

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: April 2, 2014
Re: White Plains Library Foundation Report

Capital Campaign/Renovation Project:

Campaign fundraising totals are now at \$520,000 toward a campaign goal of \$700,000. With The Edge now complete, our campaign focus will be on Phase II. Our revitalized adult services will be named the "Hope & John Furth Learning Commons," in recognition of Hope and John's dedication to the Library and the Foundation for many years. 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.

Board Development/Nominating:

The Foundation elected a new board member and treasurer, Treasurer, Dick Hecht, at the Annual Meeting on Feb. 26. He is a retired Managing Partner of Marks Paneth & Shron LLP, currently works as a financial and tax consultant, has served as Treasurer on non-profit boards, and serves on the City of White Plains Budget Advisory Committee. At our March 26 meeting, the Foundation also elected to the board Joan Kass, an adjunct professor at Pace University School of Education and retired teacher and Coordinator of Languages Other Than English in the White Plains School District. A third candidate for board membership will be confirmed at the Foundation's April meeting; this will fill our remaining vacancy.

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/fall programs, and for a training consultant on 3-D printing.

On Sunday, March 16, 1:30-4 p.m., the Library Foundation and Shinnyo-en held a Family Afternoon of Service at the Library, where we made various craft projects to benefit local organizations, including placemats for Meals-On-Wheels of White Plains and bookmarks for The Trove. Over 65 people attended, including Library families, Shinnyo-en temple members, a Brownie Troop, and high school students looking for community service hours. Shinnyo-en Foundation seemed very pleased with the outcome and everyone seemed to have a good time.

We have been approved for the new "collaborative grant" from Shinnyo-en -- a collaboration with the School District, for teen programs in The Edge in 2014. Shinnyo-en has asked the Library Foundation to be the fiscal agent and do the reporting. The budget is \$22,800, 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. I will also attend but not participate on the panel.

--DASNY: We have received the final \$60,000 reimbursement check on this grant, which covered a total of \$125,000 in equipment (5 self-check units, A/V equipment for the auditorium, and a few PCs).

--Allstate: Spring programs are underway. We held a teen safe driving open house on March 8, with teen music/dance performances. We gave away "X the TXT" keychains made on the 3D printer, and new promo string bags. About 45 people attended. There will be a safe driving outreach table at the Loucks track meet again this year, on Saturday, May 10. As part of the economic empowerment focus area, the grant is supporting the popular Job Club and career programs coordinated by Sharon Rothman.

We have been invited to reapply for Allstate funding for 2015. This year's grant was for \$34,000 and I will submit a budget at the same level.

Events: The Donor Appreciation Evening in The Edge is Tuesday, April 29, 7-9 pm. Invitations will go into the mail April 3. We will have three teen staff members working that night to demonstrate our digital media capabilities and will also invite adults to ask questions about how to get the most out of their digital devices. This event will also provide an opportunity to present plans for Phases 2 and 3. We will serve dessert and coffee.

The new Special Events Planning Committee met recently to plan out our event schedule for the next couple of years, in view of the fact that 2015 will be the Foundation's 20th anniversary, as well as The Trove's 10th birthday. The Trove needs funds to replace technology and to support various programs.

Looking ahead, the Committee recommended the following special events calendar:

- Thurs., Sept. 18: **"Library Dough Raiser"**: A night out at participating White Plains restaurants that agree to donate 20% of receipts from diners with special vouchers. This idea was initiated by board member Greg Keenan.
- Sat., Nov. 8 or 15: **Ninth Annual Fall Gala: Stories to Inspire Us**
--Several potential honorees on list; recruitment to begin shortly.
--Will kick off the Trove's 10th Birthday Year.
--Gala Co-Chairs and committee need to be recruited.
- Fall 2014 Kickoff of Foundation 20th Anniversary and Trove 10th Birthday in Foundation communications; committee suggested building banners to create awareness. Communications plan to be developed.
- Jan./Feb. 2015 (First Annual?) **Spelling Bee**. Modeled after Scarsdale Library's event. Probably a Friday night; would need to use Highlands or HS auditorium. Fundraising focus could be for The Trove's birthday.
- March/April 2015 **Trumble in The Trove**. Set a higher fundraising goal than in past years, tied to Trove 10th Birthday. Opportunity to recruit new parent volunteers.
- Nov. 2015 **"Twentieth Anniversary Gala"**

