

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
May 13, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Tim James. In attendance were Trustees Furth, Matthews-Serra, James, Scherer, and Schwarz. Also in attendance were Library Director Brian Kenney, Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky and Library Director's Secretary, Sandra McDaniel. Absent with notice was Trustee Haynes. Absent without notice were Trustees Barrera, Connor, and D'Ambrosio.

Minutes of Regular Meeting of April 8, 2015

The minutes of the regular meeting of April 8, 2015 were approved as submitted on a MOTION by Trustee Schwarz, seconded by Trustee Scherer.

Budget

The City Revenue & Expenditure Budget by Department as of April 2015 was reviewed and Library Director Kenney reported that we were spending out the materials budget and any monies that were leftover would be used toward technology.

Bills 2014 – 2015 Budget: Claims #17, #18

Trustee Furth reviewed the bills and found them to be in order. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, approval was granted for payment of bill voucher #17 and #18.

Reports of Library Administration

As requested by Trustee Schwarz, Library Director Kenney discussed Mr. Lolis's technology report and the setbacks they have been having with the network and equipment. Mr. Kenney also discussed the Westchester ComiCon event being held at the Library on May 16th.

Trustee Reports & Business

WLS – Trustee Furth stated she was unable to make several WLS board meetings and was given permission to miss them.

Friends – President James asked if there was anything to report and both Library Director Kenney and Assistant Library Director Degyansky encouraged the Board to attend the Friends Annual Meeting on Sunday, May 17th where a special program, "Out of the Swamp," on the history of downtown White Plains and the block that the Library occupies.

Foundation –Ms. Hollahan remarked that their Board decided to raise their fundraising goal from \$225,000 to \$500,000 by 2018 and the Board was anxious to move forward with the renovation. Ms. Hollahan also noted that the 6th grade visit on Friday would be attended by Mayor Roach at the suggestion of President Tabakman.

Other –

Minutes of the May 13, 2015 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Assistant Library Director Degyansky distributed an executive summary of the Disaster Plan as the full document was 63 pages. Ms. Degyansky noted that she had shared the Disaster Plan with Councilman Krolian and was waiting for a response. Assistant Library Director Degyansky stated several of the issues still needed to be decided such as offsite backup storage. Assistant Library Director Degyansky stated that she would email the full document to the Board for their review and comment prior to the vote at the next meeting. Trustee Furth asked how much it would cost to back up the data on the Cloud. Library Director Kenney stated he would check with Mr. Lolis regarding the cost. Ms. Degyansky thanked Librarian Baird for reviewing and editing the document. Mr. Kenney thanked Assistant Library Director Degyansky for all her efforts as this is the first edition of the Disaster Plan.

Library Director Kenney noted that the Foundation wanted a name for the renovated Adult area that would include both the Furth Learning Commons and the Friends Café and Bookstore. They wanted a name that was short and clear, like had been created for the Trove and the Edge. After several brainstorming sessions, it was agreed that the new adult area would be called The Hub.

Mr. Kenney remarked that the Foundation Board was concerned about phases two and three of Library's renovation so he had arranged a meeting next Tuesday with Mayor Roach, John Callahan, Presidents James (Library Board) and Tabakman (Foundation Board) to discuss the future projects.

Mr. Kenney discussed the Dormitory Authority Grant for \$67,469 that was given to the Library by New York State; the Library needed to act on renovation work by June 30, 2016 or would have to return the funds to the State. Library Director Kenney remarked that since phase two has been postponed, New York State has allowed the Library to re-scope the project and he was working to secure \$32,531 from the Library Fund Reserve for Financing and allocate it to the capital line in the Library Fund, thereby creating a capital project of \$100,000. This would allow the Library to take action on a piece of the phase two renovation and demolish the large reference desk, replace it with a new book area, and move both circulation and reference service desks. Library Director Kenney remarked he had a meeting with the architect on Monday to determine if the new project could be achieved with a budget of \$100,000. If so, the next steps would be for the Capital Projects Board to approve the project and the Common Council to adopt an ordinance authorizing a \$100,000 capital improvement project for the Library to be funded by \$32,531 of cash from the Library and \$67,469 from grants. The capital funds could be spent only on construction, carpeting, electrical and data work. Mr. Kenney said that we would approach the Library Foundation for funding for shelving and furniture.

New Business

Mr. Kenney advised the Board that IBM was working with WLS and sponsoring a Leadership Impact Workshop: Leading Organizational Change. He needed a trustee from the Board since President James could not attend. Trustee Furth agreed to represent the trustees at the workshop on June 12 at WLS.

Library Director Kenney asked that the Revised Collection Development Policy be tabled until next month.

Mr. Kenney mentioned that long-time library staffer, Gloria Fernau was retiring as of May 15, 2015.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:44 p.m. on a MOTION by Trustee Scherer, seconded by Trustee Furth.

Denise Matthews-Serra, Secretary
Library Board of Trustees