

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 31, 2023 – Approved February 28, 2023

ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:05 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Andrea Bober, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

Also present from WLS: Terry Kirchner, Rob Caluori, Patricia Brigham, