

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
March 13, 2019**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President Schwarz. In attendance were Trustees Barrera, Furth, Matthews-Serra, Scherer, Schwarz and Summers. Absent: Trustees D'Ambrosio, Haynes 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. Guest: John Lolis, I/T Manager, Public Observer: Phil Poggiali

Trustee Barrera was appointed Pro tem Secretary for this meeting.

**Minutes of Annual Meeting of February 13, 2019**

The minutes of the annual meeting held on February 13, 2019 were approved as presented on a MOTION by Trustee Furth, seconded by Trustee Scherer. All were in favor.

**Minutes of Regular Meeting of February 13, 2019**

The minutes of the regular meeting held on February 13, 2019 were approved as presented on a MOTION by Trustee Matthews-Serra, seconded by Trustee Scherer. All were in favor.

**Budget**

The City Revenue & Expenditure Budget by Department as of February 28, 2019 were reviewed. Library Director Kenney commented that the electricity charges were lower than usual now that the chiller repair loan payments have been completed. Mr. Kenney also noted that the category description line (3.005 and 3.010) in the budget were changed to include processing of books, as was recommended by the Board.

**Bills: 2018-2019 Budget: Claim #14, #15**

Trustee Furth confirmed that she had reviewed claims #14 and #15 prior to the meeting. On a MOTION by Trustee Furth, seconded by Trustee Summers, all claims were authorized for payment. All were in favor.

**Reports of Library Administration**

A board member asked about Librarian Baird's report regarding the Home Bound Program in the Edge. Library Director Kenney responded that we received a list of students from White Plains schools and they come to the library in the morning. Mr. Kenney noted that program was due to illness or disciplinary issues, etc. Assistant Directory Degyansky reported that she has about 25-30 active volunteers that rotate in or out and work a few hours a week. Library Director Kenney suggested we conduct a volunteer appreciation event, such as a luncheon.

**Trustee Reports & Business**

**WLS** –Trustee Matthews-Serra said the Board did not meet in February but will meet in March.

**Friends** – Library Director Kenney said he met with them this morning and they were very happy with the new bookstore funding. Mr. Kenney reported that they approved \$2,300 worth of expenditures with most of it for the Trove and have mailed their newsletter and concert flyer for their upcoming program.

**Foundation** – Executive Director Rubini reported that the event "An Afternoon with George Guidall" to be held on April 7<sup>th</sup> from 2-4 p.m. was almost full.

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**Ongoing Business**

Library Director Kenney distributed the schedule for the Board Committees and said he hoped to have updates at the next meeting. Mr. Kenney noted that all policies that are being reviewed were available online.

Library Director Kenney discussed the library system migration and the use of VDI software. Mr. Kenney commented that we have our own I/T department and it was against the City policy to have a third party vendor software installed behind the City's firewall. Library Director Kenney informed the Board that WLS had viruses corrupting computers in the past and their systems were down for weeks at a time. Mr. Kenney discussed this with the City's CIO, Michael Coakley as well as John Callahan (Corporate Counsel) and a compromise was reached with WLS.

Library Director Kenney distributed a Collection Management Expenditures report that explained how the budget for the book and audiovisuals was funded as well as where the budget had been reduced.

President Schwarz asked about the construction and Cable TV and Library Director Kenney responded that they were reviewing and finalizing the plans.

**New Business**


The Board reviewed the hours and holiday schedule for 2019/2020 and Assistant Library Director Degyansky noted that in 2020 the library would be closed July 4<sup>th</sup> weekend. Library Director Kenney said he researched this and in the past we have been closed. On a MOTION by Trustee Summers, seconded by Trustee Scherer, the 2019/2020 Library Hours & Holiday Schedule was approved. All were in favor.

Library Director Kenney announced a few staffing changes. Mr. Kenney noted that Librarian Himmelfarb's duties were split up as follows: Librarian Duffy would handle local history inquiries, Librarian Simmons would handle Community Engagement where he would create/bring in programs and partner with the community. Library Director Kenney reported there would be a vacancy in Children Services.

Library Director Kenney asked the Board to go into Executive Session. On a MOTION by Trustee Summers, seconded by Trustee Furth, the Board went into Executive Session at 7:50 p.m. and came back at 7:54 p.m.

**Adjournment**

There being no more business before the Board, the meeting was adjourned at 7:55 p.m. on a MOTION by Trustee Furth, seconded by Trustee Scherer.

  
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Luz Barrera, Pro-tem Secretary  
Library Board of Trustees