

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: May 7, 2014
Re: Library Foundation Report

Capital Campaign/Renovation Project:

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.

Board Development/Nominating:

Our Nominating Committee has successfully filled several vacancies recently, including our new Treasurer, Dick Hecht and new board member, Joan Kass and Marjolein Mooney. All vacancies are now filled. Over the course of the nominating process, the committee discussed the idea of increasing the board size to 21 (three additional positions, one for each "class"). I recommend doing this, and targeting our recruiting to the business community, younger parents, and other underrepresented categories. The board discussed this at the April 30 meeting and was in favor of pursuing the idea, so I will be drafting a revision to our bylaws for board approval at a future meeting.

Grants:

--Shinnyo-en Foundation: 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 grant 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 also sponsored Brian Kenney, Austin Olney and me at the National Service Learning Conference in Washington DC earlier this month. Brian and Austin participated on a panel discussion on collaborative grant development.

--Allstate: There will be a safe driving outreach table at the Loucks track meet again this year, on Saturday, May 10. I will be there along with two Allstate agents who are volunteering their time. Thanks go to our board member, Fred Singleton, who has enabled us to have this outreach four years in a row. Will also be using grant funds to bring safe driving advocate Jacy Good to White Plains High School to speak at an assembly of high school seniors. 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.

Events: The Foundation-sponsored Clarice Wilson Memorial Concert was held on April 13. Brian Kenney attended and said that the performance was excellent and Jack Wilson was pleased with the event.

The Donor Appreciation Evening in The Edge was held on Tuesday, April 29, 7-9 pm. Our teen staff members demonstrated our digital media capabilities and interacted with the approximately 30 guests, who seemed to enjoy the evening and get a greater understanding of how The Edge is serving teens.

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:

- Weds., Sept. 17: **"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 : **Ninth Annual Fall Gala: Stories to Inspire Us**
Honorees in process of being asked; I will update you at the board meeting.
Will kick off the Trove's 10th Birthday Year.
- 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**. Beth Roach has agreed to co-chair! Modeled after Scarsdale Library's event.
Fundraising focus -- The Trove's birthday.
- March/April 2015 **Trumble in The Trove**. Opportunity to recruit new parent volunteers.
- Nov. 2015 **"Twentieth Anniversary Gala"**

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

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:08 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Yuki Haynes, Richard Hecht, Susan Hecht, Beth Kava, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., J. Frederick Singleton, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Denise D'Ambrosio, 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.

The election of Joan Kass to fill the Board Vacancy in the Class of 2014-2017 was approved on a MOTION by Richard Hecht, seconded by Paul Schwarz. Ms. Kass then joined the meeting as a new Director, with a warm welcome from the Board. She introduced herself to the other members and remarked she was delighted to be on the Board.

Minutes of Annual and Regular Meetings of February 26, 2014

The minutes of the annual and regular meetings of February 26, 2014 were approved on a MOTION by Fred Perkins, seconded by Yuki Haynes.

President's Report

President Wolff asked Diane Tabakman to speak to the Board about the Nominating Committee. Ms. Tabakman remarked that we were waiting for confirmation from another candidate to fill the one remaining vacancy, and that the Nominating Committee has other potential candidates to pursue.

Library Director's Report

Library Director Kenney discussed the Library budget and stated there were only slight increases in the budget on the programming and services side and that the library hours of operation would remain the same (he had hoped to expand the hours). Mr. Kenney remarked that the library budget would be presented to the Common Council on April 24th at 5:30 p.m. Library Director Kenney commented that he was concerned about the issue of increasing debt service relating to the capital projects impacting the Library's budget.

Mr. Kenney informed the Board that the library was holding monthly educational sessions and next month's session would be on MOOCS (Massive Open Online Courses) which are free online courses that many institutions are now offering.

Library Director Kenney attended a public library conference recently with two staff members and gave a presentation on The Edge.

Campaign Committee Report

Ms. Tabakman stated that Ms. Hollahan's report covered most of the campaign update. She distributed a new campaign brochure that will be enclosed with proposals about the Learning Commons and the next phase of the renovation.

Business Committee Report

Ms. Hollahan reported that the business solicitations letters were not quite ready. She gave a brief description of Greg Keenan's idea for a restaurant "doughraiser" in which participating restaurants would donate a portion of an evening's receipts to the Foundation. This event will be held in September.

Executive Director's Report

Ms. Hollahan reviewed her written report in detail. Ms. Hollahan mentioned that the Donor Appreciation Day was changed to April 29 and that 200 invitations would be mailed to donors for the Appreciation Night. She would like board members to make follow up calls if we do not receive RSVPs.

Libby Hollahan described the plans for the collaborative grant with Shinnyo-en and the 6th graders visit to the Library.

Ms. Hollahan asked for a volunteer for the Foundation-sponsored Clarice Wilson Concert on April 13th and Beth Kava agreed represent the Foundation.

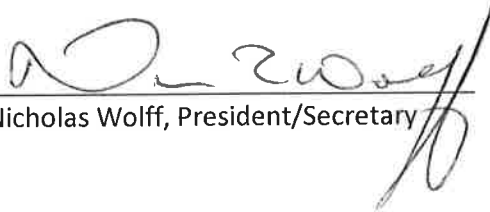
Financial Report

Mr. Hecht reviewed his report. Richard Hecht stated that he met with the bookkeeper last week and ~~also reviewed the portfolio with the Finance Committee and~~ made a minor reallocation to provide additional liquid assets if needed for the remaining \$75,000 payment due to the City of White Plains by 6/30/14 for The Edge, or for operating needs.

The Finance Committee reviewed the portfolio with Paul Bronzo of Wells Fargo Advisors and

On a MOTION by Richard Hecht, seconded by Paul Schwarz, approval was granted to support the acquisition of a Foundation credit card with a \$5,000 credit card limit and to provide a guarantee to the Executive Director and/or any officer held personally responsible up to a limit of \$5,000.

On a MOTION by Jim Benerofe, seconded by Fred Perkins, the meeting was adjourned at 10:01 a.m.



Nicholas Wolff, President/Secretary