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
February 26, 2014**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:13 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Richard Hecht, Susan Hecht, Beth Kava, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., J. Frederick Singleton, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Richard Kaye and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

The Board welcomed their newest member, Richard Hecht, as Treasurer. Mr. Hecht introduced himself and gave a brief description of his background and remarked that he was privileged to serve on the Board.

Minutes of Regular Meetings December 18, 2013

The minutes of the regular meetings of December 18, 2013 were approved on a MOTION by Jim Benerofe, seconded by Yuki Haynes.

President's Report

President Wolff remarked that he had already met with Richard Hecht and he has hit the ground running and given some recommendations on the finances.

Ms. Hollahan reported on the Nominating Committee and stated that she and Beth Kava had met with Joan Kass and she would be joining the Board. Ms. Kava gave a brief summary of Ms. Kass's background and noted that Ms. Kass was fluent in Spanish and French and had ties to the Latino and Haitian communities. Ms. Hollahan remarked that Ms. Kass would be voted on at the March 26 Board Meeting and would join the meeting immediately after the vote. Ms. Hollahan also remarked that she and Diane Tabakman had met with another candidate who was interested in joining the Board and they would follow up with her shortly.

Ms. Hollahan noted that a new Special Events Planning Committee had been formed to plan events for The Foundation's 20th anniversary in 2015 as well as the Trove's 10th anniversary. Members of that committee are Gail Schwartz, Susan Hecht, Fred Singleton and Yuki Haynes. Anyone that is interested, please contact Libby Hollahan. Denise D'Ambrosio suggested inviting past honorees of the Foundation Gala to the anniversary events.

Library Director's Report

Library Director Kenney stated that there would be a demo of the 3-D printer in The Edge immediately following the board meeting.

Mr. Kenney reported that the self-check machines were up and running and furniture that was delayed had been received. Library Director Kenney remarked that the word was spreading about The Edge and the State Library of Connecticut would be touring The Edge to look at the space as they are working on their own model for teen space.

Library Director Kenney noted that the staff was working hard on programming and there was an increase of 45% in program attendance for adults and teens which was in line with the strategic plan. Mr. Kenney commented that the budget for programming for last year was only \$5,000 and that the library was very reliant on the Foundation and grants for programs. The proposed Library budget for 2014-15 includes \$10,000 for programs.

Mr. Kenney discussed his plan to host a Makers Morning on Saturday, May 3rd from 10 a.m. to 1 p.m. which would emphasize people creating things as well as demoing the 3D printer. Greg Keenan asked if there was a way to track usage in The Edge and Brian Kenney responded that they were no door counts but many programs have maxed out at 12-14 kids.

Library Director Kenney stated Assistant Library Director, Kathy Degyansky, had been working on the volunteer policy and that they had already been one training session held. Mr. Kenney discussed the primary areas where the library was looking for volunteers and remarked that Ms. Degyansky was conducting background checks on potential volunteers. Library Director Kenney advised the Board that another training session would be held in March.

Campaign Committee Report

Ms. Tabakman provided an update on the campaign and reported that she has been spending time with the committee on the next phase, working on general marketing materials that will describe the different components of Phase II, and that the Learning Commons would be named after Hope and John Furth. Ms. Hollahan reminded the Board that the Foundation's committment for Phase II was \$150,000 which would be needed in 2015 and to date there was \$45,000 in gifts and pledges for Phase II.

