

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
March 11, 2020**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Schwarz.

Attendees

Trustees Present: Barrera, D'Ambrosio, Haynes, Scherer, Schwarz and Summers. Trustee Apologies: Furth, Matthews-Serra and Ricca and Assistant Library Director, Kathy Degyansky. Also Present: Library Director Brian Kenney, Executive Director Nancy Rubini, and Library Director's Secretary, Sandra McDaniel.

Minutes of Annual Meeting of February 5, 2020

The minutes of the annual meeting held on February 5, 2020 were approved on a MOTION by Trustee Summers, seconded by Trustee D'Ambrosio. All were in favor.

Minutes of Regular Meeting of February 5, 2020

The minutes of the regular meeting held on February 5, 2020 were approved on a MOTION by Trustee Summers, seconded by Trustee Haynes as corrected. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of February 29, 2020 was reviewed

Bills: 2019-2020 Budget: Claim #14

President Schwarz reviewed claim #14 prior to the meeting and it to be in order. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Summers, the claim was authorized for payment. All were in favor.

Reports of Library Administration

President Schwarz asked about the blood pressure monitoring devices loan program mentioned in Assistant Library Director Degyansky's report and Library Director Kenney responded that the Heart Association maintained them. A board member asked about the volunteer program and Mr. Kenney said that the volunteers help out with English Conversation classes, as Census Ambassadors (tabling in the Library), etc. Library Director Kenney reiterated that he would like to have a volunteer luncheon to recognize their contributions.

Trustee Reports & Business

WLS – As Trustee Matthews-Serra was not in attendance, no report was given.

Friends – Library Director Kenney reviewed their minutes and discussed the patron gift from an estate.

Foundation – Executive Director Rubini reported that on Monday the decision was made to postpone the Gala. Nancy remarked that tickets sales had been successful and we had new donors.

Ongoing Business

Library Director Kenney reported that the FY 2020/21 Budget was approved as presented with very few changes. Mr. Kenney noted that the salary adjustments for part-time staff was ongoing.

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Library Director Kenney discussed the capital project on the second floor and said that it was going well and hoped that it would be completed by mid-April.

Library Director Kenney said 20 staff members been trained for the census and there was a banner over the Library entrance. Census Training sessions were held to be an ambassador at the Senior Center, Slater Center and El Centro.

Library Director Kenney distributed a preliminary diagram of the Tech Lab in the Hub and said that it would be located between the Hub desk and the Café and would be approximately 340 square feet with a sound barrier.

President Schwarz asked about the status of the front door and Library Director Kenney commented that there has been no progress on resolving the issue. Mr. Kenney said the door was now broken and needed parts but would not be fixed because there would be no more investment in it.

A board member asked about the accessibility for persons who are deaf or hearing impaired question on the New York State Library Report, and Library Director Kenney informed the Board that we did not have access to a deaf interpreter. Mr. Kenney noted that he was looking into an amplification system for the auditorium but it would be very costly. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, the Annual Report for Public and Association Libraries for 2019 (New York State Library Report) was approved.

On a MOTION Trustee Summers, seconded by Trustee D'Ambrosio, approval was granted for E. Carlson to attend the ALA Conference in June and up to \$500 in expenses.

Library Director Kenney reported on the increased incidents in the Library (with both children and adults) and said there was a noticeable change in the last three months and the police had been very responsive.

Library Director Kenney talked about the materials budget and said there was some functioning of the acquisition model but there was too much money that needed to be spent down by the end of the fiscal year so he has put the monies towards buying e-audiobooks and e-books.

Library Director Kenney remarked that the City has scheduled daily meetings for the commissioners to discuss the Coronavirus. Mr. Kenney said the Library was deciding on whether or not to continue with programming. Almost all children's programming was cancelled, except for Storytimes, as well as any programs with an audience greater than 20+ people. The AARP programming was on hiatus. Interloans – sending content to other Westchester libraries – was stopped as well, as we are not sure how long the virus lives on materials.

Library Director Kenney distributed a Pandemic Response Plan for the Library and reviewed it with the Board. Mr. Kenney said its purpose was to define staffing levels needed in order to operate and some of the steps were already in effect (no receiving cash, self-checkout, material returns through the book drop as well as giving people extensions on their books) as well as to provide guidance for Library closings. On a MOTION by Trustee Summers, seconded by Trustee Barrera, the White Plains Public Library Pandemic, Epidemic, Public Health Concern, and/or Public Infection Concern Response Plan Policy was approved as corrected.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:07 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Summers.

Yuki Haynes, Secretary
Library Board of Trustees