

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
January 14, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, Assistant Library Director, Kathy Degyansky and Kathlyn Carroll, Edge Librarian.

President Schwartz greeted the Trustees and wished all present a Happy New Year. Library Director Kenney introduced Kathlyn Carroll, Edge staff Librarian. Trustee Furth inquired whether teen behavior issues had gotten better. Assistant Library Director Degyansky stated that they had. Director Kenney advised the Board of the decision to re-locate the lobby guard outside the Edge during the busiest weekday hours between 3:00 p.m. and 6:00 p.m. and asking for teens' identification as they enter. Incidents have gone down as a result of these measures.

Ms. Carroll informed the Board that she enjoyed working with the teens. She described the service opportunity programming she has been doing since joining the staff full time in September, 2014. Of particular interest to the Board was Ms. Carroll's program collaboration with Guiding Eyes, a group that trains dogs for service to people with disabilities. Board President Schwarz recommended that Ms. Carroll contact Brian Wallace who is community member with many years of experience with the program.

Minutes of Regular Meeting of December 18, 2014

Trustee D'Ambrosio pointed out an error on page 2 of the minutes where New York "stated" should be New York "State". With this correction, the minutes of the regular meeting of December 18, 2014 were approved as submitted on a MOTION by Trustee James, seconded by Trustee Connors.

Budget:

The City Revenue & Expenditure Budget by Department as of December 31, 2014 was reviewed. Director Kenney explained Business Manager Deierlein's memo regarding changes to the administration of the Westchester Library System (WLS) funding model. Trustee Connors asked whether this was new. Director Kenney stated that the basic model is not changed but that funds from the State would now be paid out to libraries who were net lenders to be used for materials purchases. Libraries need to document how these funds are spent. Libraries that were net borrowers would not be charged for their borrowing, but would instead spend those funds on additional materials. The goal is to have more material in the system and less material in inter-library loan.

Bills: 2014 – 2015 Budget: Claims #9, #10

Trustee Furth reviewed the bills prior to the meeting. One bill did not have an entry on the claims list. Business Manager Deierlein clarified that the list is correct and may be approved. Trustee Furth, seconded by Trustee D'Ambrosio approved payment of bill voucher, #9, and #10 on a MOTION.

Report of Library Administration

Library Director Kenney stated that Systems Manager Lolis omitted from his report the gift of 12 computers donated from a Manhattan law firm through a staff member. The computers will be installed in the Cyberpool.

President Schwarz commented on the interviews being conducted by Local History Librarian Himmelfarb as very interesting.

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Trustee Connors asked whether a comparison had been done on circulation of teen materials in Adult Services Manager Baird's report and asked whether it is up or down. Director Kenney responded that it was level.

Trustee Reports & Business

WLS – Trustee Furth stated that the WLS Board did not meet.

Friends – President Schwarz noted the death of one of the Friends Board and commented further that they are in need of new members. He reminded the Board of the Friends' annual luncheon for staff to be held the next day and urged them to attend in support.

Foundation –Ms. Hollahan reminded the Board that the Shinnyo-en Community Film Festival and awards ceremony was scheduled for the following evening recognizing the work of teens during the summer video production workshop. She added that the Foundation is working to recruit teams for the February 27 Spelling Bee at Highlands Middle School. The Fall Gala date has been set for November 14. It is the 20th anniversary of the Foundation. Author Phil Klay has already accepted as an honoree. Mr. Klay is a White Plains native recently recognized with the National Book Award for his novel, *Redeployment*.

Other –

Ongoing Business:

Library Director Kenney stated that he hoped to obtain Capital Projects funding for renovation of the front door area this year or next. The cost of the project to change the existing entrance to two automatic doors would cost about \$200,000. The current entrance includes an ADA door which stays open sufficient time for those with mobility issues to enter. This allows an inordinate amount of outside air into the building making it too cold in winter and too hot in summer. The Library entrance would need to be moved during construction. Trustee D'Ambrosio asked whether this was in addition to recent projects. Director Kenney clarified that the recent projects were repairs. One was repair of the ADA door and the second were repairs based on an incident with a patron who smashed a panel of the revolving door. Bills related to the vandalism were sent to the Legal Department in hopes of restitution.

