

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
December 13, 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, Haynes, James, Matthews-Serra, Scherer and Schwarz. Absent: Trustee 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.

**Minutes of Regular Meeting of November 8, 2017**

The minutes of the regular meeting held on November 8, 2017 were approved on a MOTION by Trustee Haynes, seconded by Trustee Schwarz.

**Budget**

The City Revenue & Expenditure Budget by Department as of November 30, 2017 were reviewed. Library Director Kenney said there was nothing of note to report.

**Bills: 2017-2018 Budget: Claim #8, #9**

Trustee Furth reviewed claims #8 and #9 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. Library Director Kenney remarked that the Westchester Community College (WCC) classes were coming back to the Library beginning in January. Mr. Kenney said there would be a charge for first-level students for materials. Library Director Kenney reported there was a possibility of expanding literacy classes for English speakers through BOCES. Mr. Kenney was working with Youth Services Department Head Carlson on a small redesign of the Trove to improve the space for Pre-K children. Mr. Carlson would be provide new programming in the space, Trove Time, an expansion of the Parent/Child Connection to three times a week. The Board discussed the microfilm that was housed on the third floor and the Food Bank. Trustee Furth commended Josh on his pictures in the Trove report. Library Director Kenney stated that libraries were watching the tax bill and what the ultimate version would be and how it would affect funding on a state and local level. Mr. Kenney also noted that the net-neutrality vote by the Federal Communications Committee could change the landscape of access to information.

**Trustee Reports & Business**

**WLS** – Trustee Furth did not attend. Library Director Kenney said that he would be become the new PLDA President beginning in 2018.

**Friends** – Mr. Kenney said their meeting was canceled due to the weather.

**Foundation** – Executive Director Nancy Rubini distributed a written report and said the Gala had raised over 90% of their \$500,000 goal. Ms. Rubini said that four of the six conference rooms were funded through name gifts and one gift was from the Foundation in honor of the Library Staff. Executive Director Rubini said that a year-end appeal letter was mailed out to more than 400 donors and also gave an update on all grants.

**Minutes of the December 13, 2017 meeting of the Library Board of Trustees, page 2****Ongoing Business**

Library Director Kenney noted that we have moved into the first floor completely and all technology is now there. Mr. Kenney reported that he along with Tim Baird would begin training of the staff for the Welcome Desk training librarian and non-librarian staff. The Café' would open in January and AARP would use the community room on Tuesday, Wednesday and Thursday in February and March to provide tax help. Library Director Kenney commented that the Conference Rooms (were called Study Rooms) were available on a first-come, first serve basis, the classrooms would be used for English Language Learners and other classes. He noted the Community Room would not be rented but used for community activities.

The Board reviewed the revised meeting room policy that included a sentence regarding disruption by groups and how that should be handled. The Board added an additional sentence to include "no outside food or beverages were allowed." On a MOTION by Trustee Schwarz, seconded by Trustee James, the Board approved the meeting room policy as amended.

Trustee Schwarz remarked that the grand opening of the new local history room was a great event on December 7<sup>th</sup> and Library Director Kenney added that all materials were in the new space and it was well housed.

Library Director Kenney reviewed some of the WLS Member Statistics 2016 document which used data from the New York State Report. Mr. Kenney brought attention to the circulation by hours (ranked #1) which speaks to how busy we are as well as the where we were weakest – in programming (ranked #9). Mr. Kenney noted that some programs that we have were not considered programs (i.e. in the Trove) so he would work to identify the criteria used. Library Director Kenney noted that we had the third highest debt services load which included mostly the infrastructure for the Trove and Edge.

**New Business**

Library Director Kenney informed the Board that budget approval process for the next year had been moved up by two weeks and reviewed the options for holding an earlier meeting for budget request approval. On a MOTION by Trustee James, seconded by Trustee D'Ambrosio, the Board agreed to move the annual meeting and full year budget request approval from Wednesday, February 7<sup>th</sup> to Thursday, February 1<sup>st</sup>, 2018. (All in favor)

**Adjournment**

There being no more business before the Board, the meeting was adjourned at 7:56 p.m. On a MOTION by Trustee James, seconded by Trustee D'Ambrosio.

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Yuki Haynes, Secretary  
Library Board of Trustees