

WESTCHESTER LIBRARY SYSTEM

Trustee Meeting

May 28, 2019 – Approval Pending

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, Jonathan Marshall, Denise Matthews-Serra, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Dave Donelson, Karen Kelley, Maureen LeBlanc, Joseph Puglia

Also present from WLS were: Terry Kirchner, Patricia Brigham, Francine Feuerman, Rob Caluori, Allison Midgley, Elise Burke

Guest: Andrew Farber, Director, Somers Library

Mr. Ryan reminded trustees that the presentations and department reports are linking to the WLS strategies formulated in 2018 and are meant to grown and strengthen our capability and partnering. Trustees who are not seeing the connections should feel free to ask questions.

MINUTES

The proposed minutes for the meeting of April 30, 2019, were approved as submitted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

FINANCIAL REPORTS

The financial report through April 2019 was presented by Ms. Scherer and was accepted on a motion by Ms. Draper and seconded by Mr. Marshall. The motion was approved unanimously. The current format of the WLS monthly financial reporting was discussed. Suggestions were made to include two prior years plus the current year on the monthly reports in order to make a better comparison; to include a graphical representation of the restricted funds; and to have a presentation on the various financial terms used. The check register was distributed.

PRESENTATION

Mr. Farber led a review of the Integrated Library System (ILS) Migration. Beginning with a recap of the process that led to the decision, Mr. Farber noted that both of the two finalists—SirsiDynix and Evergreen—introduced new products because the previous SirsiDynix product was no longer being supported. This gave forward momentum for PLDA to move away from a proprietary contract (SirsiDynix) to an open source product (Evergreen). One benefit of open source software is having increased flexibility to make changes and readily available feedback from the ILS open source community to help manage efficiency. As a web-based software connected to the WLS server, it can be used outside of the library at parks, schools and other venues. The challenge with Evergreen is the different work flow process, which both staff and users would need to learn from scratch.

Ms. Midgley spoke about the variety of training efforts used in preparation for the migration. One successful approach was assigning a person at each library as the TechXpert, who was trained at a higher level and became the first line of communication for their library staff. All other staff received training either at the WLS Headquarters or at their library. Communications from WLS regarding offline dates and preparations, migration issues and resolutions were sent via a weekly newsletter that was emailed and pushed out to all PC desktops. Templates, quick start guides and videos were also available on the IT wiki. Evergreen was operational right on schedule. A number of data items did not transfer as well as hoped, including user account history and OverDrive PINs and passwords; but the majority of these issues have been resolved. Initially, users had difficulty finding what they were looking for due to the new look of the catalog and search issues in Evergreen. After only three months, libraries are receiving more positive feedback. Continuation of training for both staff and users is vital to continued success. WLS will also keep up its communications with the member libraries and work to establish and share new workflows and best practices.

The member libraries have a stronger voice in the future development of this ILS product. PLDA has reconvened its ILS Committee to help WLS with prioritizing needs, creating strategies and setting up timetables for improvements. Chair Jesse Bourdon, Director of Croton Free Library, will guide the Committee in this role, and WLS will use this feedback to tie into its budget process. Other topics discussed included: gathering of user reaction and feedback; post-migration training of new employees; and the effect of Evergreen on overall system requirements.

INFORMATION ITEM

WLS Temporarily Restricted Net Assets: Ms. Feuerman noted in September 2018, it was decided to provide information on restricted contributions received and net assets released at the following Board Meetings: May (as of the end of April), September (as of the end of August) and January (as of the end of December). This was to address recommendations made during the audit of WLS's 2017 financial activities. The report through 4/30/2019 was reviewed and discussed.

ACTION ITEM

Investment of Additional WLS Funds in CDs: Ms. Feuerman reported that at the 4/11/2019 Audit Committee meeting and at the 4/30/2019 Board Meeting, as an information item, there was discussion of transferring the Board Restricted monies (approximately \$495,000) from the Operating Account to the Investment Account. No short-term need for these funds is anticipated, and the transfer would result in a higher return than what the money is getting now. All investments would be made in a ladder approach in accordance with WLS's investment policy.

