

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Annual Meeting

Wednesday, February 4, 2015

7:00 p.m. Call to order

- 1. Nominations for President and vote**
- 2. Nominations for Secretary and vote**
- 3. Annual Meeting Adjourned**

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, February 4, 2015

7:15 p.m. Call to order

- 1. Minutes of Regular Meeting of January 14, 2015**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - 01/29/15
- 3. Bills: 2014 – 2015 Budget: Claims #11, #12**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 01/08/15
 - c. Foundation – Executive Directors Report – 01/28/15
 - d. Other
- 6. Ongoing Business**
 - a. Revised Code of Conduct
 - b. Programming partnership with Recreation and Parks
- 7. New Business**
 - a. Vote on Personnel Additions & Deletions – 10/1/14-12/31/14
 - b. Approval for two staff members to attend the ALA conference and reimbursement of up to \$200 each in expenses
 - c. Vote on FY 2015-16 Budget

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
January 14, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, Assistant Library Director, Kathy Degyansky and Kathlyn Carroll, Edge Librarian.

President Schwartz greeted the Trustees and wished all present a Happy New Year. Library Director Kenney introduced Kathlyn Carroll, Edge staff Librarian. Trustee Furth inquired whether teen behavior issues had gotten better. Assistant Library Director Degyansky stated that they had. Director Kenney advised the Board of the decision to re-locate the lobby guard outside the Edge during the busiest weekday hours between 3:00 p.m. and 6:00 p.m. and asking for teens' identification as they enter. Incidents have gone down as a result of these measures.

Ms. Carroll informed the Board that she enjoyed working with the teens. She described the service opportunity programming she has been doing since joining the staff full time in September, 2014. Of particular interest to the Board was Ms. Carroll's program collaboration with Guiding Eyes, a group that trains dogs for service to people with disabilities. Board President Schwarz recommended that Ms. Carroll contact Brian Wallace who is community member with many years of experience with the program.

Minutes of Regular Meeting of December 18, 2014

Trustee D'Ambrosio pointed out an error on page 2 of the minutes where New York "stated" should be New York "State". With this correction, the minutes of the regular meeting of December 18, 2014 were approved as submitted on a MOTION by Trustee James, seconded by Trustee Connors.

Budget:

The City Revenue & Expenditure Budget by Department as of December 31, 2014 was reviewed. Director Kenney explained Business Manager Deierlein's memo regarding changes to the administration of the Westchester Library System (WLS) funding model. Trustee Connors asked whether this was new. Director Kenney stated that the basic model is not changed but that funds from the State would now be paid out to libraries who were net lenders to be used for materials purchases. Libraries need to document how these funds are spent. Libraries that were net borrowers would not be charged for their borrowing, but would instead spend those funds on additional materials. The goal is to have more material in the system and less material in inter-library loan.

Bills: 2014 – 2015 Budget: Claims #9, #10

Trustee Furth reviewed the bills prior to the meeting. One bill did not have an entry on the claims list. Business Manager Deierlein clarified that the list is correct and may be approved. Trustee Furth, seconded by Trustee D'Ambrosio approved payment of bill voucher, #9, and #10 on a MOTION.

Report of Library Administration

Library Director Kenney stated that Systems Manager Lolis omitted from his report the gift of 12 computers donated from a Manhattan law firm through a staff member. The computers will be installed in the Cyberpool.

President Schwarz commented on the interviews being conducted by Local History Librarian Himmelfarb as very interesting.

Minutes of the January 14, 2015 meeting of the Library Board of Trustees, page 2

Trustee Connors asked whether a comparison had been done on circulation of teen materials in Adult Services Manager Baird's report and asked whether it is up or down. Director Kenney responded that it was level.

Trustee Reports & Business

WLS – Trustee Furth stated that the WLS Board did not meet.

Friends – President Schwarz noted the death of one of the Friends Board and commented further that they are in need of new members. He reminded the Board of the Friends' annual luncheon for staff to be held the next day and urged them to attend in support.

Foundation –Ms. Hollahan reminded the Board that the Shinnyo-en Community Film Festival and awards ceremony was scheduled for the following evening recognizing the work of teens during the summer video production workshop. She added that the Foundation is working to recruit teams for the February 27 Spelling Bee at Highlands Middle School. The Fall Gala date has been set for November 14. It is the 20th anniversary of the Foundation. Author Phil Klay has already accepted as an honoree. Mr. Klay is a White Plains native recently recognized with the National Book Award for his novel, *Redeployment*.

Other –

Ongoing Business:

Library Director Kenney stated that he hoped to obtain Capital Projects funding for renovation of the front door area this year or next. The cost of the project to change the existing entrance to two automatic doors would cost about \$200,000. The current entrance includes an ADA door which stays open sufficient time for those with mobility issues to enter. This allows an inordinate amount of outside air into the building making it too cold in winter and too hot in summer. The Library entrance would need to be moved during construction. Trustee D'Ambrosio asked whether this was in addition to recent projects. Director Kenney clarified that the recent projects were repairs. One was repair of the ADA door and the second were repairs based on an incident with a patron who smashed a panel of the revolving door. Bills related to the vandalism were sent to the Legal Department in hopes of restitution.

President Schwarz asked whether the Trustees had used the Library's new digital media streaming service, Hoopla. Trustee Haynes mentioned that Teen Librarian, Erik Carlson promoted the service at a recent PTA meeting she attended. Director Kenney reported that 70 people attended the January 10 launch event, including the Mayor, and that 200 people had signed up so far. President Schwarz described the sign up and borrowing procedures and urged everyone to try it.

President Schwarz stated that one-half of the WLS libraries are members of the Library Trustee Association. The dues, \$400, are based on the size of our Library. The website is accessible to anyone, including non-members. A MOTION to join with dues to be paid by individual Trustee contribution was put forth by President Schwarz, seconded by Trustee D'Ambrosio. Trustee Haynes questioned the benefits. Trustee Furth described the benefits as educative plus providing a link to other State libraries. Trustee Matthews-Serra expressed that membership reflects support. Trustee D'Ambrosio stated that if we are not using it, we don't need it. Director Kenney stated that he uses the website for policy and other research and sees it as a useful and valuable resource which would be missed if it went away. Trustee James stated that a resolution cannot be binding on the members. President Schwarz amended the motion be revised to state

Minutes of the January 14, 2015 meeting of the Library Board of Trustees, page 3

that we would join with details to follow. The MOTION carried. President Schwarz advised the Trustees to make their checks payable to the Association and sent to Library Director Kenney.

Assistant Library Director Degyansky provided an update of Edge security issues. She stated that we had about 6 incidents per month before instituting the new procedure of having security check ids at the entrance during the peak 3:00 p.m. to 6:00 p.m. hours. Incidents involved fighting, ignoring staff directives, cursing and other general unruliness. When teens are asked to leave for behavior problems, they are advised that a parent or guardian must speak to the Assistant Director before being welcomed back into the Edge. The new procedure has drastically reduced the number of incidents. The new procedures have helped to curb the anonymity factor and to discourage older patrons from other communities who had been using the Edge. Per advice from our security company, community policing officers and the Homebound Instruction Coordinator, a draft code of conduct for the Edge was presented for the Board's consideration for a vote at next month's meeting.

A MOTION by Trustee D'Ambrosio, seconded by Trustee James to accept the Code was discussed. Trustee James stated that he appreciated the positive tone of the Library's Code of Conduct and did not feel comfortable with targeting a specific age group for a separate Code already approved by the Board. Quoting from the current policy which states in part, "The Director may establish rules and regulation in support of the policy," Trustee James further suggested that we change the one written for the Edge to so state and suggested the following substitute MOTION seconded by Trustee Connors: The Board of Trustees authorizes the Library Director to establish rules and regulations consistent with the Code of Conduct already enacted by the Board. Trustee D'Ambrosio commented that the Board has already authorized the Director to do so. Trustees Matthews-Serra and Scherer agreed. Director Kenney offered to revise the current Code of Conduct for review at the next meeting.

Library Director Kenney spoke about the Library's new electronic newsletter. We need more email addresses to broaden the reach of the newsletter but he has gotten positive feedback so far.

Library Director Kenney stated that expansion of Library programming is hampered by a lack of funds. Recent discussions with the City's Recreation and Parks Department have resulted in the Library's agreement to provide space for Recreation and Parks Department programming in the spring and summer. Recreation and Parks wants to try the Library location since their current location lacks parking resulting in low attendance. The programs would not conflict with Library programs. At issue is the fees charged by Recreation and Parks who do not profit from the fees but serve only to recover costs. The Library would not market the programs.

New Business:

President Schwarz stated that his term is up and that the Nominating Committee of Trustees Furth and Scherer had completed their work. Trustee Furth nominates Trustee James for President; Trustee Matthews-Serra as Secretary.

Library Director Kenney briefed the Trustees on a Showtime film shoot in the Library meeting room spaces on January 23. The \$10,000 fee realized will pay for the Reading Coach this year.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:32 p.m. on a MOTION by Trustee Furth, seconded by Trustee James.

Yuki Haynes, Secretary
Library Board of Trustees

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: January 29, 2015

In the Budget Report as of January 28, 2015 all monthly revenues and expenditures are normal.

FOR 2015 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	146,696	149,630	88,287.53	17,198.87	.00	61,342.47	59.0%
1.150 MANAGERIAL SALARIES	212,625	212,625	125,447.16	24,440.16	.00	87,177.84	59.0%
1.153 M/C ATTENDANCE BONUS	600	600	600.00	600.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,309,929.52	254,877.67	.00	904,894.48	59.1%
1.201 CSEA OVERTIME	46,000	46,000	28,065.40	6,912.68	.00	17,934.60	61.0%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,800.00	8,800.00	.00	1,200.00	88.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	127,188.89	26,170.07	.00	127,811.11	49.9%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	1,688,318.50	338,999.45	.00	1,200,360.50	58.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	218,507	127,773.54	25,633.48	.00	90,733.46	58.5%
2.020 MTA PAYROLL TAX	9,997	9,823	5,788.84	1,139.25	.00	4,034.16	58.9%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	314,346.28	63,302.98	.00	215,629.72	59.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	263,619.41	39,206.27	.00	204,933.59	56.3%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	110,635.20	.00	.00	68,254.80	61.8%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	25,176.00	.00	.00	24,824.00	50.4%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	26,927	26,927.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	43,010	41,770	23,338.45	3,407.85	.00	18,431.55	55.9%
2.407 OPTICAL INSURANCE	11,764	11,422	6,511.54	950.82	.00	4,910.46	57.0%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	1,560.96	.00	.00	1,574.04	49.8%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	.00	.00	-165.00	116.1%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	291.25	.00	.00	858.75	25.3%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	377.38	50.25	.00	622.62	37.7%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,360	1,360	680.00	.00	.00	680.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,620,411	1,548,586	911,365.85	133,690.90	.00	637,220.15	58.9%
3. MATERIALS & SUPPLIES							

