

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
November 18, 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: Barrera, Matthews-Serra, Scherer, Schwarz and Summers. Trustee Apologies: Furth, D'Ambrosio, Haynes and Ricca. Also Present: Library Director Brian Kenney, Assistant Library Director Degyansky, Foundation Executive Director Nancy Rubini, and Library Director's Secretary, Sandra McDaniel. Guest: Bill Deierlein, Business Manager Observers: Beth Kava, Diane Tabakman, Miriam Turkel

Minutes of Regular Meeting of October 14, 2020

The minutes of the regular meeting held on October 14, 2020 were approved on a MOTION by Trustee Summers, seconded by Trustee Barrera. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of October 31, 2020 was reviewed. Trustee Scherer asked about the Intergovernmental funds and the general funds revenue lines and Mr. Deierlein responded that Intergovernmental funds were normally at 90% this time of year and the other 10% would come in February or March. He noted that the funding had been reduced by 20%. Mr. Deierlein also remarked that the general funds were usually disbursed by the City on an incremental basis throughout the year as needed.

Bills: 2020-2021 Budget: Claim #3

President Schwarz confirmed that he had reviewed the bills prior to the meeting and they were in order. On a MOTION by Trustee Matthews-Serra, seconded by Trustee Summers, payment of claim #3 was approved. All were in favor.

Reports of Library Administration

A board member inquired about the Winbrook Crisis Authority mentioned in a report and Library Director Kenney said that the group had been active for several months and he was asked to participate with a goal of sharing information about Library services and providing technology to Winbrook during this pandemic.

Trustee Reports & Business

WLS – Trustee Matthews-Serra remarked they had a meeting last night and came up with a timeline for the computers, VDI and SLAs. She noted that two board members sent an email to the Board President about their concerns about actions taken without Board input and were awaiting a response.

Friends – Library Director Kenney informed the Board that the Friends had not met.

Foundation – Executive Director Rubini revealed that over 600 people attended Dr. Kendi's virtual event on October 28th and that over 500 people were new to the Library's newsletter. Ms. Rubini said the Foundation sponsored two other well attended programs, presented by Carol Fitzgerald and Susan Edwards Colson. Ms. Rubini noted that she was working on the annual appeal.

Minutes of the November 18, 2020 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Assistant Library Director Degyansky responded to the question that was raised last month about the Library's liability with regard to the work displayed in the Museum Gallery and said the Library was self-insured and that there was no cap on the amount that an artist could claim. Ms. Degyansky said that each piece was accompanied by a professional appraisal.

Library Director Kenney stated that the One Book, One White Plains book group discussions were continuing until November. Mr. Carlson, Manager of Youth Services, would be working with the school district staff to host book groups around the Kendi book, *Stamped*. Mr. Kenney noted that each book group would have 10-15 students in a group, along with a teacher and a librarian and Mr. Carlson hoped to reach 600 students and have the project completed by January.

Library Director Kenney asked that agenda item 6c, Review of Circulation, be tabled in lieu of a more pressing discussion.

Library Director Kenney said he had a meeting with the City's Chief of Staff and Commissioners regarding the increase in COVID cases in Westchester and was asked to reduce the number of in-person workers by 25% if staff was at 100%. Mr. Kenney noted that the Library staff was already reduced and if lowered further we would need to make changes to our service levels. Library Director Kenney said New York State was using a zoned approach now and the following steps would be taken, if necessary: the Library would be closed to the public but we would provide Grab & Go and online services (yellow zone); the next step would be Curbside only (orange zone); and lastly, lockdown (red zone) would entail virtual services only with very few people in the building.

Mr. Kenney noted that WLS had sent out zone information and recommendations on how libraries should proceed in the yellow, orange and red zones. Library Director Kenney commented that he would send the Board this document and currently there was one library in Westchester that was closed because of their zone. Mr. Kenney noted that in the next few weeks he may need to come back to the Board regarding changes and President Schwarz said the Board could meet if necessary.

Business Manager, Bill Deierlein, reported on the budget and said that we were not spending money on overtime because we are closed on Sunday and the part-time budget was lower because staffing had been reduced. Mr. Deierlein also said that online subscriptions and service contracts were paid throughout the year. A board member inquired about the Personal Computing funds and Library Director Kenney remarked that funds would not accrue and, if unspent, would be lost.

Library Director Kenney shared the current (2016-2019) strategic plan with the Board and said that it ended in 2019 and most of it was completed. Mr. Kenney would like to see a new plan for the next two years. Library Director Kenney asked that you email him if you were interested in participating in a small group comprised of Trustees, Foundation members, staff and residents to work on the strategic plan.

New Business

Library Director Kenney advised the Board that we were piloting a new program, Circulating Laptops, as he realized that patrons were struggling with the fact that there was no access to computing. Library Director Kenney remarked that the program entailed having 12 circulating laptops with a hotspot for two weeks. The equipment could be reserved via the catalog, it would be cleaned with UVC, and the hard drive would be scrubbed. Mr. Kenney noted that we would provide support remotely and that six staff members have been working on it. Library Director Kenney said if the program was successful, they would look for a source of funding to expand it.

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Assistant Library Director Degyansky commented that the Board needed to formally accept Ann Ladd's donation of art (BeE Kind To Bee Bench) which was donated last year and was now located in the Trove. President Schwarz stated that he had signed a letter today, on behalf of the Board, acknowledging Ms. Ladd's generous gift.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:54 p.m. on a MOTION by Trustee Summers, seconded by Trustee Scherer. All were in favor.

Pro Tem Secretary
Library Board of Trustees