffic from the rest of the Library's network. Doing so will also allow us to secure project files that teens may need to access over the course of weeks or months. We are considering a number of ways in which to accomplish this, including the possibility of registering teen accounts (if even anonymously) for the purpose of file ownership on The Edge's server, and for possibly posting to a forum devoted to The Edge.
- We are investigating various print and scan solutions to offer to patrons. Ideally, print jobs could be submitted from any device and from any internet location, and scanning would be offered as a free service, allowing patrons to scan documents to a USB flash drive or to send as an email attachment.
- Following the success of our experimental catalog terminal using the low cost APC single board computer, we have ordered a much more powerful single board computer that holds promise to serve not only as a faster catalog terminal, but also for digital signage. The device, an ODROID X2, costs \$89, yet features a quad core processor and it can run both Android and Ubuntu Linux operating systems.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: October 2013 Publicity
Date: 11/1/13

White Plains Candidates Forum Scheduled for Oct. 24

<http://whiteplains.patch.com/groups/elections/p/white-plains-candidates-forum-scheduled-for-oct-24>

White Plains Celebrates First Annual Wellness Week

<http://whiteplains.dailyvoice.com/lifestyle/white-plains-celebrates-first-annual-wellness-week>

Westchester County Gets \$900K to Support Domestic Violence Victims

<http://whiteplains.patch.com/groups/politics-and-elections/p/westchester-county-gets-900k-to-support-domestic-violence-victims>

White Plains' Church Street School to Host Community Fair (mentions our participation)

<http://whiteplains.dailyvoice.com/events/white-plains-church-street-school-host-community-fair>

Slouka to Discuss His Novel at White Plains Library

<http://whiteplains.dailyvoice.com/events/slouka-discuss-his-novel-white-plains-public-library>

Astorino to Present Safer Communities Anti-Violence Blueprint

<http://whiteplains.dailyvoice.com/news/astorino-present-safer-communities-anti-violence-blueprint>

FASNY Dominates White Plains Council Candidates Forum

<http://whiteplains.patch.com/groups/elections/p/fasny-dominates-white-plains-council-candidates-forum>

White Plains Councilwoman Smayda Enjoys Singing in Church Choir (Talks about the Library being one of her family's favorite places)

<http://whiteplains.dailyvoice.com/politics/white-plains-councilwoman-smayda-enjoys-singing-church-choir>

White Plains Mayoral Candidates Square Off at Forum

<http://whiteplains.patch.com/groups/elections/p/white-plains-mayoral-candidates-square-off-at-forum>

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

Outreach Collaboration:

- Contacted White Plains DMV
- Met with Westchester Independent Living Center, Inc. for future collaborations
- Attended WCC GED Graduation
- Outreach at Westchester Mall 45 ppl
- Outreach at White Plains Mall 25 ppl
- Called WCC for Outreach in November
- Called Gateway office building for Outreach in November
- Spoke to Chase manager for Outreach in November

Programming:

- ESL class Tour 10 students
- 2 computer classes 8 people
- Child Care council 6 people
- 10 Spanish classes 143 people
- Currently working on Spring programs

Staff and training

Weeded Literacy section
Spanish Book purchase @ Instituto Cervantes

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: November 13, 2013

- Continue to manage the renovation project and monitor its impact on the public's use of the building.
- Developed capital project requests, especially for Phases Two and Three. Meeting with Capital Board is scheduled for November 24 at 4 p.m.
- We will begin using a service through the University of Washington that will request that library patrons opt-in to take a brief survey on their use of library computers. The purpose is to gain understanding of how the public makes use of our technology.
- Worked on developing programming, staffing, and technology for The Edge.
- We will be re-carpeting rooms A and B and possibility the auditorium
- Review with the Board any expenses related to Phase One being paid for through the Library budget.
- We are working with Better World Books to help manage our discarded books, as well as the many donations discarded by the Friends. I will review the Better World Books model.
- With library movers, Christian Deschamps, worked to determine the best layout of library collections.

MINUTES OF MEETING 10/10/13

ATTENDING; Betty Barone, Christiane Deschamps, Libby Hollahan, Elizabeth Hughes, Brian Kenney, Mary Leslie, Lee Palmer, Rhoda Phillips, Terry Rabideau, Faith Robinson, Clare Stuart.

The meeting began with the reading of last meeting's minutes and Clare's report of a bank balance of \$40,678.35.

Betty reported on the Bob Mills concert featuring the All Seasons Chamber Players. There was an audience of 42 and all agreed it was a delightful event. Kathy did the welcoming and during the intermission she introduced Bob's son David and the Mayor. Betty did a bang-up job of hospitality - there wasn't a cookie crumb left. Delish.

Brian says the Edge will be completed, except for furniture, so that the Gala on November 2ⁿ will be held in that open space. Libby is delighted. The furniture will be delivered on the very next Monday and the grand opening is scheduled for Saturday, December 14th at 2PM. All on time. Amazing! Brian requested \$500 for a gallery installation of photography slated for December 9th. Agreed.

Libby then spoke about preparations for the Gala and gave us bios of the honorees. The Friends, as in the past will take a ½ page ad in the journal at \$500 and 4 tickets at \$125. Elizabeth and Bill Hughes, Rhoda and Lee will attend, representing the Friends.

Terry thanked us for sponsoring her at NYLA in Niagra Falls by treating us to a wonderful cake and coffee. We thank her for her generosity and for all the remarkable programs she and her fellow Trovettes (as they call themselves) conduct in the Childrens department. That's really what our sponsorship is all about and it turned our meeting into a party.

Mary Jane Hoag has resigned from the Friends board.

Christiane detailed us about our re-association with Better World Books: the selection, shelving, packing and shipping of books they will accept. Since the Friends will benefit from this association it really behooves us to take responsibility for preparing the boxes for shipping. All ideas will be weighed next month. Think hard.

Thank you Mary for giving Halloween a head start...the chocolates were great.

The meeting ended with all of us on a sugar rush and we'll meet next on Nov. 14th at 10 AM

Lee Palmer



Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: Nov 6, 2013
Re: White Plains Library Foundation Report

Capital Campaign/Renovation Project:

Prior to the Gala, campaign fundraising totals were \$511,551 toward a campaign goal of \$700,000. An additional (approx.) \$2,500 for the Campaign has been donated (so far) as a result of the Gala through the Fund-A-Chair program and for attendees who wanted to get their names on the plaque.

Our next major goal is to secure additional support for Phase II-The Learning Commons. With the Gala a wrap, I will be finalizing our solicitation materials and prospect list in the very near future.

Events:

--The Gala was a great success, with over 210 people in attendance. I will present more details at the Board Meeting.

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

Business Solicitation Plan:

Corporate solicitation for Gala ads brought in about \$3,500. The Foundation has committed to making a concerted effort to expand contributions from area businesses. 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.) We will be doing another round of solicitations over the next month and individual board members will be following up.

Grants:

--Allstate: The grant has been approved for 2014, 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 used the first year's grant allocation for technology for 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. Library staff is developing a purchase list for the second grant installment due in December.

During the Gala weekend, we held a planning retreat with Shinnyo-en, School District representatives, and students to discuss a new collaborative program grant involving The Edge on November 1-2. Shinnyo-en is also sponsoring two Library staff members to attend the National Service Learning Conference in April in Washington DC. Brian Kenney will be part of a panel discussion on collaborative grant development, along with a WP School District representative and several people from another collaboration in Redwood City, CA, also funded by Shinnyo-en.

--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
September 25, 2013

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:07 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, 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, Richard Kaye, and Gregory Keenan. 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 July 17, 2013

The minutes of the regular meeting of July 17, 2013 were approved on a MOTION by Fred Perkins, seconded by Jim Benerofe.

President's Report

President Wolff briefly discussed the Affordable Health Care Act notice that was distributed to the Board and noted that it was a mandatory requirement of employers to notify employees about it.

Mr. Wolff remarked that one of the outcomes of the August 15 informal board meeting convened to discuss corporate fundraising was the need to review current Board structure and size. Library Director Kenney suggested that expansion of the Board could increase the ability to raise funds and network to other communities where we do not have connections. The Board, which currently has two vacancies, discussed the possibility of expansion, setting term limits and also establishing a business advisory committee in lieu of expanding the board to reach corporate donors. The Board agreed to have the Nominating Committee make recommendations on expansion and establishing an advisory committee at an upcoming meeting.

Library Director's Report

Library Director Kenney discussed a new volunteer policy that would be presented to the Library Board of Trustees for approval at their October meeting. Mr. Kenney stated volunteers would not replace library staff and that there was no prior policy in place. Library Director Kenney informed the Board that there were existing models in place throughout the City at the Youth Bureau and Recreation & Parks.

Library Director Kenney remarked that we were 1½ years into the library's strategic plan and we were on track. Mr. Kenney stated that the first floor renovation project was back on track and on budget and hoped to give the Board a tour of the space following the meeting. Mr. Kenney stated that everything except the furniture and technology equipment would be in place in the space for the November 2nd Gala, and that he was tentatively scheduling a Grand Opening Ceremony for The Edge on December 14.

Committee Reports

Campaign Committee: Ms. Tabakman reported that Judy Nevins and Ms. Hollahan met recently and discussed recognition for the Campaign and The Edge. Ms. Tabakman also remarked that she had discussed Phase II with Mr. Kenney and the Campaign Committee would now concentrate on the Learning Commons.

Gala Committee: Mr. Singleton remarked that the Gala Committee had a meeting that was very well attended, reviewed the auction/solicitation list handout and stated that the deadline for items was October 25. Mr. Singleton noted that he had discussed the Gala with the parents of his track team and directed them to contact Ms. Hollahan if interested. Mr. Singleton and Gala Co-Chair Jen DeMilio will be meeting with Ms. Hollahan and the caterer on September 26 to review the space for the event.

Business Committee: Ms. D'Ambrosio summarized the committee's last meeting by reporting that their goal was annual corporate giving with donor recognition including program sponsorships, listing on the Foundation website, and promotional items (decals), depending on gift level. Ms. D'Ambrosio remarked that Mr. Kaye would draft a business solicitation letter that would focus on 100 prospects. Ms. D'Ambrosio also stated that they were reaching out to former board member, Jack Phelan, for some guidance and were not looking at consultants right now. Ms. Hollahan advised the Board that she had solicited 40 businesses already in connection with the Gala. Ms. D'Ambrosio stated that the next meeting would be held on October 4 at 8:30 a.m.

Executive Director's Report

Ms. Hollahan reviewed her written report. Ms. Hollahan stated that the Gala invitations were at the mail house and were in the process of being mailed out and that she also had invitations on hand that could be given to someone whom they wished to invite. Mr. Singleton suggested that Ms. Hollahan email the mailing list to the Board so they could review the list. Ms. Hollahan thanked all the Board members for their hard work.

Treasurer's Report

Ms. Bradley was not in attendance so the Treasurer's Report was tabled until next month.

On a MOTION by Fred Perkins, seconded by Jim Benerofe, the meeting was adjourned at 9:50 a.m.



Nicholas Wolff, President/Secretary

**CITY OF WHITE PLAINS CAPITAL PROJECTS BOARD
CAPITAL IMPROVEMENT PROGRAM WORKSHEETS FISCAL YEAR 2014 - 2015**

LIBRARY FUND

PROJECT TITLE	Pending Authorization									
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	TBP		
Interior Renovations 1st Floor Phase II (including lights, ceiling & HVAC)	\$ 875,000	A \$	\$	\$	\$	\$	\$	\$		
Library Air Handler Rehabilitation or Replacement	500,000									
Rehabilitation of Library Boilers	400,000									
Exterior Pressure Washing & Repointing		150,000								
Interior Renovations 1st Floor Phase III (including lights, ceiling & HVAC)		1,123,000	B							
Lobby Vestibule Renovations			165,000							
Meeting Room/Gallery Refurbishment- Design Services			85,000							
Meeting Room/ Gallery Refurbishment- Implementation				500,000	C					
TOTAL LIBRARY FUND	<u>\$ 1,775,000</u>	<u>\$ 1,273,000</u>	<u>\$ 250,000</u>	<u>\$ 500,000</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>

NEW PROJECTS:

- OUTSIDE FUNDING SOURCES:**
A \$150,000 Contribution (WP Library Foundation); \$65,281
B \$ 75,000 Contribution (WP Library Foundation)
C \$ 200,000 Contribution (WP Library Foundation)

CAPITAL PROJECT: Work Sheet	DATES		
Phase Two	2013-2014		
		505,000	Construction budget from 2011
		50,500	10% Inflation
		90,000	Furniture, carpeting, lightning from Phase One
		50,000	Furniture and equipment
		74,905	Construction Management, Bermello Ajamil
		15,596	OLACE Engineers
		5,000	Asbestos and lead testing
		791,001	Subtotal
		79,100	10% Contingency
		870,101	
Capital Project Submitted at:		875,000	
Phase Two Funding Sources			
		150,000	WPLF
		65,281	New York State (DASNY)
		659,719	City of White Plains
Phase Three	2014-2015		
		775,400	Construction budget from 2011
		77,540	10% Inflation
		125,000	Furniture and Equipment
		101,785	Construction Management, Bermello Ajamil
		17,634	OLACE Engineers
		5,000	Asbestos and lead testing
		1,102,359	Subtotal
		110,000	10% Contingency
		1,212,359	
Capital Project Submitted at:		1,230,000	

Phase Three Funding Sources		75,000	WPLF
			New York State (DASNY)
		1,155,000	City of White Plains
Total, Phases Two and Three as Separate Projects		2,087,359	
Total, City of White Plains Contribution		1,814,719	
Phase Two and Three as One Project	2013-2014	1,280,400	Construction (C5+C25)
		-192,600	Minus 15%
		1,087,800	
		187,000	10% Inflation
		265,000	Furniture and Equipment (C7+C8+C27)
		121,945	Construction Management, Bermello Ajamil (revised)
		19,400	OLACE Engineers (revised)
		5,000	Asbestos and lead testing
		1,686,145	Subtotal
		168,614	10% Contingency
Total, Phase Two and Three as One Project		1,854,759	
Phase Two and Three Funding Sources:		225,000	WPLF
		65,281	New York State (DASNY)
Total, City of White Plains Contribution		1,564,478	City of White Plains