FOR 2015 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	5,199.70	889.61	.00	3,800.30	57.8%
3.003 PRINTING	4,000	4,000	574.91	158.00	.00	3,425.09	14.4%
3.004 POSTAGE	0	0	197.92	23.96	.00	-197.92	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	85,802.51	6,292.21	.00	119,846.49	41.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	11,551.44	679.00	.00	3,008.56	79.3%
3.010 NON-BOOK MATERIALS	100,000	100,000	80,272.66	9,704.47	.00	19,727.34	80.3%
3.011 PROGRAM SUPPLIES	4,000	4,000	1,289.78	316.98	.00	2,710.22	32.2%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	135.00	.00	.00	865.00	13.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	9,198.41	537.76	.00	801.59	92.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,004	2,004	1,080.00	.00	.00	924.00	53.9%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	3,694.00	148.00	.00	8,306.00	30.8%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	925.00	.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	15,178.96	1,275.16	.00	-178.96	101.2%
3.601 ELECTRICITY	393,931	393,931	201,887.20	32,345.55	.00	192,043.80	51.2%
3.602 TELEPHONE	3,360	3,360	2,177.97	532.57	.00	1,182.03	64.8%
3.603 GAS	65,500	65,500	3,851.07	.00	.00	61,648.93	5.9%
3.604 WATER	4,000	4,000	3,302.35	.00	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	679.66	46.76	.00	676.34	50.1%
3.704 COPIER RENTAL	6,701	6,701	3,908.17	558.31	.00	2,792.83	58.3%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	.00	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	507,753.27	53,508.34	.00	411,152.73	55.3%

4. DIRECT COSTS							

4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	77,263.46	5,359.02	.00	22,980.72	82.4%
4.016 SECURITY GUARDS	109,809	109,809	55,531.08	13,483.91	.00	54,277.92	50.6%
4.023 PROGRAM SERVICES	56,500	56,500	31,275.60	2,810.10	.00	25,224.40	55.4%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	13,778.74	12.46	.00	-1,302.74	110.4%
4.602 SIF CONTRIBUTION	41,150	41,150	41,150.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	6,050.00	150.00	.00	3,950.00	60.5%
TOTAL DIRECT COSTS	364,889	364,889	229,248.88	21,815.49	30,509.82	105,130.30	71.2%

9. OTHER FINANCIAL USES							

9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	129,741.24	.00	.00	325,070.76	28.5%
9.990 RESERVE FOR FINANCING	10,000	153,831	.00	.00	.00	153,831.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	608,643	129,741.24	.00	.00	478,901.76	21.3%

FOR 2015 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	3,466,427.74	548,014.18	30,509.82	2,832,765.44	55.2%
6,311,187	6,329,703	3,466,427.74	548,014.18	30,509.82	2,832,765.44	55.2%

GRAND TOTAL

TOTAL LIBRARY FUND

** END OF REPORT - Generated by Bill Deierlein **

FOR 2015 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	-14,454.90	.00	.00	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	.00	.00	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	-1,775.95	.00	.00	-19.05	98.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,239.61	-450.24	.00	-760.39	74.7%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-4,015.56	-450.24	.00	-779.44	83.7%
06 MISCELLANEOUS							
06622 LIABILITY INSURANCE CLAIM	0	0	-4,368.00	.00	.00	4,368.00	100.0%
06651 LIBRARY FINES	-100,000	-100,000	-44,245.29	-4,891.40	.00	-55,754.71	44.2%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,194.40	-95.00	.00	-3,805.60	36.6%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-10,102.05	-920.65	.00	-4,897.95	67.3%
06699 OTHER	-4,500	-4,500	-1,721.19	-172.56	.00	-2,778.81	38.2%
TOTAL MISCELLANEOUS	-125,500	-125,500	-62,630.93	-6,079.61	.00	-62,869.07	49.9%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-2,724,741.24	.00	.00	-3,403,774.76	44.5%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-2,724,741.24	.00	.00	-3,403,774.76	44.5%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%
TOTAL APPROP FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%

FOR 2015 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-2,805,842.63	-6,529.85	.00	-3,523,860.37	44.3%
GRAND TOTAL	-6,311,187	-6,329,703	-2,805,842.63	-6,529.85	.00	-3,523,860.37	44.3%

** END OF REPORT - Generated by Bill Deierlein **

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 11
Page 1

Claims Paid On: January 23, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PO32909	CDW-Government	\$ 704.86
	claim 12/29	Staples	60.03
	claim 1/8	W.B. Mason	37.60
3.003 Printing	PC-113	Graphic Design Associates	158.00
3.004 Postage	094	United Parcel Service	23.96
3.005 Books	099	Baker & Taylor, Inc.	2,251.15
	095	Bilingual Publications	125.16
3.006 Periodicals	096	Magnotta's Supermarket	68.00
	097	Royal Scarlet Deli	526.00
3.010 Non Books	claim 1/14	Amazon	37.96
	PC-114	Midwest Tape	3,121.52
	PC-115	OverDrive	886.39
3.011 Program Supplies	PC-116	Kathy Degyansky - reimburse	69.21
	PC-122	Michael's Pizza	60.00
3.014 Library Supplies	claim 12/29	Staples	149.06
	claim 1/14	Crowd Control Experts	132.76
	claim 1/14	TrafSys	405.00
	claim 1/22	Staples	212.25
3.306 Facility Maintenance	PC-117	Burke & McCowen	16.09
	PC-118	Grainger	106.75
	Dec '14	Purchase - Supply Room	708.05
3.601 Electricity	11/10 - 12/12	PASNY	32,345.55

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 11

Page 2

Claims Paid On: January 23, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.703 Equipment Rental	Jan '15	USA Mobility Wireless	\$ 23.38
3.704 Copier Rental	PC-119	Canon Financial Services	558.31
4.015 Service Contracts	PC-112	Canon Solutions America	456.12
4.016 Security	098	Security Services of Connecticut	5,291.00
4.023 Program Services	PC-114	Midwest Tape	446.20
	PC-120	Baker & Taylor, Inc.	842.00
	PC-121	Protect Youth Sports	299.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 12

Claims Paid On: February 6, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	claim 1/15	Staples	\$ 87.12
3.005 Books	105	Baker & Taylor, Inc.	1,509.10
	100	Ingram Library Services	184.52
	101	Pearson Education	35.08
3.010 Non Books	PC-123	Midwest Tape	4,566.95
	PC-122	OverDrive	1,570.64
3.014 Library Supplies	PC-125	DEMCO	55.05
3.301 Facility Maintenance	PC-126	Open Systems Metro	330.00
3.603 Gas	102	Con Edison	18,582.28
4.015 Service Contracts	PC-129	Sentry Technology Corporation	4,500.00
	PC-127	Sound Water Treatment	335.00
4.016 Security	103	Security Services of Connecticut	2,234.43
4.023 Program Services	PC-123	Midwest Tape	746.40
	PC-128	Baker & Taylor, Inc.	954.50

Approved:

Yuki Haynes, Secretary

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - January 2015
Date: January 28, 2015

Outreach, Projects & Visits

- ◆ Rosemary Rasmussen spoke at the Church Street School PTA meeting. She will attend the Superintendent's Day to meet with the district media specialists.
- ◆ Terry Rabideau arranged for some parents of students from Post Road School to use a room to meet and help students plan for a science project. Terry also collected books for them to use and was available during their visit.
- ◆ Bonnie Grant and Terry both gave the first storytimes based on the new Bag-A-Tales from the Target grant and both were well attended.

Programs

- ◆ Danceworks, the modern dance troupe from Westchester Community College returned with another well attended Sunday family program.
- ◆ Author and storyteller Jason Edwards finished up the vacation week with a fun improv family show.
- ◆ Tata Cañuelas held her traditional family program of the Three Kings.
- ◆ Some dogs cancelled because of bad weather, but Deb Gaffey still had a nice group of dogs coming to the Trove to be read to by eager children.
- ◆ Terry had our teen volunteers come for a practice session before they help kids make super hero capes out of old tshirts. We're getting ready for summer reading since the theme is super heroes.
- ◆ Raquel Cavalcanti keeps getting new families coming for Mother Goose Time. Raquel also set up a wonderful display of Winnie-the-Pooh dolls and books in the Tree Trail windows.
- ◆ Terry ran a Lego Club and a Knex group for older kids.
- ◆ Bonnie attended a planning session for the next Battle of the Books. In the meantime Bonnie and Deb have arranged for a practice battle to be held in The Trove this week.

Staff

- ◆ Rosemary met with Manching Tom from Manhattanville College to evaluate the students coming to assist with homework help. We have always been pleased with the students from Manhattanville. This is the first semester they also helped out in the Edge.
- ◆ Tata, Bonnie and Deb all attended the Mock Awards, the WLS program which was held here. We'll see if they guessed this year's Newbery, Caldecott, etc. winners.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for January)
Date: January 28, 2015

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 10 Request a Purchase forms.

Book displays this month were "Best of True Crime" (Brian Kenney) and "declutter or unclutter" (Austin Duffy).

Collection Management

De Luca reviewed Purchase Alert and Missing Items lists, ordering accordingly; selected adult books and AV material based on reading reviews in many journals and online sources. She ensured the following was updated on our website: Bookletters ; NY Times Bestsellers purchased as ebooks (also on our Overdrive site). She weeded new books; paperbacks; DVDs Audiobooks; reviewed all nonfiction books before they were weeded. She submitted a list of forthcoming fiction titles with 1-sentence synopsis for the foundation newsletter, "This Month on Martine." and worked with Systems Staff to investigate access to additional, free databases from Gale-Cengage.

Technical Services

Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials; checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; fixed items needing mending or correction in the online catalog; shifted New Books to Old; refreshed New Books area; and deleted missing materials from online catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding

Other

I attended Friends of the Library meeting to clarify procedures for sending deselected materials to Better World Books; led two English Conversation Groups; attended presentation for Adult Services Staff by Zoya Golban, a librarian at the Supreme Court Law Library; met with Karen Jackson and Suzanne Erhard to discuss and plan update of our magazine and newspaper list.

