

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
September 11, 2019**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 6:59 p.m. by President Schwarz. In attendance were Trustees Barrera, Matthews-Serra, Scherer, Schwarz and Summers. Absent: Trustees D'Ambrosio, Furth, 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: Foundation President, Beth Kava

President Schwarz appointed Trustee Barrera Pro Tem Secretary for this meeting.

Minutes of Regular Meeting of July 10, 2019

The minutes of the regular meeting held on July 10, 2019 were approved on a MOTION by Trustee Summers, seconded by Trustee Matthews-Serra. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of August 31, 2019 were reviewed.

Bills: 2018-2019 Budget: Claim #24 / 2019-2020 Budget: #1, #2, #3

Trustee Furth reviewed claims #24 and claims #1, #2 and #3, prior to the meeting and found them to be in order. On a MOTION by Trustee Matthews-Serra, seconded by Trustee Scherer, all claims were authorized for payment. All were in favor.

Reports of Library Administration

Library Director Kenney reported that a board member noticed that the Library's website was down over the Labor Day weekend and thanked the Maintenance staff and John Lolis for coming in on the weekend to restart the system. Trustee Matthews-Serra inquired about the recent decline in numbers at the Library and Library Director Kenney responded that this could be due to migration issues as well as no meeting room rentals were booked since the construction was slated to begin on August 1. Mr. Kenney noted that numbers were down County wide.

Trustee Reports & Business

WLS –Trustee Matthews-Serra reported that the next meeting was scheduled for September 28th.

Friends – Library Director Kenney informed the Board that he met with the Friends this morning and they were very pleased with the bookstore. Mr. Kenney noted that they had approved funding for several programs as well as funds for Librarian Thornton-De Stafeno to attend the New York Library Association's conference. Librarian Thornton-De Stafeno will be presenting on her marketing efforts at the Library.

Foundation – Executive Director Rubini introduced Beth Kava, their new Board president, and the Board welcomed her. President Kava addressed the group and President Schwarz commented that we were grateful for the contributions that the Foundation makes to the Library. Nancy reported on the Year End Review flyer and noted the About Us section on the back cover that pointed out the Foundation's accomplishments. Ms. Rubini noted that the White Plains Rotary's 100 anniversary Gala would be held on October 19th with a portion of the proceeds benefitting the Foundation. Executive Director Rubini noted that the Foundation's 25th anniversary gala would be held in March.

Minutes of the September 11, 2019 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Library Director Kenney stated that the new ILS was not fully operational. Mr. Kenney reported that the acquisition module was not functioning and it was taking a lot of time to prep the materials before they were put on the shelves.

Library Director Kenney stated that the capital project for the second floor had gone out for bid and the bids came back high so DPW made changes to the project. Mr. Kenney noted that the timeline had also been delayed due to Cable TV requirements.

Library Director Kenney said the Library Plaza would be opening soon and that the power washing had begun (some areas in the front and side of building had been done) but they had moved onto the Public Safety building and would come back to the Library. Mr. Kenney thanked the White Plains Beautification Foundation for the beautiful plantings in in front of the Library.

Library Director Kenney reported that 14 group meetings had been set up for One Book, One White Plains with eight of them being home visits (doing personally). He noted that Donnie Simmons, Jr., our community outreach librarian, resigned this summer and we had not found a replacement. Library Director Kenney commented that he had been trying to set up joint book groups with the White Plains School District, since they were involved in the initial choice of the book, but it has not happened yet.

Library Director Kenney informed the Board that he had met with John Callahan, the City's Corporate Counsel regarding housing SCORE Westchester in the Library. Mr. Kenney discussed the following issues that were raised: liability, insurance coverage, reasons for the Library hosting SCORE, equipment and times they would use the Library. On a MOTION by Trustee Summers, seconded by Trustee Scherer, the Board unanimously voted to authorize Library Director Kenney to draw up and sign a lease with SCORE for rental of the space.

Library Director Kenney distributed a Year in Review flyer which is an annual report in conjunction with the White Plains Library Foundation for last fiscal year.

Library Director Kenney will get a date for the first meeting of the Strategic Planning Committee from Trustees Summers and Schwarz and send on to the other committee members.

Library Director Kenney informed the Board that he was co-chair of the City's Census campaign with Eileen McClain (Senior Planner). Mr. Kenney said the digital campaign kickoff for the census was September 23 and it would go live in April. Library Director Kenney will be encouraging everyone in the City to come to the Library to complete the census as it is important to get full representation of our population.

New Business

On a MOTION by Trustee Matthews-Serra, seconded by Trustee Summer, approval was granted for up to \$800 in tuition reimbursement for fall 2019 semester of Library School for Karen Jackson. All were in favor.

On a MOTION by Trustee Matthews-Serra, seconded by Trustee Barrera, approval was granted for up to \$500 in expenses for K. Thornton-De Stafeno to attend NYLA in Saratoga Springs, NY – November 2019. All were in favor.

Library Director Kenney discussed the plans for the refresh of the Edge furniture which will be funded by the online donations from the Foundation as well as the monies obtained from the last two weeks of film shoots. Mr. Kenney said he hired an architect with a lot of experience with libraries to help with shelving and storage solutions for the Media Lab as well as replacing the soft furniture (i.e., sofa, chairs).

Library Director Kenney thanked the staff members for their time helping with the film shoots.

Minutes of the September 11, 2019 meeting of the Library Board of Trustees, page 3

Library Director Kenney summarized the issues he had been experiencing trying to fill the vacancies at the Library. Mr. Kenney stated that it was challenging to attract and retain good staff when competing with other libraries.

Assistant Library Director Degyansky discussed the Library Plaza Opening on Saturday, September 14 from 2-4 p.m. Ms. Degyansky said that along with opening remarks from Mayor Roach there would be music, crafts for the kids and docents from the White Plains Beautification Foundation discussing the plantings on the Plaza.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:52 p.m. on a MOTION by Trustee Matthews-Serra, seconded by Trustee Scherer.

Luz Barrera, Pro Tem Secretary
Library Board of Trustees