

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
April 11, 2018**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, Haynes, Matthews-Serra, Scherer, Schwarz and Summers. Absent: Trustees D'Ambrosio, Furth and Ricca. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel.

Minutes of Annual Meeting of March 14, 2018

The minutes of the annual meeting held on March 14, 2018 were approved on a MOTION by Trustee Haynes, seconded by Trustee Schwarz. All were in favor.

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Budget

The City Revenue & Expenditure Budget by Department as of March 31, 2018 were reviewed. Library Director Kenney said there was nothing out of the ordinary to report.

Bills: 2017-2018 Budget: Claim #16, #17

Trustee Schwarz confirmed that he had reviewed claims #16 and #17 prior to the meeting. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, all claims were authorized for payment. All were in favor.

Reports of Library Administration

Library Director Kenney thanked the Maintenance Staff for maintaining the piano through the renovation. The Board discussed several programs including the Jazz Mornings and the Paraguay Independence Day Celebration on May 6th with Arts Westchester as a partner. Library Director Kenney noted that the Paraguayan community in White Plains was the largest outside New York City.

Mr. Kenney said he recently hired Don Simmons provisionally as a Librarian I. Ms. Nadas, who was a Librarian I, recently resigned. Library Director Kenney said he may need to revisit the Code of Conduct with regard to no food in the Library, although it will be difficult to enforce with the Café in the Library.

Mr. Kenney advised the Board that he went, along with Librarian Himmelfarb, to the Loft in White Plains to talk about joint programming and hoped to have a roundtable with them in June. The Loft will be celebrating its 35th anniversary and he would like to schedule and exhibit in the Museum Gallery.

In response to questions concerning the library plaza, Library Director Kenney said that he understood the library plaza was going out to bid.

President Matthews-Serra asked about the disciplinary problems in the Edge and Library Director Kenney responded that there was no longer any smoking of marijuana in the garage; Assistant Library Director Degyansky has been meeting with the disruptive kids; and has moved the security officer from outside of the Edge into the Edge. Mr. Kenney planned to talk to Superintendent Ricca about this and Community Policing has been following up. Library Director Kenney noted that the parents came in and promised that their kids would not misbehave but it continued to occur.

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As President of the PLDA this year, Mr. Kenney attended the WLS Monthly Board Meeting with President Matthews-Serra. Library Director Kenney said WLS has been exploring a new initiative which would provide families in need with broadband devices (laptops/hotspots) to bridge the digital divide. Mr. Kenney commented that White Plains Public Library has a lot of this in place already and he encouraged rural communities be considered as a possible pilot.

Trustee Reports & Business

WLS – Trustee Furth was not in attendance.

Friends – Library Director Kenney remarked the Annual Staff Luncheon provided by the Friends was tomorrow from 12-2 p.m. and invited the Board to join.

Foundation – Executive Director, Nancy Rubini stated that they were finishing the capital campaign and they had received a small grant from Walmart.

Ongoing Business

Regarding the Café, Mr. Kenney remarked that he met with Commissioner Rick Hope and Deputy Commissioner Anthony Carr of the Department of Public Works and additional work for fire prevention would be required. Library Director Kenney said the Café people were expecting to get the space next week with a soft opening on April 23 and a real opening on May 9th with officials. Mr. Kenney stated that the Café was part of the Library and a space where we created another type of environment. Library Director Kenney noted that a gate would be installed in the lobby to contain the space and provide Café employees access to the bathrooms while the Library was closed. Mr. Kenney noted that we were hiring another security guard (construction company picking up the cost) until the gate was installed.

Assistant Library Director Degyansky advised the Board that the Managing Emergency Situations Policy was out of date and a new Managing Emergency Situations Procedure replaced that policy. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, the Managing Emergency Situations Procedure was adopted. All were in favor.

Library Director Kenney informed the Board that he had received 66 patron feedback comments and most of the comments were favorable and great comments about the staff. Mr. Kenney reported that the cleanliness of the bathrooms was an issue as well as the way we handle the six conference rooms – first come, first serve basis -- but patrons would like to reserve them. Library Director Kenney remarked that library management monitored room usage but would look into possibly reserving a few rooms online. Mr. Kenney said he would look into getting an additional scheduled cleaning of the bathrooms.

New Business

On a MOTION by Trustee Haynes, seconded by Trustee Scherer, the Board of Trustees Meeting Schedule from July 2018 – June 2019 was adopted with the change for the Annual Meeting to February 13, 2019. All were in favor.


On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, the Personnel Additions/Deletions from Payroll from January 1-March 31, 2018 were approved. All were in favor.

Library Director Kenney mentioned the potential for a new capital project that would involve renovating the Museum Gallery, Room A and Room B. Mr. Kenney stated that funding for the New York State Construction Act increased by 40%, so he would pursue another capital project. Library Director Kenney said that if the White Plains Community Media people moved into the auditorium space then that would become another capital project. A board member asked whether the elevator would be replaced and Library Director Kenney said he would research that.

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Adjournment

There being no more business before the Board, the meeting was adjourned at 8:11 p.m. on a MOTION by Trustee Schwarz, seconded by Trustee Barrera. All were in favor.


Thomas O. Scherer, Secretary
Library Board of Trustees