

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
May 11, 2016**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President James. In attendance were Trustees D'Ambrosio, James, Matthews-Serra, Scherer and Schwarz. Absent: Trustees Barrera, Furth, Fried and Haynes. A quorum was met. 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. Guest: Librarian Rosemary Rasmussen

Minutes of Regular Meeting of April 13, 2016

The minutes of the regular meeting April 13, 2016 were approved on a MOTION by Trustee D'Ambrosio, seconded by Trustee Matthews-Serra.

Budget

The City Revenue & Expenditure Budget by Department, as of April 30, 2016 was reviewed and Library Director Kenney said that there was nothing of note to report.

Bills: 2015-2016 Budget: Claim #19, #20

Trustee Schwarz confirmed that he had 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 claims #19, #20.

Reports of Library Administration

The Board reports were reviewed. Mr. Kenney noted that DPW has a plan to renovate the library plaza. Commissioner Rick Hope presented the plan to the Common Council. Library Director Kenney will, in the future, invite Commissioner Hope to talk to the Board about the plans for the library plaza.

Trustee Reports & Business

WLS –

Friends –

Foundation – Executive Director Nancy Rubini reported that three out of the five 6th grade field trips have been completed and she thanked everyone involved. She remarked that members of Shinnoy-en would visit next month and that the Foundation was wrapping up its fiscal year and prioritizing their goals. Ms. Rubini noted that there was a new program being sponsored by the Foundation called Lunchtime Meditation at the Library.

Ongoing Business

Library Director Kenney said the cost of the mini-capital project was approximately \$87,000 which was under budget for the project. Of this, \$67,000 comes from New York State funds. Mr. Kenney remarked that the integration of the Periodical Desk with the Reference Desk has worked out well and the new book area has many patrons browsing it. Assistant Library Director Degyansky said the new layout has provided better assistance with technology support as the public has easier access to staff. Library Director Kenney stated that the architects are coming back to fix the Circulation area which is not working as well as the new Reference Area.

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Mr. Kenney gave an update on the capital project and said he was looking at furniture choices and would share choices at the June meeting. Library Director Kenney distributed a handout that explained the next phase of the capital project budget and said that an estimator would review the project in June. Mr. Kenney remarked that the State & Municipal Facilities Program (SAM) monies were being applied for and thanked Assemblyman George Latimer and Senator Andrea Stewart-Cousins for initiating the grants that will be used for capital projects. Library Director Kenney reported that there had been no changes to the budget, he had attended a public hearing on the it but he will not know if it has been approved for a couple of weeks.

New Business

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Schwarz, the Library Board of Trustees Meeting Schedule was approved with the following date changes: Thursday, October 13, 2016; Wednesday, May 10, 2017 and Wednesday, June 14, 2017.

Library Director Kenney distributed the proposed WLS Financial Model that is an expense based model, it funds technology, staff, equipment, etc. Mr. Kenney remarked that the funding comes from member libraries and for the White Plains Library, there is almost no change in contribution.

Assistant Library Director Degyansky discussed the changes to the Meeting Room Policy and said it focused on room charges which had not been updated and did not include the new equipment. Ms. Degyansky stated the increase in fees was modest and noted that the lectern needed to be fixed. On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio the Meeting Room Policy was approved.

Library Director Kenney explained circulating hot spots (internet wireless spots) have been in urban libraries for several years to serve people without internet access, largely for economic reasons. Mr. Kenney remarked that the library would be circulating five (5) hotspots for a total cost of approximately \$600 per year. Library Director Kenney informed the Board that they were working out the technology and procedures. Mr. Kenney said the hot spots service would be up and running in June.

Library Director Kenney commented that because of repairs to our gas and heating systems, we have been without heat and hot water for several weeks. Mr. Kenney said that Con Ed would test the systems before they were turned on. Library Director Kenney thanked the staff and the public for their patience during this time.

Librarian Rasmussen informed the Board that she would be retiring from the Library after 26 years and her last day would be June 29th. Ms. Rasmussen remarked that the library and been a wonderful place to work. The Board congratulated Librarian Rasmussen on her retirement and expressed its gratitude for her 26 years of service to the White Plains Library.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:58 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Mathews-Serra.

Denise Matthews-Serra, Secretary
Library Board of Trustees