

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
November 8, 2017**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:08 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, Haynes, James, Matthews-Serra, Scherer and Schwarz. Absent were: Trustees D'Ambrosio, Furth and Ricca. 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: Ryan Jackson, I/T Department

Minutes of Regular Meeting of October 11, 2017

The minutes of the regular meeting held on October 11, 2017 were approved on a MOTION by Trustee Haynes, seconded by Trustee Barrera. Abstention: Tim James

Budget

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

Bills: 2017-2018 Budget: Claim #6, #7

Trustee Schwarz reviewed claims #6 and #7 prior to the meeting. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, all claims were approved as presented for payment.

Reports of Library Administration

The Board reviewed the reports. Trustee Schwarz asked about the I/T report and the digitization of the microfilm project that Librarian Himmelfarb was working on. Library Director Kenney stated that Librarian Himmelfarb was working with two to three volunteers and he estimated that it would take about a year for the project to be completed. Mr. Kenney remarked that 26 new computers were being set up on the first floor but until that was finished he would continue to operate Room B until the new computers were programmed. Library Director Kenney noted that a HotSpot was missing and the patron's card would be shut down (no privileges) until the equipment was returned. Assistant Library Director Degyansky noted that she was proctoring more and more tests which was a service provided to White Plains cardholders only.

Trustee Reports & Business

WLS – Library Director Kenney said that he would be attending their Annual Meeting next Thursday.

Friends – Mr. Kenney commented that he would attend their meeting tomorrow and that they were focused on the new bookstore space. Assistant Library Director Degyansky remarked that the Friends had recently mailed out a newsletter.

Foundation – Executive Director Nancy Rubini reported that the Gala was held two weeks ago and they had about 160 attendees. She thanked everyone for their support and noted that people were happy to be back in the Library.

Ongoing Business

Library Director Kenney informed the Board that license agreement for the Café was approved by the Common Council. Mr. Kenney said that the new furniture for the first floor had arrived and that on Friday, when the library was closed, the library movers would move the collection from the second floor to the first

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floor. Library Director Kenney mentioned that the public should be able to utilize the first floor next week. Mr. Kenney reported that the flooring for the Café was delayed two to three weeks so there may be a soft opening prior to the grand opening in January. Library Director Kenney was pleased to report that the chairs that had to be repaired would arrive in about two weeks and that the study rooms had been reopened on the second floor.

Ms. Degyansky distributed a new meeting room policy that was updated to include the new start time for meetings of 8:30 a.m. and that meeting room attendees should be directed to use the refreshment services from the Everyday Café. It was also noted that there were no occupancy numbers for the Community Room. The Board discussed the meeting room policies from the Boston and San Francisco Libraries that addressed the issue of potential disruption by groups using the facility. Library Director Kenney stated that he would put together a sentence that the Library reserves the right to not permit use of the meeting rooms to any group that would disrupt the library's main purpose or the safety of its patrons. Mr. Kenney would put this topic on the agenda at the next meeting.

Ryan Jackson demonstrated the new online Community Database that was created by Librarians Mariel Perez and Tanya Nadas to provide a central location for local resources. Library Director Kenney asked the Board to review this information to make sure no organizations were missed and said that we used to have these community resources as hard copy information.

New Business

Assistant Library Director Degyansky stated that we used to have a policy on managing emergency situations and we would like to change it to a procedure. She reviewed the current policy and Library Director Kenney informed the Board that the reason for the change was so that staff felt empowered to take action instead of waiting for the Librarian in Charge to take the lead. The Board asked to see the current fire evacuation and the managing emergencies policies and Ms. Degyansky said she would forward them. Assistant Library Director Degyansky noted that she has had voluntary Narcan training by Westchester County with regard to opioid use.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:06 p.m. On a MOTION by Trustee James, seconded by Trustee Haynes.



Yuki Haynes, Secretary
Library Board of Trustees