The Board approved the transfer of Board Restricted monies not to exceed \$495,000 from the Operating Account to the Investment Account on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

Extension of Current Borrowing Facility: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year, and there are neither facility fees nor covenants for this loan agreement. The current facility expires on June 30, 2019, and the bank has given approval to extend the facility for an additional year.

During prior years, there were no borrowings under the facility; and at this time, there are no expectations to borrow for the coming year. However, given there are no encumbrances, covenants or facility fees, and due to the uncertainty of when the FY2019-20 State monies will be received, extension of the borrowing agreement for one year is being recommended to allow for financial flexibility.

The Board approved the extension of the borrowing facility with TD Bank for an additional year on a motion by Ms. Scherer and seconded by Mr. Seiler. The motion was approved unanimously.

COMMITTEE REPORTS

Nominating & Board Development Committee: Ms. Morduch, Chair, reported that the search continues for WLS District X (Port Chester, Rye Brook, Rye City, Rye Town). A few names have been suggested.

Innovation Group: Ms. Draper, Co-Chair noted that the group had met before the April Board Meeting, and co-chair Dave Donelson has stepped down due to family commitments. Ms. Draper will continue as Chair, and another meeting will be scheduled soon.

Governance Committee: Ms. Draper, Chair, reported that the committee will meet at 5 p.m. at the Hendrick Hudson Free Library, prior to the WLS Trustee Institute on Open Meetings Law being held on June 12th at 6 p.m. The topic of discussion will be the *WLS Employee Handbook* in light of recent changes to State and County laws.

EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director's Report was mailed in advance of the meeting.

Dr. Kirchner noted that Westchester County has passed legislation allowing 40 hours of safe leave for employees to deal with domestic violence or human trafficking issues. It is currently unclear how this law applies to member libraries.

Dr. Kirchner attended a meeting of the Westchester County Complete Count Committee (CCC). The role of libraries and the County regarding the 2020 Census are under discussion, and Dr. Kirchner will be meeting with Emily Saltzman and Ken Jenkins of Westchester County and is hoping to gain a better idea of actions to be taken. At the end of June, the New York State CCC will meet at the WLS Headquarters to prepare for Fall activities.

Westchester County is interested in doing a Read Initiative of some kind. The County Executive held a meeting to discuss what type of initiative and who would be involved. More information will be distributed once finalized.

Westchester County Board of Legislator Lyndon Williams had reached out to Dr. Kirchner regarding a proposal to dedicate space for books and reference materials as the Katherine G. Johnson Math and Science Section of the Mount Vernon Public Library. Dr. Kirchner spoke with Mr. Williams and has contacted Evania Thompson at Mount Vernon Public Library to get clarification of the parameters of the project.

PLDA REPRESENTATIVE

Mr. Farber reported on the following highlights from the May PLDA Meeting:

- The annual summer lunch is changed to July 18 at the Rye Free Reading Room due to travel conflicts to the ALA Conference in June;
- PLDA Bylaws are being updated;
- Reconvened ILS Committee had their first meeting;
- NYS Construction Aid funds were decreased to \$14 Million in NYS's 2019-2020 budget from \$34 Million in 2018-2019, and the current Grants Committee is seeking new members;
- Member library computers will soon be migrated to Windows 10;
- An OverDrive digital library card maybe be offered but several issues still need to be explored;
- Westchester County is looking to do a 2020 Countywide Read program;
- Safe Leave Act was passed;
- The 400 Years Project: The African Diaspora in Westchester, an initiative of the Westchester County African-American Advisory Group Committee, will run from July 2019 through February 2020; and
- Proper procedures for directors to submit ILS questions were discussed.

OTHER

The WLS Trustee Institute held on May 20th with Alex Cohen on Renovation Strategies: Design & Planning was very interesting. The next Trustee Institute features Robert Freeman on Open Meetings Law on June 12th. A suggestion was made to have a WLS Trustee report back to the Board on the Institute they attended.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Ms. Morduch and seconded by Ms. Scherer that passed unanimously.

Respectfully submitted,



Bernie Seiler
Secretary