

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
February 4, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:10 p.m. by President Tim James. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, and Library Director's Secretary, Sandra McDaniel. Absent with notice was Assistant Library Director, Kathy Degyansky. Absent without notice was Trustee Connors.

Minutes of Regular Meeting of January 14, 2015

Trustee Schwarz remarked that the minutes should reflect that he was part of the Nominating Committee and President James noted that the \$10,000 fee should be changed to contribution from Showtime. With these corrections, the minutes of the regular meeting of January 15, 2015 were approved as submitted on a MOTION by Trustee Schwarz, seconded by Trustee Furth.

Budget:

The City Revenue & Expenditure Budget by Department as of January 29, 2015 was reviewed.

Bills: 2014 – 2015 Budget: Claims #11, #12

Trustee Furth reviewed the bills prior to the meeting and noticed one correction under Program Supplies. On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, approval was granted for payment of bill voucher, #11, and #12 as corrected.

Report of Library Administration

Library Director Kenney discussed the Library Systems report submitted by John Lolis and advised the Board that he noticed that usage of the online resource Tutor.com had been increasing significantly. Further investigation revealed that this resource was available to all WLS cardholders. This is also true for the Library's ebook collection available from Overdrive. Mr. Kenney has restricted access to all digital content to White Plains cardholders.

President Schwarz commented on The Edge Report and appreciated that Librarian Carlson attended a middle school PTA meeting and Trustee Haynes stated that his presentation was well received.

Trustee Reports & Business

WLS – Trustee Furth stated that the WLS Board cancelled their meeting due to inclement weather in January and that there was nothing pressing that could wait until the February meeting. Trustee Furth noted that she was unavailable for the February and March meetings.

Friends – Trustee Schwarz noted that the Friends Board added some new members and he was pleased to note that one of the members would be celebrating their 90th birthday at their next meeting.

Foundation –Ms. Hollahan announced that the Showtime contribution of \$10,000 had been received and would be used for the Reading Coach program. She stated that Target, who had been sponsoring a science-themed reading program in the Trove, had decided to terminate the program to focus on a different program and gave a \$1,000 donation to cover the early termination of the program. Ms. Hollahan remarked that there were 13 confirmed adult teams, three student teams and three more potential teams for the February 27 Spelling Bee at Highlands Middle School. She also noted that their annual meeting was March 4th and that the next President would be Diane Tabakman with Gail Schwartz and Beth Kava as Vice Presidents and Richard Hecht as Treasurer.

Other –

Minutes of the February 4, 2015 meeting of the Library Board of Trustees, page 2

Ongoing Business:

Library Director Kenney asked for comments on the revised Code of Conduct and Trustee Furth responded that she liked that it applied to adults as well as teens. Trustee Matthews-Serra asked that the effective date be changed to reflect the current date. The Board unanimously approved the revised Code of Conduct.

Mr. Kenney reviewed the programming that Recreation and Parks would be hosting at the library and advised the Board that the Legal Department had no issues with Recreation and Parks using our meeting rooms for fee-based programming.

New Business:

On a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes the Board approved the Personnel Additions/Deletions from 10/1/14-12/31-14.

Library Director Kenney requested that the approval for two staff members to attend the ALA conference and reimbursement of up to \$200 each in expenses be amended to \$400 each in expenses due to the delays associated with inclement weather. On a MOTION by Trustee Schwarz, seconded by Trustee Scherer, approval was granted and expenses approved up to \$400 each for the two staff members.

Library Director Kenney reviewed the budget and said that it was in good shape and recommended submitting it with a budget gap of \$10,000. Mr. Kenney reported that this year there were savings of \$33,000 and \$62,000 associated with retirements and benefits which helped balance the budget. One figure, for the Self-Insurance Fund (SIF), was pending.

Library Director Kenney suggested to the Board that the Library Board Association membership fee of \$425 be added to the membership fee category of the budget which currently contains museum passes. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Furth, the Board unanimously approved the Library Board Association membership fee of \$425 be added to the budget for the next fiscal year.

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes the budget with the amendment of \$425 was unanimously approved.

Library Director Kenney suggested that the budget review be scheduled on a different day next year and that a poll be taken to determine the best date. President James asked that this topic be brought up when we determine the meeting schedule for the next fiscal year.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:47 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Matthews-Serra.

Denise Matthews-Serra, Secretary
Library Board of Trustees