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - January 2015

- The White Plains City School District has purchased inexpensive Chromebooks to be kept here at the Library for use by tutors and students. They have also provided a laptop charging cart to store them and a wireless access point to provide dedicated wireless network access to the Chromebooks. Because of network requirements, a firewall and DHCP service have been installed on one of our former Español computers to secure and support the additional wifi network.
- The PrinterOn mobile print client was installed on the 20 Edge training and circulating laptops in order to support wireless printing for the FAFSA (Free Application for Federal Student Aid) Bootcamp held on Sunday, January 18th. The mobile print client allowed attendees to print their applications to the Edge printer. As for full roll-out of the mobile print service, we are currently testing print functionality for systems in The Edge and adjusting the configuration of the print system as necessary to provide the broadest availability and convenience. Because of our print environment, it has proven to be a challenging effort.
- A server has been installed to replace our current staff intranet (and former internet) server which has a failed drive. The hardware was formerly used by the IS Department as the phone system's Call Manager server. All of our critical intranet services--internal forms, meeting minutes, directories, links to online resources, etc.--have been mirrored to the new server.
- Our eCommerce server has been reconfigured to provide itemized fines and fees, allowing patrons to select those they wish to pay. A bug associated with that functionality necessitated an upgrade of the eCommerce software.
- Regarding the problematic selfcheck in The Trove, the field technician from Sentry Technology determined that the software for the replacement printer is causing problems under Windows XP, and the operating system needs to be upgraded to Windows 7 in order to fix the problem. There is as yet no ETA as to when this will be done. In the meantime, we have temporarily replaced the computer with one of our former Reference Desk computers. It has the type of port required for connecting one of our spare receipt printers. The selfcheck is now back in service, but with receipts printed from the desktop receipt printer rather than from the integrated printer.
- With regard to our subscription databases, restrictions have been implemented for those databases not provided by WLS, but are provided through funding from the Library or the Library Foundation. For those databases, only White Plains Public Library cardholders in good standing are able to gain remote access.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: January 2015 Publicity
Date: 2/1/15

Latino U College Access Offers College Aid Workshops in White Plains

<http://whiteplains.dailyvoice.com/news/latino-u-college-access-offers-college-aid-workshops-white-plains>

White Plains League of Women Voters Honors Library Director Libby Hollahan

<http://whiteplains.dailyvoice.com/neighbors/white-plains-league-women-voters-honors-library-director-libby-hollahan>

Edge Report - January 2015

Programs:

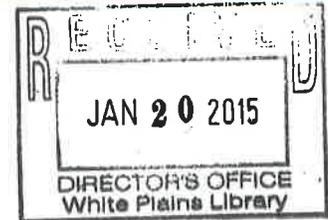
- Librarian Carlson
 - Book Review Club, Hosted Service Project Video Viewing Party
- Digital Media Specialist (DMS) Olney
 - Coding Club, Roblox Game Making, Drop-in Computer Help, Intro to 3D Printing
- Librarian Carroll
 - Hosted Afternoon at the Movies, Guiding Eyes Volunteer Project, Glow in the Dark Decorations
- Librarian Perez
 - Hosted FAFSA Boot Camp

Training & Meetings:

- Librarian Carlson
 - Attended Middle School PTA meeting, Edge mini-department meeting
- DMS Olney
 - Edge mini-department meeting
- Librarian Carroll
 - Hosted Mock Printz Awards with WLA, Edge mini-department meeting, White Plains Coalition for Living Wellness meeting

Other Projects:

- Librarian Carlson
 - Attended ALA Mid-Winter Conference; finished term in the 2015 YALSA Quick Picks for Reluctant Readers committee; coordinated schedules with after-school homework helpers; trained the new Part-Time Librarian Assistant, Cassandra Cuppy.
- DMS Olney
 - Joined the FILM (Finding Inspiration in Literature and Movies) roundtable of NYLA; coordinated ideas to bring to the 2015 Conference Programmers Meeting; created February Teen Calendar.
- Librarian Carroll
 - Attended Superintendent's Day at Highlands Middle School.



MINUTES OF MEETING 1/8/15

ATTENDING Zelda Ambrose, Betty Barone, Christiane Deschamps, Deb Gaffey, Brian Kenney Lee Palmer, Rhoda Phillips, Angie Poulos, Faith Robinson

Rhoda called the meeting to order and announced a bank balance of \$37,026.51. The minutes were read and accepted.

A decision was made to provide refreshments at the Klezmer concert. Try to make it on 1/25/15 it's usually a fun program.

Brian's request for funds for the winter programs was granted (see attached).

The next-of-kin list was checked and will be forwarded to Bill.

Deb showed us the flyer she drew up soliciting membership in the Friends. Brian said he will include us in administrations' bid for volunteers.

Angie Poulos has joined the Board. She has been working with Zelda on Thursdays sorting books and stocking the bookstore. She's a welcome addition to the Board and we are happy to have her with us.

Christiane gave us an overview of our dealings with Better World Books. They have new requirements which are posted in the sorting room and we will do our best to supply them with material that we can't use in the bookstore.

