

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
September 12, 2018**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Matthews-Serra. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, Matthews-Serra, Scherer, Schwarz and Summers. 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. Guests: Ashley Bressingham, Youth Librarian; Rai Fernandez, Architect, Bermello, Ajamil & Partners; Foundation Co-Presidents, Beth Kava and Diane Tabakman.

Minutes of Regular Meeting of July 11, 2018

The minutes of the regular meeting of July 11, 2018 were approved on a MOTION by Trustee Haynes, seconded by Trustee Summers. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department, as of August 31, 2018, was reviewed and Library Director Kenney reported that nothing unexpected was in the budget.

Bills: 2017-2018 Budget: Claims #24 / 2018-2019 Budget Claims #1, #2

Trustee Furth confirmed that she had reviewed the bills prior to the meeting and found them to be in order. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, approval was granted for payment of Claims #24 from the 2017-2018 budget as well as Claims #1 and #2 from the 2018-2019 budget. All were in favor.

Reports of Library Administration

The Board reviewed the reports.

Trustee Reports & Business

WLS -- Trustee Furth said the Board had not met since their last meeting.

Friends – Library Director Kenney thanked the Friends for graciously supporting the staff through funding staff education, Barbara Wenglin's short story discussions and an outreach program being organized by Donnie Simmons that will include the distribution of books. Mr. Kenney noted the Friends were in need of new members. The Board suggested targeting stay-at-home moms with kids that use the library and Library Director Kenney said he would advertise for new Friends members in the Trove, with a flyer, at the desk as a way to get people to join the Board. Mr. Kenney also said he would profile "A Friend" and what they do for the Library in the newsletter.

Foundation -- Executive Director Nancy Rubini gave a verbal report stating that the past month she has been focused on grants especially Trove Time which was a parent/caregiver program, reporting to Allstate (ninth year of this grant) and Shinnyo-en. She remarked that the Gala was in five weeks and ticket sales were strong.

Minutes of the September 12, 2018 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Rai Fernandez (architect) gave an update on the Hub which included the front door entrance plans. Mr. Fernandez said that it would take approximately two months to complete the work on the front entrance during this time the public would need to enter the building through the Café. The target for completion would be the end of November. A board member asked that the fire exits be clarified during the construction and Library Director Kenney responded that signage would be in place.

Mr. Fernandez reviewed the plans for the first capital project, which involved the renovation of the Gallery and Meeting Rooms A and B on the Library's second floor. It included carpeting and lighting for Rooms A and B, new HVAC and electrical work throughout, and a new ceiling for the gallery with a system for displaying art.

Library Director Kenney explained, in a document that he distributed, that the Capital Project for the Gallery/Meeting Rooms had been moved to 2018/19 to allow for the Library to apply for the NYS Construction Grant. Mr. Kenney remarked that last spring the White Plains Library Foundation had supported the project by funding the design for the Gallery/Meeting Rooms and a cost estimate. The estimated costs for the project were \$459,600, which includes a 20% in contingency costs as well as architect fees. Funding for the project would come from the New York State Construction Grant (\$140,591), and a bond (\$150,000). The remaining \$169,009 had been requested from the White Plains Library Foundation. Co-President Diane Tabakman said the White Plains Library Foundation's Executive Committee would recommend to their board approval of the requested \$169,009 once the Library Board approved the project.

On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, approval was granted to move forward with the Capital Projects for the Gallery/Meeting Rooms contingent upon the funding package as proposed. All were in favor.

Mr. Fernandez reviewed the plans for the Cable TV studio. The auditorium would be designed to function as a dual space – as an auditorium and as a (soundproofed) TV studio. Library and Cable staff would book use of the room through Evanced software, already in use by the Library. Also included in the design was a new restroom that was ADA compliant, an updated kitchenette and office space for two Cable TV staff members on the second floor and one on the third floor. Library Director Kenney said the combined cost would be under \$500K and there was a potential overall reduction of 20% in construction costs by completing both projects simultaneously. The Board actively participated in the discussion.

On a MOTION by Trustee Furth, seconded by Trustee Schwarz, the Board approved on principle the idea of renovating the auditorium and providing space for Cable TV. All were in favor.

On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, 2018/19 Library Hours & Holiday Schedule was revised to correct a previous error and now reflects closing at 1p.m. on Christmas Eve and New Year's Eve. All were in favor.

New Business

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Summers, the New York State Construction Grant Application was authenticated by the Board. All were in favor.

Library Director Kenney introduced Youth Librarian Ashley Bressingham to the Board and the Board welcomed her.

On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio, approval was granted for up to \$500 each (\$2,000 total) for A. Bressingham, M. Cañuela, B. Himmelfarb, K. Thornton-DeStafeno to attend

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NYLA's November Conference in Rochester, NY. Library Director Kenney noted that all staff were presenters at the conference. All were in favor.

On a MOTION by Trustee Furth, seconded by Trustee Schwarz, approval was granted for up to \$1,500 in expenses for K. Thornton-DeStafeno to attend the Library Marketing and Communications Conference in St. Louis in November. All were in favor.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:32 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes. All were in favor.

A handwritten signature in cursive script that reads "Yuki Haynes".

Yuki Haynes, Pro tem Secretary
Library Board of Trustees