

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
October 14, 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 via Zoom.

Attendees

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

Minutes of Regular Meeting of September 9, 2020

The minutes of the regular meeting held on September 9, 2020 were adopted on a MOTION by Trustee Summers, seconded by Trustee Haynes. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of September 30, 2020 was reviewed. Trustee Scherer continues to monitor expenditures and inquired about the encumbrances as well as the funds from other libraries. Library Director Kenney answered that the City encumbers annually for a few contracts, most notably our cleaning contract. Funds from other libraries refers to the Local Library Services Aid (LLSA) which is distributed from the State of New York to the Westchester Library System and then to local libraries. This year we anticipate those funds to have decreased by 20%.

Bills: 2020-2021 Budget: Claim #2

Trustee Furth confirmed that she had reviewed the bills prior to the meeting and two revisions were made. On a MOTION by Trustee Furth, seconded by Trustee Haynes, payment of claim #2 was approved. All were in favor.

Reports of Library Administration

A board member inquired as to whether members of the public needed to be informed of man-in-the-middle-attack (a form of hacking) reported in the Library Systems report. Library Director Kenney responded that there had been no breach of personal data and the problem had been detected and corrected by our I/T department.

Trustee Reports & Business

WLS – Trustee Matthews-Serra commented that committees had been formed; but the Board had not been notified prior to the dissemination of information (i.e. SLAs) to WLS members.

Friends – Library Director Kenney remarked that he had not met with the Friends but commented a long-term member of the Friends, Faith Robinson, had passed away.

Foundation – Executive Director Rubini reported that the Kendi Author Visit on October 28th had well over 400 people scheduled to attend. Nancy said that she has received a \$5,000 grant from Con Ed to buy 3D printers which would replace the two that were donated to St. John's Hospital at the beginning of the pandemic. The Edge staff will have updated 3D software included with the printers.

Minutes of the October 14, 2020 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Library Director Kenney said the capital project was just about finished and the remaining actions were to complete the signage and to purchase a moveable stage for the auditorium/studio.

Library Director Kenney discussed with the Board two requests we regularly receive from patrons: for a room to use for studying or meetings and to use the computers. We are presently in Phase Two of the Library's Policy: Library Building Re-opening, a Phased Response and both study space and computer access are addressed in Phase Three. The Board discussed expanding services but, with the infection rate on the rise, recommended that we remain in Phase Two.

Library Director Kenney informed the Board that there was potential for a film shoot with a small number of people using the front lobby, for a couple of hours and be finished before we were open to the public. The Board had no issues with this request.

Library Director Kenney stated that there were several One Book, One White Plains book groups underway and there has been a great deal of interest. Mr. Kenney stated that former White Plains librarian, Donnie Simmons, Jr., now a librarian at Westchester Community College, would conduct the interview with Dr. Kendi. Library Director Kenney mentioned there was also interest in holding book groups after the event, and we would continue hosting discussions through November.

Library Director Kenney remarked that Wilson Arana, WLS I/T Manager, met with the PLDA (Public Library Directors Association) and presented different models of service level agreements (similar to what had been submitted in a letter to WLS). Mr. Kenney noted that we could be more selective about the services we receive from WLS and will have direct access to the catalog, something we have requested for several years. Library Director Kenney said these changes should go into effect next year.

New Business

Library Director Kenney advised the Board that the library cards to all children project, spearheaded by Librarian Josh Carlson, had begun and they would receive the data from the school district for K-12 students.

On a MOTION by Trustee Summers, seconded by Trustee Haynes, authorization was granted for K. Jackson's fall tuition reimbursement of up to \$800 for Library School. All were in favor.

On a MOTION by Trustee Matthews-Serra, seconded by Trustee D'Ambrosio, the report of Payroll Additions/Deletions from July 1-September 30, 2020 was approved. All were in favor.

Assistant Library Director Degyansky presented the Revised Exhibits and Displays Policy and Procedures to the Board. A board member requested information on insurance coverage for the exhibitor's work and Ms. Degyansky said she would get back to the Board. Trustee Furth suggested the topic be tabled until next month as it did not affect the exhibit planned in January.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:02 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes. All were in favor.

Yuki Haynes, Secretary
Library Board of Trustees