Rhoda handed out copies of NYLA's Friends newsletter. It is interesting to see what other Friends do to raise money and promote interest in their Library programs. We do likewise with our seasonal newsletters.

The staff luncheon on 1/15 was deemed a roaring success. Thanks to Deb and Bonnie the auditorium looked festive and beautiful - thanks to Kathy the food was plentiful and delicious - thanks to Ryan and David the music was soft and "Friendly". Everyone seemed to have a good time and that's exactly what we hoped.

Please note that our next meeting will be on 2/5 - the FIRST Thursday of the month at 10 AM in the Board room - till then, keep warm.

Leatrice Palmer

Funding Requests from the Friends, January 2015 through March 2015

Programs

Barbara Wenglin	2000
Book Bunch	200
Spring YSS Conference (Terry and Tata)	200
TOTAL	\$2400

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: Jan. 28, 2015
Re: White Plains Library Foundation Report

Fundraising:

Annual Appeal is winding down, on par with last year, with gifts totally about \$52,000. Gifts included several restricted gifts for Clarice Wilson Memorial Concert Fund and for teen programs. We have a Trove Birthday Technology Fund giving program set up in The Trove and have received a number of gifts from families and kids. Total gifts for this fund are now at \$1,700. Using \$629 to replace the monitor in the Cave. A contribution from the production company of the pilot for "Billions" will support a year of Reading Coach. The Foundation is developing plans for next steps in the Capital Campaign for Phase II of the first floor renovations.

Grants:

--Shinnyo-en Foundation:

--Submitted the application for a second year of funding for the Collaborative Grant program on Jan. 12. Grant request is \$26,820; includes support for participation in the spring National Service Learning Conference and the summer Shinnyo-en Annual Retreat, as well as for the Eastview 6th grade visits to the Library this spring (on the calendar for April and May 2015) and a repeat of the Summer TV Production Workshops.

--The Shinnyo-en Edge grant (\$50,000) was completed on Nov. 30, and provided \$29,000 for technology, \$15,000 for furnishings, and \$6,000 for programs. Final report on this grant is due Jan. 31.

--Organized Teen Community Service Film Festival Jan. 15.

--Allstate: Met with Tim Baird and the Edge staff to plan safe driving programs for 2015. We will have another safe driving outreach at the Loucks meet on May 9. Austin Olney will work the table with me and I will invite some Allstate volunteers.

--Target: Trove staff is using the \$2,000 grant to purchase new science-themed books for 12 new "Bag-A-Tales." Trove staff will present them in family storytimes.

Events:

Plans for our inaugural **Spelling Bee** are underway; scheduled for Friday, Feb. 27, 2015 (snow date Friday, March 6, 2015) at Highlands auditorium. Lawrence Otis Graham will be our "celebrity emcee." Sign-up deadline for teams is Jan. 31. So far 9 teams are signing up, including two high school teams.

Trumble in The Trove is Sunday, March 22. Yuki Haynes is helping organize volunteers for a bake and book sale, and The Trove Staff is booking a puppet show and a juggler.

Our Fall 2015 Gala will celebrate the Foundation's 20th anniversary. The Foundation will be forming a Gala committee and a corporate outreach subcommittee in the next few weeks. Our honoree is Phil Klay, White Plains native and author of "Redeployment," the 2014 National Book Award winner.

Foundation Administration:

--The Foundation Annual Meeting on March 4. The slate will include: Diane Tabakman, our next President; Gail Schwartz, continuing as Vice President; and Richard Hecht, continuing as Treasurer. We are seeking candidates for three open positions on the board.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
December 17, 2014

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:09 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Yuki Haynes, Susan Hecht, Barbara Loucks, Joan Kass, Beth Kava, Gregory Keenan, Brian Kenney, Marjolein Mooney, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, J. Frederick Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Jim Benerofe, Denise D'Ambrosio, Richard Hecht and Richard Kaye. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, and Secretary to the Library Director, Sandra McDaniel.

Presentation of FYE 6/30/14 Audited Financial Statements

Michael Walker of Maier, Markey & Justic presented the audited financial statements for full year ending June 30, 2014. The audited financial reports were approved on a MOTION by Gail Schwartz, seconded by Diane Tabakman.

Minutes of Regular Meeting of November 19, 2014

The minutes of the regular meeting of November 19, 2014 were approved on a MOTION by Fred Perkins, seconded by Fred Singleton.

President's Report

President Wolff stated that the Nominating Committee had met and there were three vacancies on the Board. Mr. Perkins suggested that a member from the Latino community be on the Board. Ms. Hollahan remarked that the Nominating Committee would like to recruit contacts from the local business and corporate communities as well as younger parents. Mr. Wolff noted that Ms. Hollahan had distributed a Board Self Evaluation Form and asked the Board to review it and assess themselves.

Executive Director's Report

Ms. Hollahan reviewed her report in detail.

Committee Reports

Ms. Kava reported on the Spelling Bee Committee. Ms. Kava stated that she had emailed Jim Kenny of White Plains Cable TV regarding taping the Spelling Bee but he has not yet responded. Ms. Kava noted that a Spelling Bee Committee meeting will be held immediately following the Board meeting.

Ms. Tabakman commented on the Policy Committee and noted that the auditors had recommended that three policies be put in place to conform with best practices for non-profits. Ms. Tabakman remarked that they had gotten samples of some policies and were reaching out to some other library organizations in an effort to tweak existing policies.

