

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
July 12, 2017**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, D'Ambrosio, Furth, Matthews-Serra, Scherer and Schwarz. Absent were: Trustees Haynes and James 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: Erik Carlson, Edge Librarian.

President Matthews-Serra stated that going forward she would like the order of the agenda to reflect the President's Remarks at #5.

**Minutes of Regular Meeting of June 14, 2017**

The minutes of the regular meeting held on June 14, 2017 were approved on a MOTION by Trustee Schwarz, seconded by Trustee Scherer.

**Budget**

The City Revenue & Expenditure Budget by Department, as of June 30, 2017 were reviewed. Trustee Furth remarked that someone asked her about the electricity bills and Library Director Kenney responded that there was a lapse in billing by Con Ed and they were not consistent year round but year-to-year was consistent.

**Bills: 2016-2017 Budget: Claim #22, #23**

Trustee Furth reviewed claims #22 and #23 prior to the meeting. On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, claims #22 and #23 were approved as presented for payment.

**Reports of Library Administration**

The Board reviewed the reports.

**President's Remarks**

President Matthew-Serra appointed Trustee Barrera as Pro-Tem Secretary for this meeting. Ms. Matthews-Serra asked about the status of the DASNY grant and Library Director said the monies had been received. President Matthews-Serra said that the City was submitting a request for funding from the New York State Consolidated Funds for the Library Plaza Improvement Project and would like the Board to provide a letter of support. Ms. Matthew-Serra reviewed the letter with the Board. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, authorization was granted to submit the letter from the President of the Library Board to the City in support of their NYS Consolidated Funding Application #73509.

President Matthew-Serra congratulated Erik Carlson on his promotion to Librarian II and he thanked the Board for their well wishes. She requested that the Board bios be updated on the Library's website and Library Director Kenney remarked that photos could be added as well.

**Trustee Reports & Business**

**WLS** – Trustee Furth said she did not attend the meeting but WLS will meet in September.

**Friends** – Library Director Kenney remarked he had attended the Friends' last meeting in May. He has been working with Lee Palmer on the layout of the new Friends Bookstore which will be increased by 40%.

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**Foundation** – Executive Director Nancy Rubini distributed her written report and remarked that they were in a new budget year and the campaign has been going well. She was pleased to report that Janet Bailey was their newest board member. Nancy said that four of the six conference rooms were named and that she had also met with the Gala honoree, Sloane Crosley.

### Ongoing Business

Library Director Kenney remarked that the signage had come in and there was more coming. He said that the new furniture was working well except for a few pieces and he was in negotiations with the vendor regarding them. Mr. Kenney advised the Board that the Café agreement was back with legal and there had been reasonable changes so far. Trustee D'Ambrosio agreed to read the next version and the Board agreed to schedule a special meeting in August to approve the contract, if necessary, in order to avoid any delays. President Matthew-Serra said a five day notice would be given if a special meeting was needed. Library Director Kenney noted that the Cable TV Studio Relocation RFP was announced by DPW with a deadline of June 30<sup>th</sup>. On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio, the Revised Circulation Policy was reviewed and amended as discussed. A board member suggested to Library Director Kenney that when the Borrower's Guidelines (part of the Circulation policy) were distributed to patrons, a form be created to capture their email addresses for the newsletter. Library Director Kenney agreed.

### New Business

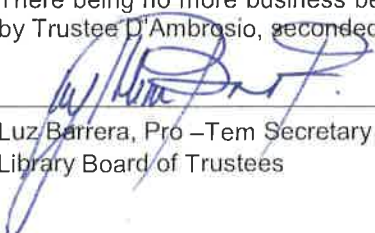
On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, the Board approved the Personnel Additions/Deletions from Payroll from 04/01/17-06/30/17.

Edge Librarian, Erik Carlson, gave a report on the programming in the Edge and said there were 6 summer hires and 86 volunteers. Mr. Carlson discussed the Summer Reading program, the Summer TV Production camp which went really well using the equipment from the Shinnyo-en Foundation grant. Librarian Carlson remarked that because of our partnership with Argus two members of the Maker Corp were able to provide six weeks of programming to promote STEM education for teenagers. Mr. Carlson noted that this programming was very well received and there was a waitlist.

Library Director Kenney discussed the Westchester Community College English Language Class and his hope to bring it back to the library this fall. WCC's proposed a fee of \$100 for textbook and tuition for the English language classes. Mr. Kenney explained that there was funding for levels three and four but not for levels one and two. Library Director Kenney recommended we work with them even with the pay structure because the program brings approximately 200 students a semester to the library and introduces the value of the library to people. Mr. Kenney said WCC was currently using Eastview for the class and classes may start in October. The Board discussed the perception that the library would be charging patrons to take a class in the library. The discussion was tabled until the August Special Meeting.

### Adjournment

There being no more business before the Board, the meeting was adjourned at 8:17 p.m. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Schwarz.

  
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 Luz Barrera, Pro – Tem Secretary  
 Library Board of Trustees