

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 2<sup>nd</sup> 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.

  
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Nicholas Wolff, President/Secretary