

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
June 14, 2017**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, Haynes, James, Matthews-Serra, Scherer and Schwarz. Absent were: Trustees D'Ambrosio, Furth, Interim Superintendent of Schools Howard Smith. 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: John Lolis, Coordinator of Computer Systems.

Minutes of Regular Meeting of May 10, 2017

The minutes of the regular meeting held on May 10, 2017 were approved on a MOTION by Trustee Haynes, seconded by Trustee Scherer.

Budget

The City Revenue & Expenditure Budget by Department, as of May 31, 2017 were reviewed. Library Director Kenney remarked that they were spending down funds for the I/T department and would spend the rest of the materials budget on ebooks if necessary.

Bills: 2016-2017 Budget: Claim #19, #20, #21

Trustee Furth reviewed claims #19, #20 and #21 prior to the meeting. On a MOTION by Trustee James, seconded by Trustee Haynes, claims #19, #20 and #21 were approved as presented for payment.

Reports of Library Administration

The Board reviewed the reports. Trustee James asked John Lolis about his report with regard to the Virtual Reality risks and Mr. Lolis commented that the main risk was people were not aware of their surroundings and could pose a safety risk. John stated to minimize the risk to the City, a liability waiver will have to be signed by patrons or parents/guardians. Library Director Kenney stated that the City's Legal department was reviewing the release.

Library Director Kenney referred to his email announcing the addition of two new librarians to our staff and gave a brief description of both Mr. Calero and Ms. Thornton-De Stafeno's qualifications. Mr. Kenney noted that both new staff members would begin on July 3rd with Robert Calero assigned to the Trove and Kristen Thornton-De Stafeno to Adult Services. Library Director Kenney informed the Board that he would be attending ALA Conference next week along with Librarians Carlson, Himmelfarb, and Thornton-De Stafeno. Mr. Kenney mentioned that he would be attending a workshop at ALA on excusing fines and would report back to the Board in September on its feasibility.

Trustee Reports & Business

WLS – President Matthew-Serra asked if there had been further news on which library and been selected as the Central Library and Library Director Kenney responded that at the last WLS board meeting they were reviewing it and may issue an RFP.

Friends –

Foundation – Executive Director Nancy Rubini distributed her written report and remarked that she was wrapping up the fiscal year and they had received three named gifts for the study rooms. She has also prepared a targeted solicitation to 250 local businesses.

Minutes of the June 14, 2017 meeting of the Library Board of Trustees, page 2

Ongoing Business

Library Director Kenney called attention to the three murals that have been hung in the East Wing on the first floor and noted that Librarian Himmelfarb would be preparing some facts about the local history of the murals. Mr. Kenney noted that the new addition of the furniture and seating was working well and construction on the café and community room continued behind the wall. Library Director Kenney believed the timeline for completion would be at the end of October.

Mr. Kenney distributed the Library Café Agreement which the City's legal department drafted and requested that it be discussed at the July meeting. The Board discussed the revisions to the Circulation Policy and approved it as amended on a MOTION by Trustee James, seconded by Trustee Haynes. Mr. Lolis reviewed the revised Computers & Internet Policy-Public Use with the Board and noted the changes were in reference to the wifi network, adding the names "the Edge" and "the Hub" to the document as well as limiting computer usage to 60 minutes when we are open from 1-5 p.m. (i.e. Saturdays during July and August, all Sundays). After discussion, the Board agreed to change the age to 18 or older to access the Hub. On a MOTION by Trustee Schwarz, seconded by Trustee James, the policy was approved as amended.

New Business

John Lolis discussed his written report in detail which focused on configuring our server to host a virtual machine which would reduce our hardware costs, electricity and maintenance and allow for more confidentiality of data records.

Library Director Kenney presented, on the computer, the new signage for the Hub and first floor. Mr. Kenney said the signage was funded with revenue from the film shoot held last month as well as from the Foundation.

On a MOTION by Trustee James, seconded by Trustee Haynes, the Board approved reimbursement of registration and expenses of up to \$350.00 for Josh Carlson to attend the PAX Unplugged Conference in Philadelphia.

Library Kenney reviewed the library hours and holiday schedule with the Board; specifically, the three day holiday weekends on Memorial Day and Labor Day. Mr. Kenney reminded them that we were one of the few libraries open on Sundays throughout the year and remained open through most snowstorms. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes the 2017/2018 Library Hours & Holiday Schedule was approved as presented.

On a MOTION by Trustee James, seconded by Trustee Scherer, the Board moved into Executive Session at 8:04 p.m. The Executive Session was adjourned and the regular meeting was reconvened at 8:12 p.m.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:12 p.m. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees