

**White Plains Public Library Board of Trustees**  
**Minutes of Regular Meeting**  
**February 5, 2014**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:31 p.m. by President Paul Schwarz. In attendance were Trustees Furth, Haynes, James, Scherer, and Schwarz. Absent with notice were Trustees Barrera, Connors, D'Ambrosio and Matthews-Serra. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Business Manager, Bill Deierlein, and Foundation Executive Director, Libby Hollahan.

**Minutes of Regular Meeting of January 8, 2014**

The minutes of the regular meeting of January 8, 2014 were approved as submitted on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tim James.

**Budget:**

City Revenue & Expenditure Budget by Department for January 29, 2014 were reviewed.

**Bills: 2013/14 Budget: #11, #12**

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #11, #12, was approved on a MOTION by Trustee Furth, seconded by Trustee Haynes.

**Report of Library Administration**

The Board reviewed and discussed the monthly reports. Assistant Library Director Degyansky stated that 10 people attended the first volunteer orientation session held recently, and four have submitted applications. She plans to hold additional orientation sessions. She also mentioned that the IMLS Sparks grant application had been submitted.

Library Director Kenney spoke about his recent meeting with Common Council Member Beth Smayda. They discussed the renovation project, new initiatives in the Library, and he gave her a tour of The Edge. He stated that it seems likely that Phase 2 will remain as scheduled in the Capital Program for FY 2015-16.

Library Director Kenney discussed his recent participation on a Digital Book World panel discussion on e-books. He noted that the situation for libraries has improved as more publishers are participating and there is more content. He stated that the pricing is still chaotic.

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Mr. Kenney said e-book readership is not growing as rapidly as in the past few years and that WPPL spends about \$30K on e-books annually.

Mr. Kenney mentioned the spring series of career skills programs now underway; these are funded through The Allstate Foundation grant. He also mentioned this week's 3-D printer staff training session and said the Library would schedule several "mini-maker" demos and classes this spring. He noted that 3-D printing is an important tool to offer teens since they can present this work as part of a college application portfolio.

President Schwarz inquired about the self-check machines, which have been installed on the first floor. Mr. Kenney stated they would be operational next week.

**Trustee Reports & Business**

**WLS** – Trustee Furth discussed two events that WLS is holding. First, there will be a special presentation by James McBride, author of National Book Award-winning *The Good Lord Bird*, on Sunday, March 2. Second, WLS will hold its annual Book & Author Luncheon on April 11 at the CV Rich Mansion (White Plains Woman's Club). Trustee Furth stated that she had suggested that Terry Kirchner consider YA author Alex London, keynote speaker at The Edge Grand Opening, as a speaker for a WLS event.

**Friends** – President Schwarz commented that he had attended the lovely annual staff luncheon hosted by the Friends. Trustee Furth remarked that the Friends are always generous in their support of Library needs, and Library Director Kenney commented that the Friends are especially helpful in supporting staff development. There was discussion about the possibility of recruiting volunteers to help work in the Friends Bookstore, and it was suggested that Lee Palmer could serve as a liaison in this effort.

**Foundation** – Ms. Hollahan discussed her report and mentioned that she had submitted a grant proposal to the Shinyo-en Foundation for a new collaborative program with the White Plains Schools for a variety of teen programs in The Edge. These include a series of four full day visits to the Library by all sixth graders at Eastview Middle School in late May/early June. She also mentioned she is working on a donor appreciation event in April or May in The Edge where adults could experience the space and have demos of 3-D printing and other activities. Ms. Hollahan stated that the Foundation is preparing for its annual meeting in which new board members would be approved and she has identified several candidates including a new treasurer.

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Mr. Kenney reviewed the Budget in detail and stated that on the revenue side there were minor increases totaling \$120,000 over last year. On the expense side, there are a lot of fixed costs (salary/wages, employee benefits and pension costs) that are outside of the Library's control. The budget includes very modest increases in professional memberships, staff training and travel; these categories had been cut severely in past years.

Mr. Kenney commented on several lines in the Materials and Supplies budget. First, there is a \$1,500 increase in program supplies to support the strong increases in program attendance the Library is experiencing. He further noted that the PC software budget is increased by \$2,400 to cover software licensing for The Edge. He also noted that there is a \$12,000 increase in the library software lease category and stated this incorporates the 2014 WLS pricing model. He noted there is no increase in the Book and Non-Book categories.

In the Direct Costs budget, Library Director Kenney noted that the increase of \$4,000 in the Security Services budget was to support the addition of seven operating hours per week. He further stated that the SIF contribution increase of \$4,000 was an estimate since this figure comes from the City Budget Department. He also noted the increase of \$5,000 in the Library programs line, stating that it is a goal to expand Library programs next year.

In the Other Financial Uses budget, Mr. Kenney noted the Debt Service increase of \$44,000 is due to the renovation project.

Mr. Kenney stated that the total budget includes an expense overage of \$110,922 and he will present this to the Common Council. He commented that this budget fully supports the increase of seven additional operating hours (9-10 a.m. Mondays-Saturdays and 5-6 p.m. Saturdays), for a total of 70 public service hours per week. He further noted that no other library in Westchester has this many operating hours.

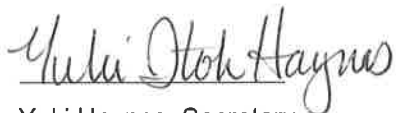
Trustee Furth inquired as to whether it would be possible to increase the Book and Non-Book budgets, which have been unchanged for several years. Mr. Kenney said that the Library is making do with the current level and that for next year the priorities would be on expanding hours and programming, but in the next budget cycle he would review the Book and Non-Book budgets.

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On a MOTION by Trustee Scherer, seconded by Trustee Haynes, the Board adopted the draft of the Library Fund Budget Request 2014/15 as proposed, including revenues of \$6,246,187 and expenses of \$6,357,109, resulting in an overage of \$110,922.

**Adjournment**

There being no more business before the Board, the meeting was adjourned at 7:59 p.m. on a MOTION by Trustee James, seconded by Trustee Scherer.

A handwritten signature in cursive script that reads "Yuki Haynes".

Yuki Haynes, Secretary

Library Board of Trustees