

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
November 13, 2013**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Haynes, Furth, James, Scherer, and Schwarz. Absent with notice was Trustee Matthews-Serra, and Assistant Library Director Kathy Degyansky. Also in attendance were Library Director Brian Kenney, Foundation Executive Director Libby Hollahan, Sandra McDaniel, Library Secretary.

President Schwarz remarked that the Library Foundation Gala was a terrific event and that he was very pleased with the results of The Edge.

**Minutes of Regular Meeting of October 9, 2013**

The minutes of the regular meeting of October 9, 2013 were approved as presented on a MOTION by Trustee Tim Connors, seconded by Trustee Yuki Haynes.

**Budget:**

City Revenue & Expenditure Budget by Department for November 6, 2013 were reviewed.

**Bills: 2013/14 Budget #6**

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill voucher #6 was approved on a MOTION by Trustee James, seconded by Trustee D'Ambrosio.

**Report of Library Administration**

Library Director Kenney noted that guest speaker, YA author Alex London, would be at the grand opening of The Edge to discuss why it was important that libraries should create spaces for teens and their benefits.

Mr. Kenney also remarked that he has been experimenting with how to discard withdrawn books and was working with Better World Books where the library would see a small percentage of sales from the discarded books. He was investigating another non-profit organization that would recycle the books but at no profit to us.

Library Director Kenney was working on four volunteer job descriptions where the volunteers would box up books, recycle books and help the Friends with their overwhelming book donations.

**Trustee Reports & Business**

**WLS** – Trustee Furth reported that she did not attend the meeting.

**Friends –**

**Foundation** – Ms. Hollahan remarked that the Gala was well received with a good turnout and that everyone loved the space. Ms. Hollahan stated that she had received several new gifts at the Gala and there was still time to get your name on a plaque or fund a chair for The Edge. Ms. Hollahan stated that they were starting the fall appeal and moving into fundraising for the Learning Commons and that a few people who were at the Gala pledged a gift.

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**Ongoing Business:**

Library Director Kenney reported that the renovation was on schedule and some parts of the project was ahead of schedule. Mr. Kenney stated that the collection was being moved around and that a Certificate of Occupancy was needed before they could let the public into the new space. Librarians continued to page items for the public. Library Director Kenney noted that the project was \$18,000 over the contingency budget but he had reduced some items to bring it more in line. Mr. Kenney remarked that he would likely have to spend \$7,000 from the library budget on electrical work that had not been specked out for the project. Mr. Kenney also noted that self-check machines and the desks were delayed. Library Director Kenney remarked that self-check machines would be located near a help desk and library users would like it for the speed it offers as well as privacy reasons.

Mr. Kenney discussed capital projects with the Board and the increases in Phase II and III of the renovation. Library Director Kenney mentioned that combining the two remaining phases of the project would reduce the costs as well as the project time from approximately nine months to six months. Library Director Kenney noted that the next phase would be more challenging to manage as it would be more difficult to relocate services such as desks, technology, and books. Mr. Kenney stated that Meeting Room B and the Museum Gallery on the second floor would need to be utilized. Mr. Kenney would present a plan combining Phase II and III to the Capital Projects Review Board on November 25.

On a MOTION by Trustee Haynes, seconded by Trustee D'Ambrosio, the Technology & Internet Public Use Policy was approved with the minor corrections noted by Trustee Scherer.

Trustee D'Ambrosio asked about the WPCM and Library Director Kenney responded that the WPCM relocating to the library was on hold right now and he was planning to use the space for part of our local history collection.

**New Business:**

Mr. Kenney remarked that the Circulation Policy had been on our website for a while but was not called a policy. The Board reviewed the Circulation Policy in depth and requested some revisions. Library Director Kenney agreed to send out a revised version of the policy that would clarify the guest privileges vs. temporary borrowers questions raised at the meeting.

Mr. Kenney mentioned that on December 9<sup>th</sup> a press conference would be held at 10 a.m. pitching The Edge as premiere space – see it in advance of the opening.

**Adjournment**

The meeting was adjourned at 8:07 p.m. on a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio.

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Yuki Haynes, Secretary  
Library Board of Trustees