President Schwarz asked whether the Trustees had used the Library's new digital media streaming service, Hoopla. Trustee Haynes mentioned that Teen Librarian, Erik Carlson promoted the service at a recent PTA meeting she attended. Director Kenney reported that 70 people attended the January 10 launch event, including the Mayor, and that 200 people had signed up so far. President Schwarz described the sign up and borrowing procedures and urged everyone to try it.

President Schwarz stated that one-half of the WLS libraries are members of the Library Trustee Association. The dues, \$400, are based on the size of our Library. The website is accessible to anyone, including non-members. A MOTION to join with dues to be paid by individual Trustee contribution was put forth by President Schwarz, seconded by Trustee D'Ambrosio. Trustee Haynes questioned the benefits. Trustee Furth described the benefits as educative plus providing a link to other State libraries. Trustee Matthews-Serra expressed that membership reflects support. Trustee D'Ambrosio stated that if we are not using it, we don't need it. Director Kenney stated that he uses the website for policy and other research and sees it as a useful and valuable resource which would be missed if it went away. Trustee James stated that a resolution cannot be binding on the members. President Schwarz amended the motion be revised to state

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that we would join with details to follow. The MOTION carried. President Schwarz advised the Trustees to make their checks payable to the Association and sent to Library Director Kenney.

Assistant Library Director Degyansky provided an update of Edge security issues. She stated that we had about 6 incidents per month before instituting the new procedure of having security check ids at the entrance during the peak 3:00 p.m. to 6:00 p.m. hours. Incidents involved fighting, ignoring staff directives, cursing and other general unruliness. When teens are asked to leave for behavior problems, they are advised that a parent or guardian must speak to the Assistant Director before being welcomed back into the Edge. The new procedure has drastically reduced the number of incidents. The new procedures have helped to curb the anonymity factor and to discourage older patrons from other communities who had been using the Edge. Per advice from our security company, community policing officers and the Homebound Instruction Coordinator, a draft code of conduct for the Edge was presented for the Board's consideration for a vote at next month's meeting.

A MOTION by Trustee D'Ambrosio, seconded by Trustee James to accept the Code was discussed. Trustee James stated that he appreciated the positive tone of the Library's Code of Conduct and did not feel comfortable with targeting a specific age group for a separate Code already approved by the Board. Quoting from the current policy which states in part, "The Director may establish rules and regulation in support of the policy," Trustee James further suggested that we change the one written for the Edge to so state and suggested the following substitute MOTION seconded by Trustee Connors: The Board of Trustees authorizes the Library Director to establish rules and regulations consistent with the Code of Conduct already enacted by the Board. Trustee D'Ambrosio commented that the Board has already authorized the Director to do so. Trustees Matthews-Serra and Scherer agreed. Director Kenney offered to revise the current Code of Conduct for review at the next meeting.

Library Director Kenney spoke about the Library's new electronic newsletter. We need more email addresses to broaden the reach of the newsletter but he has gotten positive feedback so far.

Library Director Kenney stated that expansion of Library programming is hampered by a lack of funds. Recent discussions with the City's Recreation and Parks Department have resulted in the Library's agreement to provide space for Recreation and Parks Department programming in the spring and summer. Recreation and Parks wants to try the Library location since their current location lacks parking resulting in low attendance. The programs would not conflict with Library programs. At issue is the fees charged by Recreation and Parks who do not profit from the fees but serve only to recover costs. The Library would not market the programs.

New Business:

President Schwarz stated that his term is up and that the Nominating Committee of Trustees Furth and Scherer had completed their work. Trustee Furth nominates Trustee James for President; Trustee Matthews-Serra as Secretary.

Library Director Kenney briefed the Trustees on a Showtime film shoot in the Library meeting room spaces on January 23. The \$10,000 fee realized will pay for the Reading Coach this year.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:32 p.m. on a MOTION by Trustee Furth, seconded by Trustee James.

Yuki Haynes, Secretary
Library Board of Trustees