

White Plains Public Library Board of Trustees
Minutes of Regular Meeting
April 10, 2019

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:02 p.m. by President Schwarz. In attendance were Trustees D'Ambrosio, Furth, Matthews-Serra, Schwarz and Summers. A quorum was present. Absent: Trustees Barrera, Haynes, Ricca and Scherer. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel.

President Schwarz appointed Trustee Summers as Pro tem Secretary for this meeting.

Minutes of Regular Meeting of March 13, 2019

The minutes of the regular meeting held on March 13, 2019 were approved as presented on a MOTION by Trustee Summers, seconded by Trustee D'Ambrosio. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of March 31, 2019 were reviewed. Library Director Kenney remarked that first there would be a public meeting on the budget and then the Common Council would approve it at their June meeting. Mr. Kenney noted that there was a large amount of monies in the material line at this time due to the migration and delayed buying.

Bills: 2018-2019 Budget: Claim #16, #17

Trustee Furth confirmed that she had reviewed claims #16 and #17 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

The Board review the reports. Assistant Directory Degyansky reported that AARP Tax Preparation program ended today and the program served over 1100 people.

Trustee Reports & Business

WLS –Trustee Matthews-Serra said she was unable to attend their meeting.

Friends – Library Director Kenney invited the Board to the annual Friends luncheon for the staff tomorrow from 12-2 p.m. in the auditorium.

Foundation – Executive Director Rubini distributed her report and said that she was trying to get additional funding for the very popular Trove Time program. Assistant Library Director Degyansky remarked there were 4,000 participants in this program. Ms. Rubini said she has been working on several grants and has started planning the 25th Anniversary Gala for spring 2020.

Ongoing Business

Library Director Kenney noted that two of the Board Committees had not yet met. Due to scheduling conflicts, the Americans with Disabilities Act Committee still needed a meeting date. Assistant Library Director Degyansky said the Exhibits and Displays Committee met on March 25th and changed the policy to a procedure and going forward would have a group select the art to be displayed. Ms. Degyansky said they would present new documents at the next meeting.

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Library Director Kenney discussed the progress of the library system migration and said there were a lot of issues (i.e. holds dropped, pin number access problems) but in general it was successful based on his experience. Mr. Kenney noted that WLS was unable to bring up the acquisition system and would hire Equinox to implement it. Library Director Kenney stated that we would be ordering outside of the acquisition system and a lot of it would not be shelf ready. Library Director Kenney noted that John Lolis, I/T Manager had been invaluable through this process.

Library Director Kenney advised the Board that the last part of the capital project was the front door and he was looking for an update this week from DPW Commissioner Rick Hope. The library plaza construction has been disruptive but the Library has been able to keep the front door open. Mr. Kenney said we had a hard end date of June 30th to complete the front doors.

Library Director Kenney said the plans were being finalized for the gallery/auditorium/meeting rooms and he hoped to have the plans to review at the next meeting.

New Business

On a MOTION by Trustee Furth, seconded by Trustee Matthews-Serra, the Personnel Additions/Deletions from Payroll: 1/1/19-3/31/19 were approved. All were in favor.

The Board reviewed the New York State Annual Report for 2018. A board member asked about the oath of office and term dates for this report and Library Director Kenney responded that he would get clarification from our business manager, Bill Deierlein. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Matthews-Serra, the New York State Annual Report for 2018 was approved. All were in favor.

Library Director Kenney reviewed his letter to the WLS Executive Director and their Board and the WLS summary on the WLS Malware/Virus attack that took place from mid-January to mid-February on several library's computers. Mr. Kenney said WLS issued a statement on their website that was in response to his letter and he shared it with the board. Library Director Kenney thanked Trustee Furth for her help with this matter.

Mr. Kenney remarked that it was nice to see the staff engaged with their work, and he talked about some of their accomplishments: Austin Olney has written a chapter on technology in several published books; Kristen Thornton-De Stafeno successfully publishes our newsletter and as a result, will be presenting at NYLA's Conference Committee; Erik Carlson has been part of a committee on Maker Group activities.

Library Director Kenney distributed a folder that contained information on the strategic planning process and said that our current plan ended in 2019. Mr. Kenney would like to form a board committee to help support the 2020-2024 strategic plan and suggested members from the Friends of WPPL or the Foundation join it.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:59 p.m. on a MOTION by Trustee Summers, seconded by Trustee Matthews-Serra.

Elaine Summers, Pro-tem Secretary
Library Board of Trustees