

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
September 13, 2017**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:00 p.m. by Secretary Haynes. In attendance were Trustees Barrera, D'Ambrosio, Furth, James, Ricca, Scherer and Schwarz. Absent were: Trustees Matthews-Serra 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. Guests: Librarians Bobby Calero and Kristen Thornton-De Stafeno and Youth Services Department Head Josh Carlson.

Secretary Haynes assigned Trustee Furth as Pro-Tem Secretary for this meeting.

**Minutes of Regular Meeting of July 12, 2017**

The minutes of the regular meeting held on July 12, 2017 were approved on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio. Abstentions: Haynes, James and Ricca

**Minutes of Special Meeting of August 30, 2017**

The minutes of the special meeting of August 30, 2017 were approved on a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio. Abstentions: Ricca

**Budget**

The City Revenue & Expenditure Budget by Department as of August 31, 2017 were reviewed. Library Director Kenney said there was nothing of note to report.

**Bills: 2016-2017 Budget: Claim #24  
Bills: 2017-2018 Budget: Claim #1, #2, #3**

Trustee Furth reviewed claim #24 as well as Claims #1-3 prior to the meeting. On a MOTION by Trustee Furth, seconded by Trustee James, all claims were approved as presented for payment.

**Reports of Library Administration**

The Board reviewed the reports. Trustee D'Ambrosio commented that she had used the new MOMA museum pass and it was great and very convenient. Dr. Ricca remarked that he had the opportunity to visit the TV Production Camp over the summer and it was a very good program.

**President's Remarks**

In President Matthew-Serra absence, Secretary Haynes was asked to convey her comments about her attendance at the Mayor's Youth Bureau Meeting. The meeting was informative and she wanted to attend it because the Library Board receives great reports from the library staff on community activities. Youth Bureau Director, Frank Williams complimented the library staff on the work the library was doing for the community and the partnership and support the library has given the Youth Bureau.

**Trustee Reports & Business**

**WLS** – Trustee Furth reported there was no WLS meeting.

**Friends** – Library Director Kenney remarked the Friends next meeting would be held tomorrow and he planned to attend.

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**Foundation** – Executive Director Nancy Rubini gave a verbal report and remarked that Gala would be held on the first floor of the library and mentioned that tickets could be purchased or donations made from the homepage of the library's website. Ms. Rubini also said that she was working on new grants for the future.

**Ongoing Business**

Library Director Kenney gave an update on the progress of the Café which has introduced new challenges. Mr. Kenney gave a timeline of events in the next few weeks which include: the wall coming down the week of October 9<sup>th</sup>, the Gala being held in some of the new space on October 21<sup>st</sup>, furniture delivery and assembly the week of October 23<sup>rd</sup> and the week of October 31<sup>st</sup> the transition of equipment, collections, and the service desk to the first floor. Library Director Kenney hoped to have the ribbon cutting for the Hub on Saturday, November 18<sup>th</sup>. The Board reviewed the most recent Library Café Agreement dated September 13<sup>th</sup> which included the addition of the Café vendor books being opened for review and requested that Section 2.21 and Section 6.6 be clarified and that Schedule F (list of menu items) be incorporated into the contract. Mr. Kenney noted that the Common Council review of this agreement had been scheduled on the November 6<sup>th</sup> agenda so that he could attend to answer any questions, if necessary.

On a MOTION by Trustee Schwarz, seconded by Trustee James, approval was granted for the Library Café agreement as amended. All were in favor.

Library Director Kenney noted that there had been several meetings regarding the Cable TV Studio and Rai Fernandez (architect) had studied the spaces in the library. Mr. Fernandez was developing three scenarios using the space and would be delivering the costs associated with these scenarios. A board member inquired about viewership numbers and Mr. Kenney commented that he would find out what the new model for the Cable studio would be going forward. As a side note, Library Director Kenney reported that he would be doing a local cable TV segment with John Bailey and a videographer promoting the Gala tomorrow.

**New Business**

The Board introduced themselves to Dr. Ricca, School Superintendent, who was attending his first meeting and the new librarians, Kristen Thornton-De Stafeno (adult/marketing) and Bobby Calero (youth services) introduced themselves as well.

Library Director Kenney stated that as part of the new marketing initiatives being instituted the newsletter would now become weekly starting mid-October. Mr. Kenney also commented that the library was developing a Community Directory which would be a database of all governmental agencies and non-profit organizations for White Plains constituents. There will be an Adult and Youth section and two librarians were currently working on it. Mr. Kenney hoped to launch it in a couple of weeks.

Josh Carlson, Youth Services Department Head, discussed the Early Childhood Initiatives that he had underway. Mr. Carlson's goals were to increase programming which would vastly change the reach of the program. With the new plan, parent/child programs would be offered three times a week, for an hour and a half each session, for nine months of the year.

Mr. Kenney informed the Board that the Edge Retreat was planned for October 16<sup>th</sup> and invited the Board to attend the strategic planning session to analyze the success of the Edge.

Library Director Kenney distributed a debt services projections document that was referenced at the last meeting and said he was working on ways to address it and would present them closer to the budget process. One option was to decrease security and Assistant Director Degyansky said there has been no increase in incident reports.

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Mr. Kenney stated that there were two policies, Staff Development and Conference Attendance and an Updated Meeting Room Policy which would be reviewed and voted on at the next meeting. Library Director Kenney mentioned that the prior meeting policy lacked a provision for action to be taken when organizations are disruptive and diminish the Library's ability to function. The board discussed this and agreed to place this topic on next month's agenda and would like to see the City's policy on public gatherings. Library Director Kenney stated he would provide documentation of cases for the change in the meeting room policy at the next meeting.

Mr. Kenney distributed a sample of photo signage ideas for the building and discussed them with the Board and promised to come back to the Board with more samples.

On a MOTION by Trustee Schwarz, seconded by Trustee Scherer, approval was given for the following employees to be reimbursed for expenses for NYLA: J. Carlson up to \$500, T. Nadas up to \$200, K. Carroll up to \$300, in addition to T. Cañuelas up to \$300.

**Adjournment**

There being no more business before the Board, the meeting was adjourned at 8:05 p.m. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Furth.

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Hope Furth, Pro –Tem Secretary  
Library Board of Trustees