

By: Kathy Degyansky  
Dept.: Assistant Library Director  
Subject: Monthly Report for March 2019  
Date: April 1, 2019

## OUTREACH AND COLLABORATION

- Participated in planning meetings for the Bravo Paraguay art exhibit and dance workshop for May.
- Coordinated scheduling of State Senator Shelley Mayer's Youth Advisory Council for April. The Council will meet in the Library on April 13.

## PROGRAMMING AND EXHIBITS

- Scheduled a film screening of "The Chinese Exclusion Act of 1882" in observance of Asian Pacific American Heritage Month, May 18.
- Finalized scheduling for Westchester Community College Intermediate ESL classes through the end of 2019.
- Worked with Southern Westchester BOCES to mount a student art exhibit.
- Scheduled a Meet the Author event with former White Plains resident, Martina Van Norden. Ms. Van Norden will speak about and sign copies of her new book, *The Edunia Experience: Master Teacher Lessons for Birthing a Generation of Purpose* on May 2.

## STAFF AND INTERNAL

- Participated in vetting candidates for the Librarian I vacancy in the Trove. Participated in interviews.
- Prepared Joshua Carlson's Merit Review evaluation.
- Assisted Friends of the Library with set up for their staff luncheon on April 11. Food ordered on their behalf for this event.
- Two volunteers were vetted this month. One will help with digitization, one with program support. The next Volunteer Orientation is May 21.
- Participated in a Board sub-committee meeting on March 25 to work on a revision of the Exhibits and Displays Policy. Drafted an updated policy, staff procedure, and gallery application for review by the committee.
- Helped in planning and execution of a staff appreciation luncheon on March 26.