

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting (Virtual)
April 15, 2020**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by President Schwarz via Zoom. President Schwarz gave a brief recap of events since our last meeting and the transformation to a virtual meeting. Library Director Kenney stated that the meeting was being recorded.

Attendees

Trustees Present: Barrera, D'Ambrosio, Furth, Haynes, Matthews-Serra, Scherer, Schwarz and Summers. Trustee Apologies: Ricca. Also Present: Library Director Brian Kenney, Assistant Library Director, Kathy Degyansky, Foundation Executive Director Nancy Rubini, and Library Director's Secretary, Sandra McDaniel. Guests: Miriam Turkel, Foundation President Beth Kava, Business Manager - Bill Deierlein, Librarian - Kristy Bauman, Part-time Librarian -Akeyla Todd.

Minutes of Regular Meeting of March 11, 2020

The minutes of the regular meeting held on March 11, 2020 were approved on a MOTION by Trustee Haynes, seconded by Trustee Summers. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of March 31, 2020 was discussed and there were no comments from the Board.

Bills: 2019-2020 Budget:

President Schwarz stated that since all claims were already being paid during the Library's closure, the Board would review them at the next in-person meeting.

Reports of Library Administration

President Schwarz praised the new phone system that provided the ability to transfer Library calls to employee's homes (in 2 hour shifts) so that questions could be answered. Trustee Summers asked about costs, and Mr. Kenney reviewed the costs associating with the new phone systems as well as online meeting software. Library Director Kenney remarked since the Library closed to the public on March 14th, we were able to quickly regroup and began offering virtual services the week of March 16. Library Director Kenney refocused staff energies towards supporting the virtual library by increasing digital content, reformatting the website to virtual content and services, setting up a phone system so that librarians can easily answer calls remotely, and setting up contracts with Zoom and Ring Central for online meeting platforms. Business Manager Bill Deierlein said the Library licensed RingCentral for about \$500 a month (from City funds) with no-long term obligation and it also has video conferencing/webinar capability similar to Zoom. Mr. Kenney stated that the Zoom Video Conference service was supported by the Foundation and provided the ability to operate two programs at once.

A board member asked about the Information Depot Grant project and Assistant Library Director Degyansky responded that Montefiore Hospital of Westchester was partnering with Feeding America to reach undocumented and/or low income individuals with cancer screening and prevention information at the Library.

Library Director Kenney thanked his colleagues who moved quickly and creatively in establishing the virtual Library. President Schwarz said it was speedily executed.

Minutes of the April 15, 2020 meeting of the Library Board of Trustees, page 2

Trustee Reports & Business

WLS – Trustee Matthews-Serra said the March 25th meeting was cancelled and no meeting was scheduled virtually. Ms. Matthews-Serra said she was sent a link to the February meeting since she was not there.

Friends –

Foundation – Executive Director Rubini thanked the Library team for their creativeness and their collaborative support. Ms. Rubini said that Con Ed had authorized the use of grant funds that was earmarked for the technology camp for teens (now cancelled) to be used to acquire two 3D printers and virtual programming. President Beth Kava commented that she was pleased to support the Library in their outreach efforts.

Ongoing Business

Library Director Kenney said the capital project on the second floor was halted one week after the building was closed.

Library Director Kenney noted he had been working on the Tech Lab in the Hub but the plans have been placed on hold. He would discuss it further at next month's meeting.

Mr. Deierlein reported on the current budget and said that obviously there were a lot of expenses even though we were not in the building such as service contracts, utilities, etc. and we were spending more than anticipated. Library Director Kenney stated that we had unspent funds in the materials budget which was being used to support the acquisition of more digital content. Mr. Kenney said this would be reflected in next month's report. President Schwarz said that full-time staff was still receiving their salary but part-time staff was not being paid.

Library Director Kenney remarked that there were several changes to the Census and while everyone received their notification digitally Census offices were closed and field work suspended. Paper notifications were sent out to those that did not respond. The deadline was extended until August may be extended further.

New Business

Mr. Deierlein received the proposed 2020/21 budget and it was in line with what was originally approved by the Board with the exception of but salary and benefits. Business Manager Deierlein said those figures were still in flux.

Library Director Kenney stated that he had begun conversations with other library directors about reopening and he was guided by Governor Cuomo's stance on a slow reopening. Mr. Kenney said he was concerned about the handling of library materials, building capacity to support social distancing, public seating, support for computer usage while maintaining social distancing, and safety for public and staff at service desks. Library Director Kenney said there would be no programs this summer as we need to move slowly in re-opening our programs, services and facilities. Mr. Kenney said that there were very few guidelines addressing any of these issues, and that he would provide a re-opening plan for Board review at the May meeting.

President Schwarz opened the floor to questions.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:46 p.m. on a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees