

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
March 14, 2018**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:13 p.m. by President Matthews-Serra. In attendance were Trustees D'Ambrosio, Haynes, Matthews-Serra, Scherer, Schwarz and Summers. Absent: Trustees Barrera, Furth and Ricca and Assistant Library Director Kathy Degyansky. Also in attendance were Library Director Brian Kenney, Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel.

The Board welcomed Trustee Elaine Summers!

**Minutes of Regular Meeting of February 1, 2018**

The minutes of the regular meeting held on February 1, 2018 were approved on a MOTION by Trustee Haynes, seconded by Trustee D'Ambrosio. All were in favor.

**Budget**

The City Revenue & Expenditure Budget by Department as of February 28, 2018 were reviewed. Library Director Kenney said there was nothing to report.

**Bills: 2017-2018 Budget: Claim #14, #15**

Trustee Schwarz confirmed that he had reviewed claims #14 and #15 prior to the meeting. On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio, all claims were authorized for payment. All were in favor.

**Reports of Library Administration**

Library Director Kenney discussed the meeting room bookings with regard to Assistant Library Director's Degyansky report on meeting rooms. Mr. Kenney has been pleased that we have been able to accommodate so many requests. Library Director Kenney noted on Sunday, March 4<sup>th</sup> the Library was able to offer extended hours (11am- 5pm) during the recent snow storm. Mr. Kenney also announced that the Library was getting another dozen Hotspots and that the Eastview students would be returning to the Library to visit the Edge.

**Trustee Reports & Business**

**WLS** – Library Director Kenney invited President Matthews-Serra to attend the next meeting which he will also attend.

**Friends –**

**Foundation** – Executive Director, Nancy Rubini distributed her written report and remarked that the completion of the Hub campaign was expected to be announced after the Café' opened. In addition, the Foundation voted to allocate an additional \$10,000 to the new program in the Trove called Trove Time.

**Ongoing Business**

Library Director Kenney thanked Trustees Haynes and Schwarz for joining the meeting today on the capital project update. Mr. Kenney remarked that the estimated opening of the Café' would be mid-April as some equipment still needed to be installed. Library Director Kenney informed the Board that the design issue with the front door had been resolved to his satisfaction. Mr. Kenney reported that the FY2018-19 budget was approved with no significant changes and he would present the full budget to the Board in May before

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voted on by the Common Council in June. Library Director Kenney asked that the review of managing emergency situations procedure be postponed until the Assistant Library Director, Kathy Degyansky, could attend the meeting.

**New Business**

On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, the 2018/19 Library Hours and Holiday Schedule was approved as corrected. All were in favor.

On a MOTION by President Matthews-Serra, seconded by Trustee Haynes, the Board reviewed and approved the New York State Report for 2017. All were in favor.

Library Director Kenney distributed documentation pertaining to the elimination of fines for youth and stated that 10% of youth library cards were blocked due to fines and because of this they do not use their cards. Mr. Kenney noted that when youths received Edge cards their fines were removed. Many youths were motivated to return materials if no fines were attached. Library Director Kenney proposed a pilot program for Juveniles through YA (Young Adult to age 18) to have fine-free circulation and described the process with regard to other libraries. Mr. Kenney believed that the results would bring in less revenue but the materials would be returned and, therefore, circulation would be increased. Library Director Kenney would take a look at the lost book and overdue data, after the pilot program was over, and report back to the Board. A board member suggested an amnesty week prior to the pilot to reduce the number of existing fines. Another board member suggested returning books to schools for children – especially elementary age -- who cannot get to the Library. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, commencement of a pilot program for fines to be forgiven on Juvenile and Young Adult item types beginning June 1, 2018 through the end of the year with the effectiveness of the pilot to be assessed. All were in favor.

**Adjournment**

On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, the Board went into Executive Session at 8:23 p.m. The Executive Session was adjourned and the regular meeting was reconvened at 8:37 p.m. There being no more business before the Board, the meeting was adjourned at 8:37 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.



Thomas O. Scherer, Secretary  
Library Board of Trustees