Business Committee Report

Ms. Hollahan reported that a new round of business solicitations letters for committee members to sign would be mailed out to past donors and prospects. Mr. Keenan had an idea that he would like to pursue and would schedule a meeting.

Executive Director's Report

Ms. Hollahan reviewed her written report in detail. Ms. Hollahan noted that there was a \$10,000 shortfall in the annual appeal due to a death of a donor, whose annual gift was earmarked for children's programming. The Foundation will have to seek other funding to replace it.

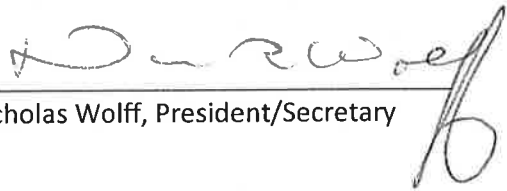
Libby Hollahan invited the Board to the Shinnyo-en Foundation's Family Afternoon of Service co-sponsored by the Foundation on Sunday, March 16 from 1:30-4 p.m. at the library. Ms. Hollahan mentioned the April Donor Appreciation Evening in The Edge which would be another opportunity to show off The Edge as well as reach some people who missed the opening of The Edge due to the weather. NOTE THAT THIS EVENT WAS ORIGINALLY SCHEDULED FOR FRIDAY, APRIL 25, BUT HAS BEEN MOVED TO TUESDAY, APRIL 29, 7-9 PM.

Libby Hollahan distributed an updated Foundation Board of Directors Address and Bio list and asked for any updates.

Financial Report

Ms. Hollahan remarked that she was waiting for a reimbursement from DASNY of approximately \$60,000 for the self-check machines and some A/V equipment. She also commented that she would be working with Dick Hecht over the next few weeks and would also be scheduling a meeting of the Finance Committee with Wells Fargo so they could meet Mr. Hecht. Mr. Hecht remarked that the financials looked stable.

On a MOTION by Jim Benerofe, seconded by Barbara Loucks, the meeting was adjourned at 9:51 a.m.


Nicholas Wolff, President/Secretary

**White Plains Library Foundation
Minutes of Board of Directors Annual Meeting
February 26, 2014**

The annual meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:10 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, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., J. Fred Singleton, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were: Richard Kaye, and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

Election of Directors

On a MOTION by Jim Benerofe, seconded by Barbara Loucks, the Board unanimously approved the Slate of Directors as follows:

1) Election of Directors

Slate of Directors (Three-Year Term: Annual Meeting 2014– Annual Meeting 2017)

- | | |
|-------------------|---------------------|
| 1) James Benerofe | 4) Yuki Itoh Haynes |
| 2) Gail Schwartz | 5) Richard Hecht |
| 3) Nicholas Wolff | 6) Vacancy |

Directors Continuing Without need for Election

Class of 2012-2015

- | | |
|-------------------|------------------|
| 7) Susan Hecht | 10) Beth Kava |
| 8) Gregory Keenan | 11) Richard Kaye |
| 9) Barbara Loucks | |

Class of 2013-2016

- | | |
|-------------------------------|----------------------------|
| 12) G. Frederick Perkins, Jr. | 15) J. Frederick Singleton |
| 13) Diane H. Tabakman | 16) Vacancy |
| 14) Denise D'Ambrosio | |

- 17) Paul Schwarz, President, Library Board of Trustees
18) Brian Kenney, Library Director

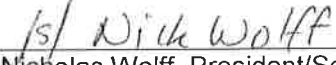
2) Election of Officers

On a MOTION by Jim Benerofe, seconded by Fred Singleton, the Board unanimously approved the Slate of Officers as listed below:

Slate of Officers (One-Year Term: Annual Meeting 2014 – Annual Meeting 2015)

Nicholas Wolff, President and Secretary
Gail Schwartz, Vice President
Richard Hecht, Treasurer

On a MOTION by Denise D'Ambrosio, seconded by Susan Hecht, the meeting was adjourned at 9:13 a.m.



Nicholas Wolff, President/Secretary