Library Director's Report

Library Director Kenney reported that the Capital Projects Committee met and has pushed back Phase II of the construction project to 2016 due to budget constraints. Mr. Kenney noted that Phase II was mainly infrastructure which has not been updated since the 1970's. Ms. Tabakman expressed concerns about the funds that were already committed to this project and how this information should be communicated to donors.

Mr. Keenan would like to see a banner publicizing the recent 2014 New York Library Association's (NYLA) Building Award presented to the White Plains Public Library for demonstrating cost-effective solutions to space challenges and innovative usage of space and floor plans in their recent construction project. Mr.

Keenan hoped this would raise the community's awareness about the transformation going on at the Library and build public support to move forward on the renovations.

Library Director Kenney advised the Board that a new streaming and downloading service, Hoopla, would be offered at the library to White Plains cardholders for movies, audiobooks and ebooks at no charge to patrons. Assistant Director Kathy Degyansky stated that the official launch event would take place on January 10.

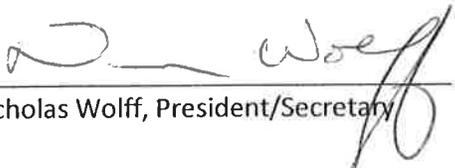
Mr. Kenney remarked that the local history collection, which is supported by the Foundation, had a new initiative that was being spearheaded by new local history librarian, Ben Himmelfarb. Library Director Kenney stated that Librarian Himmelfarb would be recording oral histories with local residents who would volunteer to be interviewed. Ms. Hollahan commented that the Foundation received a donation in 2011 that was earmarked for local history and had used some of the monies to buy recording equipment. The Board requested that Librarian Himmelfarb attend a meeting to discuss this project. Ms. Tabakman noted that this was a great way to enhance Adult Services in light of the delay in the construction project.

Mr. Kenney also noted that there was overpopulation in The Edge and there was a need for more chairs. On a MOTION by Greg Keenan, seconded by Beth Kava, approval was granted to fund \$1,653.87 for additional chairs for The Edge and approximately \$200.00 for a 2014 NYLA Building Award banner.

Treasurer's Report

In Mr. Hecht's, absence Ms. Hollahan noted as a point of information three updates to the adopted June budget as well as the financial reports dated December 16. Mr. Hecht will give a complete report at the next meeting.

On a MOTION by Fred Perkins, seconded by Joan Kass, the meeting was adjourned at 10:35 a.m.



Nicholas Wolff, President/Secretary

POLICY STATEMENT

The Board of Trustees of the White Plains Public Library is committed to ensuring that the Library maintains an atmosphere conducive to the enjoyment of Library facilities for all of its patrons. The Board is authorized to establish rules and regulations for the protection of Library facilities, resources, patrons, and staff. The Library Director is authorized by the Board to interpret and enforce these rules and regulations in the best interest of the citizens of the City of White Plains(1) and all of its patrons.

The following rules comprise the Library's Code of Conduct and are applicable to all Library patrons. Patrons are expected to:

- Behave in a lawful manner.
- Respect others' use and enjoyment of the Library. Refrain from swearing, talking loudly, or fighting in the Library.
- Communicate in a civil manner to staff and other patrons. Bullying, including using unwanted nicknames, is unacceptable.
- Treat others, including Library staff, respectfully. Sexual harassment, including inappropriate touching, will not be tolerated.
- Maintain clear access to aisles, stairways, walkways and seating.
- Do not damage Library furniture or equipment.
- Be fully attired. Footwear must be worn at all times and undergarments need to be covered.
- Remain awake.
- Refrain from smoking or use of smokeless tobacco products.
- Mute the ringer on your cell phone; loud or extended conversations should be restricted to the lobby. Use headphones when listening to audio content.
- Refrain from soliciting, distributing or posting materials.
- Eat only in designated areas. Beverages must be covered and disposed of properly.
- Get advance permission from the Library Director before taking video or photos.
- Take reasonable care of Library property.
- Refrain from skateboarding, skating, bicycling, etc. in the Library or on the Library plaza.
- Be responsible and vigilant in securing personal belongings.
- Bring only service animals into the Library.

The above Code of Conduct is not intended to be a complete list of expected behavior. The Library Board, the Library Director and Library staff reserve the right to take appropriate action against any other behavior which can reasonably be deemed to be offensive or disturbing to Library patrons or staff, including expulsion from the building and the loss of library privileges.(2) Any person banned from the Library may request a hearing from the Library Director or designee thereof.

The primary responsibility for insuring compliance with this Code of Conduct rests with the Library staff. Library visitors are expected to cooperate with Library staff and security personnel. Library staff is authorized to contact the White Plains Police Department, if necessary.

Revised and adopted by the White Plains Library Board of Trustees on 9/11/13.

