

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
May 10, 2017**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:00 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, Furth, Haynes, Matthews-Serra, Scherer and Schwarz. Absent were: Trustees D'Ambrosio, James, Interim Superintendent of Schools Howard Smith and Assistant Library Director Kathy Degyansky. Also in attendance were Library Director Brian Kenney, Foundation Executive Director Nancy Rubini, and Library Director's Secretary, Sandra McDaniel. Guest: Adult Services Department Head, Tim Baird.

Minutes of Regular Meeting of April 12, 2017

The minutes of the regular meeting held on April 12, 2017 were approved on a MOTION by Trustee Schwarz, seconded by Trustee Scherer.

Budget

The City Revenue & Expenditure Budget by Department, as of April 30, 2017 were reviewed. Library Director Kenney said that they were spending down funds for materials and everything was normal.

Bills: 2016-2017 Budget: Claim #17, #18

Trustee Furth reviewed claims #17 and #18 prior to the meeting. On a MOTION by Trustee Furth, seconded by Trustee Schwartz, claims #17 and #18 were approved for payment.

Reports of Library Administration

The Board reports were reviewed. Trustee Schwarz asked Library Director Kenney about the grant proposal for the Institute of Museum and Library Services that he mentioned in his report. Mr. Kenney remarked that he and Librarian Himmelfarb were working on a grant to purchase a portable library which would give them the opportunity to interact with the community as well as gather information about non-users. Library Director Kenney noted that there were 150 applicants and the field has been narrowed down to 60 and 30 grants would be awarded. Mr. Kenney remarked that he had identified a new librarian for the Trove and for the marketing librarian position and hoped to have them on board by July.

Trustee Reports & Business

WLS – Trustee Furth did not attend the meeting.

Friends – Library Director Kenney noted that the Friends of the Library held the annual staff luncheon on Thursday, April 27th and it was a great event.

Foundation – Executive Director Nancy Rubini said she had been working on grants and had received a new gift from NY Presbyterian Hospital.

Ongoing Business

Library Director Kenney commented Librarian Baird had been heavily involved in the renovation project and attended the weekly construction meetings with him. Mr. Kenney also noted that a portion of the first floor has been reopened and much of the collection had been moved down there. Library Director Kenney said that the study rooms were now available and new furniture was attracting users. Mr. Kenney advised the Board that he had received the signage package for the Hub and would review the package at the next meeting. Library Director Kenney distributed a map and updated the Board on the changes to the floor plan which included cutting back on computer stations and circulate laptops instead.

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Mr. Kenney further stated that he would continue with the same number of computer stations that we currently have in Room B and add a casual seating/social space where people could meet and work together (i.e. ESL practice). Trustee Furth asked if there were security concerns with the laptops being distributed and Librarian Baird responded that they have distributed laptops in the Edge since it opened and they have had no problems. He said that the laptop would be checked out to the patron's card and portable chargers would not be given out.

Library Director Kenney said that he would receive the draft of the Café agreement next Monday and would email the agreement to the Board for their review. Mr. Kenney gave an update on the White Plains Community Media, informing them that an RFP was being developed by DPW to analyze possible locations in the Library for Cable.

New Business

Library Director Kenney discussed the recent criminal activity that was on the news and also referred to the public statement he made on Monday that stated that the incident in no way put any children in harm's way. Mr. Kenney informed the Board that there was a lot of concern by the public, but we did have increased security. The Board tabled the vote on the Revised Circulation Policy to next month due to some concerns with the content. President Matthews-Serra asked a question about what other models libraries were using for fines for overdue or lost children's books and Library Director Kenney described the options that libraries have. Librarian Baird will provide statistics on how much revenue is generated from lost books so that a determination can be made on whether to stop charging fines for children's books. Library Director Kenney remarked that he would like to follow up with the Board so that a plan could be devised for the next fiscal year.

On a MOTION by Trustee Schwarz, seconded by Trustee Haynes the Board of Trustees Meeting Schedule July 2017-June 2018 was adopted.

Librarian Tim Baird, Head of Adult Services, reported on the services provided by the Adult Services staff which included issuing museum passes, hotspots rentals, faxing, adult programming, and the challenges they encountered with two information desks on two different floors. Mr. Baird, who has responsibility for generating the monthly statistics and highlight report, said that website usage was very good. Librarian Baird said that they had been introducing adult programming for the Hub such as coding for adults and have received great feedback. Mr. Baird noted that partnerships such as AARP and the Food Pantry were working very well with over 300 patrons served.

Library Director Kenney asked the Board to review the draft of the revised computers and internet policy that was distributed. Mr. John Lolis, who drafted the policy, will review any questions at the next meeting.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:16 p.m. on a MOTION by Trustee Scherer, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees