

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
December 9, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by Secretary Denise Matthews-Serra. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, Matthews-Serra, Schwarz and Scherer. Also in attendance were Library Director Brian Kenney, Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, Library Director's Secretary, Sandra McDaniel. Not present: Trustees Fried and James. A member of the public, Dr. Francoise Simon, joined the meeting at 7:30 p.m.

Minutes of Regular Meeting of October 14, 2015

The minutes of the regular meeting of October 14, 2015 were approved with three corrections on a MOTION by Trustee Schwarz, seconded by Trustee Furth.

Budget

The City Revenue & Expenditure Budget by Department for the months of October and November 2015 were reviewed. The Board inquired as to why the electrical bills were so high and could solar panels be used to offset electrical needs. Library Director Kenney responded that the City had looked into this and had determined that the roof did not have enough space for the panels, because of all the other mechanical equipment. Trustee Matthews-Serra inquired about a line item on Claim #9, and a line item on the November 30th budget report and Library Director Kenney advised the Board that he would get back to them with a response.

Bills: 2015-2016 Budget: Claims #7, #8, #9

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, approval was granted for payment of bill vouchers #7, #8 and #9.

Reports of Library Administration

Library Director Kenney noted that the LEGO models of White Plains buildings were proudly on display in the lobby of City Hall and the display had received some publicity. Assistant Library Director Degyansky discussed the hiring practices for part-time employees and the new streamlined process for standardized positions.

Trustee Reports & Business

WLS – Trustee Furth was not at the WLS meeting but mentioned that WLS will have to move locations.

Friends – Assistant Library Director Degyansky announced that the annual staff luncheon, sponsored by the Friends, would be held on January 21st from 12-2 p.m. in the auditorium.

Foundation –Ms. Hollahan reviewed her written report and remarked that the Gala was successful; it raised almost \$80,000 and had a good representation from the corporate sector. She noted that the Campaign for The Hub was launched at the Gala. Ms. Hollahan commented that this would be her last official trustee meeting as she was retiring. She will continue to work with the Foundation in the future. Trustee Schwarz appreciated the outstanding and valuable work that the Ms. Hollahan has provided to the Board these past six years.

Minutes of the December 9, 2015 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Library Director Kenney discussed the capital project and distributed a timeline and map for the renovation that included an all-day planning meeting on December 15th with the architects and DPW. Mr. Kenney extended an invitation for the Library Board to attend. Library Director Kenney discussed the plan to stay in the building and utilize the second floor instead of moving out of the building. Mr. Kenney noted that we would not have all existing programs and services during this time. The auditorium would not be used for library programs and would not be rented out for approximately nine months; instead, it would be used for housing the collection and for study areas. Much of the non-fiction collection would be unavailable throughout the renovation, although some would be moved to the third floor and could be paged. Library Director Kenney stated that the restrooms would not be renovated because they had been recently renovated.

Mr. Kenney remarked that 700 people attended Westchester Children's Book Festival and that Barnes & Noble and the authors were very pleased. Library Director Kenney stated that next week he would be interviewing a replacement for Debra Gaffney, a Children's Librarian, who recently retired. The Board discussed The Trove and its need for refreshing. Ms. Hollahan stated that The Trove recently received funding for Technology only and not for any updates. Trustee Furth commented that funding should be set up to keep The Trove and The Edge fresh. Library Director Kenney said he would review The Trove to see what it really needs and ask The Friends of the Library for assistance. Ms. Hollahan estimated that The Trove would need approximately \$3300 for renewal.

New Business

Library Director Kenney discussed the Revised Computers & Internet Policy and its purpose to give users the ability to get access to the Library computers regardless of whether they had a WLS library card or that library account was in good standing. Mr. Kenney noted that previously it was at the discretion of the staff and this revised policy provides clearer guidelines for staff. On a MOTION by Trustee Furth, seconded by Trustee Schwarz approval was granted to adopt the change to the Revised Computers & Internet Policy.

Library Director Kenney stated that he was requesting reimbursement of expenses for the ALA Midwinter Conference for three library staff members: Librarians Carlson, Carroll and Himmelfarb. These librarians would be running workshops or leading discussion panels. Mr. Kenney stated that they had already received some funding from The Friends of the White Plains Library and needed an additional \$200.00 each for a total of \$600.00 from the Library. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, appropriate \$600.00 for Librarians Carlson, Carroll and Himmelfarb to attend the ALA Midwinter Conference.

Other – Trustee Matthews-Serra advised the Board that she had a request from a member of the public Dr. Françoise Simon, a White Plains resident and library member, to address the Board. Dr. Simon said that she appreciated that the public was invited to these meetings, congratulated the Board on the \$1M anonymous gift and was looking at avenues to help the library. Dr. Simon discussed her background and Ms. Hollahan, Foundation Executive Director, made plans to follow up with her. The Board thanked Dr. Simon for her comments and welcomed any help she could provide.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:31 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Denise Matthews-Serra, Secretary
Library Board of Trustees