(1) Charter, City of White Plains, Article XI, Section 273

(2) New York State Education Law, Section 362

60+

MAT Yoga

Be prepared to enhance your energy level and stretch your stiffness away. Prior yoga experience required. Bring a mat and wear loose clothing

Day/Time Tuesday, 10:30 – 11:30am
April 14 – May 19 (6 sessions)
Course # 163410-M1
Location White Plains Public Library, 100 Martine Ave. - Auditorium
Fee: Resident \$5, Non-Resident \$55

Supervised Bridge

Improve your game with play and discussion of hands. Practice your skills with random hands and receive constructive criticism. Class is not for beginners. **Class is limited to 16 participants.**

Day/Time Tuesday, 1 – 3pm
Course # 165110-B1 Begins April 28 - June 23 (8 sessions) No class on 5/26
Course # 165110-B2 Begins June 30 – August 4 (6 sessions)
Location White Plains Public Library, 100 Martine Ave. – Room B
Fee (8 sess.) Resident \$30, Non –Resident \$55
Fee (6 sess.) Resident \$25, Non-Resident \$45

ADULT PROGRAMS

Slow Flow

Slow Flow is a mindful, steady yoga practice that integrates conscious breathing and focused, fluid body movement in order to build strength, increase flexibility and cultivate mind-body awareness.

Age Group: 18 & Older
Day/Time: Wednesday, 6:45 – 7:45pm
Course #: 142310 – Y3 Begins April 15, 10 sessions (No class 5/27)
142310 – Y4 Begins July 8 – 6 sessions
Location: White Plains Public Library, 100 Martine Ave.
Fee: 10 sessions, \$130
6 sessions, \$78

Registration: Ongoing at the White Plains Recreation & Parks Department

Art Inspiration

Creativity by the Masters -Enjoy experiencing art making skills while exploring art history. The course will focus on introducing a variety of artists, their works and art making processes. Travel through time to experience the High Art of the Renaissance, the defiance of the Impressionist artists through contemporary stylized art. A variety of materials will be presented to inspire individual creativity and skill development. No prior experience is necessary, just come and unleash your imagination. All materials will be provided.

Age Group: 18 & Older

Day/Time: Thursdays, 6:30pm – 8:00pm

Course #: 143010 – A1 Begins April 16 – (8 sessions) (no class 4/30 & 5/28)
143010 – A2 – Begins July 9 – (6 sessions)

Location: White Plains Public Library, 100 Martine Ave. - Auditorium

Fee: 10 sessions, \$130
6 sessions, \$78

Registration: Ongoing at the Recreation & Parks Department

Jewelry Making Techniques

This class will teach a range of basic jewelry skills, plus how to make fabulous pieces you have seen in stores and catalogs. Think crimping, stretchy bracelets, wire-wrapped earrings, multi-wrap bracelets and knotted necklaces. You will make and take home finished pieces, along with life-long skills. Supplies will be purchased at wholesale prices at first class.

Age Group: 18 & Older

Day/Time: Tuesday, 6:30 – 8:00pm,

Course #: 143010 – J1 – Begins April 21, 8 sessions (no class 5/26)
143010 – J2 – Begins July 7, 6 sessions

Location: White Plains Public Library, 100 Martine Ave. –Room B

Fee: 8 sessions, \$104
6 sessions, \$78

Registration: Ongoing at the Recreation & Parks Department

Getting Started with Salsa Styles & Techniques

If you think you would like to try this dance of energy and passion that flows when being performed, then join our Salsa class and develop your partnering technique and basic salsa steps and turns that will get you on the dance floor. Learn the basics, get some exercise, and have a great time! No partner required – its liveliness is contagious enough to make you get on your feet and dance to the sounds and rhythm of this hot dance.

Age Group: 18 & Older
Day/Time: Tuesday, 6:30 – 7:30pm
Course #: 146410 – S1 – Begins April 14 (No class May 26) (8 sessions)
146410 – S2 – Begins July 7 – (6 sessions)
Location: White Plains Public Library, 100 Martine Ave. - Gallery
Fee: 8 sessions, \$104
6 sessions, \$78
Registration: Ongoing at the Recreation & Parks Department

Teen Programs

Programs will be exciting, social and exuberating and will be well supervised by experienced recreation staff. SCHOOL ID REQUIRED. RESIDENTS ONLY!

Teen Yoga

This class builds strength in muscles and bones, helps with ideal posture alignment, and develops the skills and awareness to help physically relax by focusing on deep breathing. Students will develop a basic understanding of yoga and its common poses which will help develop ones coordination and balance and help prevent injuries. Make new friends, get physically fit and have fun, all while getting a great workout.

Age Group: Grades 5-8
Day/Time: Wednesday, 5:30 – 6:30pm
Course #: 132310 – Y1 - Begins April 15 (No class 5/27) (8 sessions)
132310 – Y2 - Begins July 8 (6 sessions)
Fee: 8 sessions, \$104
6 sessions, \$78
Location: White Plains Public Library, 100 Martine Ave. – Room B

WHITE PLAINS PUBLIC LIBRARY

October 1, 2014 thru December 31, 2014

CIVIL SERVICE APPOINTMENTS (1)

Himmelfarb, Benjamin	Librarian I	10/14/14
----------------------	-------------	----------

HOURLY STAFF APPOINTMENTS (3)

Monaco, Gabriella	Library Page	10/21/14
Papadacos, Naama	Program Coordinator	10/14/14
Varian, Miriam	Jr. Librarian PT	10/28/14

HOURLY STAFF RESIGNATIONS (3)

Fante, Aliza	Library Page	12/18/14
Guerrero, Jaime	Library Assistant PT	10/16/14
Soto de Guerrero, Maria	Library Assistant PT	10/16/14