

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
February 3, 2016**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04p.m. by President Tim James. In attendance were Trustees D'Ambrosio, Fried, Furth, Haynes, James, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel. Not present: Trustees Barrera and Matthews-Serra. Guests: Librarian Tim Baird and Digital Media Specialist Austin Olney and Business Manager, Bill Deierlein. President James appointed Trustee Haynes as Pro-tem Secretary for this meeting.

Minutes of Regular Meeting of January 13, 2016

The minutes of the regular meeting of January 13, 2016 were adopted as corrected on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

Budget

The City Revenue & Expenditure Budget by Department, as of January 27, 2016 was reviewed and Library Director Kenney reported the budget gap was closer to zero based on the numbers he had received but they were waiting for four more numbers. Business Manager, Bill Deierlein remarked that initially the expenses were less than revenue but more numbers came in and it's an even budget.

Bills: 2015-2016 Budget: Claim #13

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 D'Ambrosio, approval was granted for payment of claim #13.

Reports of Library Administration

Library Director Kenney discussed the Library Café and stated that he had met with John Callahan of the Legal Department and had been referred to Les Maron, an attorney that works with the City. Mr. Kenney said that decisions need to be made as to what kind of business model the Café would have as well as whether the Library needed to initiate an RFP process. Library Director Kenney planned to meet with Mr. Maron in March and asked Trustee D'Ambrosio to attend the meeting with him.

Trustee Reports & Business

WLS – Trustee Furth reported that WLS was reviewing their policies and by laws and the new trustee manual. Trustee Furth also noted the following: March 2nd is Library Advocacy Day, April 8th is the Greenburgh Library Book Fair, and the Annual Breakfast will be held on April 13th from 8 a.m.-10 a.m. at Tappan Hill in Tarrytown and the guest speaker will be Barney Frank.

Friends – Library Director Kenney advised the Board that the Friends Annual Meeting would be held on May 15 and Susan Gordon, a White Plains author, would be their guest speaker.

Foundation – Ms. Rubini remarked that Fall Gala would be held on October 22nd and Frank Bruni will be the honoree. Library Director Kenney noted that since the Library would be under construction the Gala would be held at Kol Ami.

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Other –

Ongoing Business

Library Director Kenney informed the Board that the mini-Capital project would start the first week in March. Mr. Kenney also remarked that he had submitted an application to the SAM Capital Program and was pursuing funding from them with the help of several local elected officials.

President James stated that he was forming a Nominating Committee and appointed Trustees Furth and Haynes to the committee and that the Annual Meeting would be take place at the next meeting on March 9th. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, the annual meeting was moved to March 9th.

New Business

Library Director Kenney reviewed the Library Board Budget FY2016-17 with the Board. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, the budget was approved as presented.

Library Director Kenney requested funding for Librarian Himmelfarb to attend the ALA Conference in June in Florida and Librarian Deschamps to attend the PLA Conference in April in Colorado. On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, funding in the amount of \$800 (\$400 for each librarian) was granted.

Mr. Kenney stated that he had created a taskforce with several library members to define the adult services space for The Hub. Librarian Baird distributed a document and discussed the priorities, objectives and recommendations for The Hub Plan of Service and noted that it was a working document. Mr. Baird remarked that the group wanted to have a plan of service before the construction began and said it was difficult to find plans of services from other libraries. Librarian Baird informed the Board that committee members went on field trips to two libraries, Huntington Public Library and the Brooklyn Public Library, which had been recently renovated, and found them to be very helpful in getting information on their plans of service. Digital Media Specialist Olney, part of the committee, reviewed goals 1-3 of the document which pertained to technology help and Librarian Baird discussed goals 4-5 which pertained to meeting and working spaces as well as programming in response to community needs. Trustee D'Ambrosio thanked them for their hard work and asked them what worked and didn't work in other libraries and Librarian Baird gave examples of where too much technology was not necessarily better and location of equipment in another area was a better option.

Library Director Kenney noted that we had received \$3,000 in revenue from a film company that utilized the bathroom and elevators for a movie shoot.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:15 p.m. on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

Yuki Haynes, Pro Tem Secretary
Library Board of Trustees