

White Plains Public Library Board of Trustees
Minutes of Regular Meeting (Virtual)
May 13, 2020

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Schwarz via Zoom.

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, Diane Tabakman, Foundation President Beth Kava, Business Manager - Bill Deierlein.

Minutes of Regular Meeting of April 15, 2020

The minutes of the regular meeting held on April 15, 2020 were approved on a MOTION by Trustee Furth, seconded by Trustee Summers. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of April 30, 2020 was discussed. A board member asked why there were no dollar amounts associated with retiree, health insurance and buyout information in the budget. Business Manager Deierlein said that a lot of those number were close to the budgeted amount and that we also don't have any control of those numbers as they are provided by the Budget & Finance Department. Mr. Deierlein commented he would look into it.

Bills: 2019-2020 Budget:

Library Director Kenney remarked that Mr. Deierlein was in the building a lot more and offered to make the bills available for review. On a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes, approval was granted to pay the bills until the next in-person meeting. All in favor.

Reports of Library Administration

The reports of Administration were reviewed. The Board thanked the staff for all their effort in making a virtual library a reality.

Trustee Reports & Business

WLS – Trustee Matthews-Serra said they had a virtual meeting focused mainly on the year-end financial audit that should be finished by the end of May. Ms. Matthews-Serra said the board discussed the issues surrounding re-opening. Library Director Kenney remarked that the Mid-Hudson Valley region would have to meet the criteria set by Governor Cuomo. We have currently met five out of seven of the criteria required to reopen. Mr. Kenney will forward the link to the State's website containing this info to Trustee Furth. Library Director Kenney said it was not clear in which phase public libraries would fall.

Friends – Library Director Kenney said that they have had no meetings but he has spoken to Lee Palmer (Secretary) on the phone.

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Foundation – Executive Director Rubini said that they were hosting an author talk with Eric Larson via Zoom on June 3rd for Gala donors, but if someone was interested in attending this event they should send her an email and she will send a virtual link. Ms. Rubini has been working with some grant funders on redeploying unspent grand proceeds and dropping off books to donors. The Board will meet on Wednesday to discuss the Gala.

Ongoing Business

Library Director Kenney said the staff has been terrific and this month we offered 65 programs online. Mr. Kenney said he had a daily management meeting with the department heads which focused on the virtual library and reopening. Mr. Kenney said he had one meeting with City Hall and as far as he knew we were moving ahead with the proposed budget but adjustments maybe made during the fall.

Library Director Kenney remarked that the construction team had made good progress on the capital project two weeks after we closed.

Library Director Kenney commented that the Altice Grant Project plans were put on hold. Mr. Kenney said the original plan could not have supported social distancing and our needs have changed. Library Director Kenney remarked that we don't have a good place in the building to host a Zoom meeting so we need to rethink the deployment of the Altice funds.

New Business

Library Director Kenney stated that there were several new projects one of which was Documenting COVID-19 – White Plains Experiences, a repository that would collect experiences from this time. Mr. Kenney said we would be capturing something that would be available to researchers in the future.

Assistant Library Director Degyansky said that she and Librarian Rothman were focusing on job information and were starting a Back to Work project. Ms Degyansky noted that more people would be looking for work so we are looking for resume builder software and using the screen sharing technology that we already have to help people with online applications one-on-one. Ms. Degyansky noted that they were also looking for a presenter for a Virtual Job Club.

Library Director Kenney sent out an online meeting policy to be voted on since we have programs like Zoom, etc. A board member asked if we would be able to phone into meetings in the future if a quorum was needed and Library Director Kenney responded that he thought that Governor Cuomo relaxed the rules due to the crisis. President Schwarz asked that this topic be tabled until next month.

Library Director Kenney discussed the Library Building reopening plan, part of the Library's larger pandemic plan, which presented a phased response to implementing library services. It addressed: safety concerns (limiting contact), mandatory use of a mask provided by the Library but gloves optional, acquiring acrylic barriers, no seating, minimal amount of people in the building, removing high touch items (printers/computers/magazines) until a procedure was in place, and devoting a substantial amount of funding for security to monitor public behavior. Mr. Kenney also said that access to Trove/Edge would be available by appointment and there would be no meetings or classes in the Library. The Board discussed the document.

A board member reviewed the Code of Conduct policy and updated it to reflect the inclusion of the new expectations about public behavior (such as the wearing of masks, etc.). President Schwarz asked that it be reviewed at the next board meeting.

Library Director Kenney said that once we return to the building staff would be blended – some working from home and some in the office to promote social distancing. The Library would convert conference rooms into offices, in all eight staff members would be reassigned to new offices. Library Director Kenney asked for board reactions to reduced services and hours and the Board responded by agreeing to the proposed plan

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and a conservative approach to reopening. Library Director Kenney asked that the 2020/21 Holidays & Hours Schedule be tabled until next month.

On a MOTION by Trustee Furth, seconded by Trustee Haynes, the Board of Trustee Meeting Schedule July 2020 – June 2021 was adopted. All were in favor.

Library Director Kenney would continue to inform the Board about fast moving topics and said he would, if nothing else, ramp up his communication with the Board. President Schwarz remarked that the Board would gather for special virtual meetings if necessary.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:28 p.m. on a MOTION by Trustee Summers, seconded by Trustee Haynes.



Yuki Haynes, Secretary
Library Board of Trustees