

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: January 29, 2014  
Re: Library Foundation Report

**Capital Campaign/Renovation Project:**

Campaign fundraising totals are now at \$518,000 toward a campaign goal of \$700,000. With The Edge now complete, our campaign focus will be on Phase II and III. The Campaign Committee is updating marketing materials. We will also be putting materials and renderings on the first floor to build awareness of the next project phases. We recently paid the City \$325,000 of the Foundation's \$400,000 Phase I commitment, and will pay the remaining \$75,000 in June.

**Annual Appeal:** The annual appeal is nearly complete. We received a total of 250 gifts, up slightly from 246 last year. Giving was down slightly mainly because of the death of our major annual appeal donor.

**Business Solicitation Plan:**

The subcommittee will be meeting next week to continue solicitations.

**Annual Meeting:**

The Foundation's Annual Meeting is on Feb. 26. The Nominating Committee has confirmed continuation of the board members whose terms are expiring, and has confirmed the continuation of service by our President and Vice President. Eileen Bradley has resigned from the board and Treasurer position as of the Annual Meeting. The Committee is working on filling her position as well as two other vacancies.

**Grants:**

--**Shinnyo-en Foundation:** The second grant installment of \$25,000 was received in late December, of which \$20,000 is for additional digital media equipment for The Edge; we have been busy making purchases, including a MakerBot 3-D printer. The remaining \$5,000 will be used for teen summer programs, and for a training consultant on 3-D printing, scheduled to be here on Feb. 3.

We are also working on a grant proposal to Shinnyo-en which will be a collaboration with the School District, for teen programs in The Edge in 2014. Shinnyo-en wants the Library Foundation to be the fiscal agent, write the proposal and do the reporting. The first draft of the proposal is nearly complete; the budget is approximately \$22,000, and includes support for sixth grade full day visits to The Edge this spring (for 500 Eastview students) and a Summer Global Ambassadors program in the Edge.

Shinnyo-en is also sponsoring Brian Kenney and Austin Olney to attend the National Service Learning Conference in April in Washington DC. They will participate in a panel discussion on collaborative grant development.

--**DASNY:** This grant will wrap up shortly as soon as the self-check machines are installed on the first floor, and we will be reimbursed for our expenditures.

--**Allstate:** Spring programs are underway, with a Teen Safe Driving Open House planned for March 8, and an outreach table at the Loucks Track Meet again this year. As part of the economic empowerment focus area, the grant will support spring Job Club programs coordinated by Sharon Rothman.

**Events:** Making plans for a Donor Appreciation Evening in The Edge, on a Friday evening in late April. It will be a dessert and wine reception, with demos of some of our digital media capabilities, and will also be an opportunity to present plans for Phases 2 and 3. The Foundation will also start planning the Fall Gala very soon.

**White Plains Library Foundation**  
**Minutes of Board of Directors Regular Meeting**  
**November 18, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 7:03 p.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, Richard Kaye, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, and Fred Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Eileen Bradley, Gregory Keenan and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

**Minutes of Regular Meeting of October 23, 2013**

The minutes of the regular meeting of October 23, 2013 were approved on a MOTION by Denise D'Ambrosio, seconded by Jim Benerofe.

**President's Report**

President Wolff turned the meeting over to Ms. Tabakman who then presented Ms. Hollahan with a gift from the Board and several others. In honor of Ms. Hollahan's birthday, two chairs would be purchased as part of the Fund-A-Chair program for The Edge. Ms. Hollahan thanked everyone for their thoughtfulness.

President Wolff thanked everyone for a terrific gala and for their time and efforts. Mr. Wolff received very positive comments regarding the gala from several attendees.

President Wolff welcomed Ms. Tabakman and Ms. Kava to the Nominating Committee and asked that you pass on any potential candidates to the committee. Mr. Wolff remarked that there were vacancies on the Board and that anyone whose term was expiring would be contacted.

Mr. Wolff stated that based on input from the Board next year all board meetings would take place in the morning.

**Library Director's Report**

Library Director Kenney stated that the renovation project was nearing completion and within the next two weeks some delayed items such as furniture would be arriving. Mr. Kenney remarked that the invitations to The Edge opening had been distributed. Mr. Kenney noted that he was working on the capital program submission for Phases II and III.

Library Director Kenney stated that the Library Board of Trustees had approved the new Volunteer Policy and the new volunteers would work in the lobby and act as greeters to the patrons as well as guide them through the building to locate items in their new location.

**Committee Reports**

Campaign Committee: Ms. Tabakman remarked that she was very excited to be in the new teen space at the Gala and felt that many people could envision what was to come next. Ms. Tabakman stated she met with Ms. Hollahan and Ms. Nevins and reviewed the campaign plans and they have decided to take a break while the year-end appeal was taking place. Library Director Kenney stated that he would present a slide show on the Learning Commons that would be helpful in providing information on the adult services being offered.

Gala Committee: Mr. Singleton expressed appreciation for all the hard work that went into the Gala and remarked that people were impressed by The Edge.

Business Committee: Mr. Kaye advised the Board that the letter to businesses was final but just needed a few adjustments that Libby would provide. Ms. Hollahan stated that she would finalize the letter and prospect list shortly (after completion of the Annual Appeal mailing). Mr. Kaye questioned the timing of the solicitation as during the holiday season many requests are made of people to donate.

Ms. Hollahan remarked that she had ordered and received the Library Foundation Sponsor decals that could be displayed in windows of businesses. Ms. Hollahan also stated that she had distributed some of the decals to businesses that had sponsored the gala by purchasing virtual journal ads.

**Executive Director's Report**

Ms. Hollahan reviewed her written report and discussed the Gala results. Ms. Hollahan was working on getting the virtual ads posted to the website as well as having the letters for the annual appeal personalized. Ms. Hollahan also remarked that Ms. Hope Furth has expressed an interest in helping to fund the Learning Commons by generating new prospect leads.

**Treasurer's Report**

Ms. Bradley was unable to attend the meeting but asked that a Finance Committee meeting be scheduled prior to the audit review at next month's Board meeting. Ms. Hollahan polled the members of the Finance Committee and they agreed to hold the meeting on December 4<sup>th</sup> after 3 p.m.

On a MOTION by Denise D'Ambrosio, seconded by Fred Perkins, the meeting was adjourned at 7:45 p.m.

  
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Nicholas Wolff, President/Secretary