

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
June 10, 2015**

Call to Order

President Tim James advised the Board that he would be unavoidably detained and asked that the Secretary, Denise Matthews-Serra start the meeting until he was able to join it.

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by Secretary, Denise Matthews-Serra and a quorum was met. In attendance were Trustees Barrera, 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 Library Director's Secretary, Sandra McDaniel. Absent with notice were Trustees Connor and D'Ambrosio.

Minutes of Regular Meeting of May 13, 2015

The minutes of the regular meeting of May 13, 2015 were approved as submitted on a MOTION by Trustee Schwarz, seconded by Trustee Barrera.

Budget

The City Revenue & Expenditure Budget by Department as of May 2015 was reviewed and Library Director Kenney reported that we were rapidly spending out the materials budget.

Bills 2014 – 2015 Budget: Claims #19, #20

Trustee Furth reviewed the bills and found a minor correction. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, approval was granted for payment of bill voucher #19 and #20 with the correction.

Reports of Library Administration

Library Director Kenney has been planning the October 17th Children's Book Fair with grants received from TD Bank and New York Presbyterian Hospital Westchester Division. Mr. Kenney stated that all 6th grade visits were completed and as evidenced in Librarian Baird's statistical report, teen visits to the Library were up by 16% in May; this increase was directly tied to the visits.

Assistant Library Director Degyansky remarked that the White Plains High School Art Show had 1,157 people in attendance and it was very well received. Ms. Degyansky noted that The Trove visits picked up as well.

Library Director Kenney advised the Board that today he along with several other Westchester library directors met with 3M, an ebook vendor, to discuss offering ebooks through the 3M platform. Mr. Kenney remarked that the big advantage of 3M was that it allowed a limited form of consortial borrowing; ebooks owned by a library in the consortium and not checked out would be available to be borrowed by patrons at other libraries in the consortium. This arrangement would not hold true for all publishers, but for many. One disadvantage was the 3M did not support Kindle users, although Kindle Fire users were supported. Costs of ebook titles were competitive with those of other vendors.

Mr. Kenney distributed postcards to the Board of the Hidden in Plain Sight Art Show that would open on June 18.

Minutes of the June 10, 2015 meeting of the Library Board of Trustees, page 2**Trustee Reports & Business**

WLS – Trustee Furth stated that WLS was dealing with an internal matter and that she would send an email to the Board with an update.

Friends – President James joined the meeting as asked if there was anything to report. Trustee Haynes stated that she had attended the Friends “Out of the Swamp” presentation on the history of downtown White Plains and the block that the Library occupies and it was a great program and Trustee Schwarz agreed.

Foundation –Ms. Hollahan was unable to attend the meeting but provided a written report.

Other –**Ongoing Business**

Assistant Library Director Degyansky presented the Disaster Plan to the Board and remarked that she had learned a lot in creating this plan. She had shared the plan with Councilman Krolian but had not received a response from him. Trustee Furth stated it was an impressive report. On a MOTION from Trustee Furth, seconded by Trustee Haynes, the Disaster Plan was approved.

Library Director Kenney remarked that the “mini-Capital project” was in the preliminary phase and stated that he had met with the architects, furniture vendors, contractors as well as the Acting Commissioner of the Department of Public Works, Richard Hope to determine if it was feasible to use the \$67,469 and the additional \$32,531 from the Library Fund to execute this project. Mr. Kenney remarked that his next steps were to meet with the Capital Review Board at a special meeting on June 16th to get approval before the project went before the July 6th Common Council meeting for approval. Library Director Kenney believed this project would change the look and feel of the first floor of the Library and hopefully would generate interest in completing phases two and three. Mr. Kenney did not see the project, if approved, starting until November 15th due to the fact that he would need to receive the architect's proposal, DPW would need to solicit construction bids, and the Library wanted to avoid conflicting with the Foundation's 20th Anniversary Gala event to be held on Saturday, November 14th.

New Business

Assistant Library Director Degyansky commented that the Youth Bureau would like to have Comic Con 2016 held at the Library next year and they would like to limit the attendance and charge for admission. Ms. Degyansky estimated that 750 people attended this year and it was a very family-oriented, fun event that attracted a large number of young adults. Library Director Kenney shared the communique from Bhavana Pahwa (Youth Bureau) that requested the following due to funding constraints next year: the first weekend in June 2016, approval to charge vendors fees, approval to charge a nominal fee for admission and to sell items (which was very much in demand). Mr. Kenney noted that the Library does not charge for programs, but we did charge a fee for the Harlem Fine Arts Show because it was a fundraising event for the Youth Bureau. The Board discussed the topic of generating revenue for Comic Con and agreed that the Youth Bureau could charge the vendors a fee and also sell merchandise. The Board would like the Youth Bureau to use the phrasing “suggested donation” instead of admission fee in order to honor the Library's policy of free programming. Library Director Kenney agreed to convey the message from the Board to the Youth Bureau.

Mr. Kenney reported that he met with Mayor Roach, Foundation President Diane Tabakman, Library Board President Tim James as well as Chief of Staff John Callahan on capitals projects. Ms. Tabakman talked about the Foundation's working relationship with the Library in the past. Mayor Roach had a frank discussion about the City's financial situation and commented that he valued the Library but no firm

Minutes of the June 10, 2015 meeting of the Library Board of Trustees, page 3

commitments were made regarding phases two and three of the Library's renovation. President James noted that there would be joint collaboration on grant applications with the City and Karen Pasquale (Coordinator of Economic Development & Public Info) would work with Library Director Kenney. Mr. Kenney remarked that we were unable to get a CDG Block Grant because we do not collect the required data about our users to support this application.

On a MOTION by Trustee Schwarz, seconded by Trustee Haynes the Library Board of Trustees Meeting Schedule from July 2015-June 2016 was adopted with one change; the October 14th meeting will be held from 6-7 p.m.

Library Director Kenney distributed the Revised Collection Development Policy and stated the previous one was outdated; the revised one had a broader scope and took into consideration individual requests and reflected community input. Mr. Kenney advised the Board that this topic could be explored in greater detail at the next meeting.

Library Director Kenney requested approval for \$1200.00 (\$300 each) to cover hotel and airfare for four Library staff members (Deschamps, Carlson, Himmelfarb, Carroll) to attend the ALA Conference in San Francisco. Mr. Kenney stated that the Friends of the Library were financing the remainder of the expenses and he would be attending the conference in San Francisco as well. On a MOTION by Trustee Furth, seconded by Trustee Haynes approval was granted for travel expenses in the amount of \$1200.00 for four library staff members to attend the ALA San Francisco Conference. Trustee Haynes inquired as to who would manage The Edge and Library Director Kenney stated that Austin Olney as well as part-time staff were available.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:00 p.m. on a MOTION by Trustee Schwarz, seconded by Trustee Haynes.



Yuki Haynes, Pro-Tem Secretary
Library Board of Trustees