

Minutes from the 3/15/22 Executive Team Meeting, 12:00 pm

Held via Zoom

Attendees: Andrea Bober, Wes Iwanski, Terry Kirchner, Francis Okelo, Edris Scherer, Karen Zevin

Karen Zevin called the meeting to order at 12:04 pm.

Items Discussed:

1. Approve minutes from the last meeting.
 - We will approve the minutes from the 2/8/22 meeting at the next Executive Team Meeting on April 19.
2. Mention that Ex-officio president member of Exec Team
 - As the ex-officio President, Susan Morduch is automatically a Member of the Executive Committee and will attend future meetings.
3. Discuss exec team as a committee that must abide by open meetings law (or are we simply doing Board agenda setting). The question is being asked to see if we can continue with Zoom meetings or must meet in person.
 - Per Terry, when 2 or more trustees are in a setting to do Board-related business, it is considered a “meeting.” Therefore, we must follow Governor Hochul’s signed orders regarding open meetings.
4. Discuss President’s report
 - There was discussion on making the WLS Trustees more aware of the policies and procedures of the WLS Board, i.e., what does the Executive Director sign vs. the WLS Board President, and incorporating this type of information at the monthly WLS Board meetings, a little at a time.
5. Discuss broaching strategy, mission and vision with member library trustees.
 - Perhaps the Board members can attend the Member Libraries’ Board meetings and share our mission, vision, strategy.
 - The Board members would need documentation and speaking points to ensure that we are all communicating the same message.
 - We could follow this up with a packet of material sent to the library staff, trustees, and others at the library containing information about the mission, vision strategy and diversity efforts, etc.
 - We would need to decide if we do this for all the libraries or just some depending on their interest.
 - There was a discussion that doing this via the Trustee Institute might not be the best way to share this as many Trustees did not show up for the other Trustee Institute meetings.

- Terry suggested that we could potentially leverage the yearly Service Level Agreements as the Trustees are required to read that document and sign it. We could include what services the libraires get for free, what WLS contributes vs. what the member libraries contribute. This might be a place to start.

6. Mt. Vernon Update

- The Mt. Vernon Library Director and the Accounting Clerk are working on the 2020 Annual Report. They are working with Terry and Elise and are close to getting this vetted.
- The WLS Board and the Division of Library Development needs to approve it.
- It will be difficult to get this done by 3/31 – it should have been submitted by 3/1.
- The 2021 Annual Report is already late because the 2020 Annual Report needs to be done first.
- In terms of identifying a new Central Library, no library has volunteered yet.
- Terry to discuss this at the PLDA meeting on 3/15. He is hoping that 1 of the 38 libraries will be interested.
- There are 5 Board Members at the Mt. Vernon Library. So far, 1 Board Member at the Mt. Vernon Library resigned, and another Board Member's term ends on 6/30 and is not running again. This leaves 3 existing Board Members. At the upcoming election in May, there will be a request for 2 new Board of Trustee Members. The remaining 3 might leave and there will be a need to appoint 3 new trustees to the Board.
- There is no monetary benefit to being a Central Library (but not out of the realm of possibility). The Central Library needs to be on the Central Library Committee, must abide by the Maintenance of Effort Check and they need to do a few more things when filling out the annual Report.
- Terry will see if WLS can be the Central Library
- Meanwhile, the Mt. Vernon Board is still operational.

7. Mention WLS Committee page (Not expecting anything to be done yet).

- Per Terry, the WLS has a committee page but it is inactive. Elise has been working with the developers to make this the landing page for agendas, meetings and other documentation that can be posted prior to team meetings. This will also help keep us in compliance with the Open Meeting Law and Board Members will be able to go to one spot to find meeting information.

The meeting was adjourned at 12:55 pm.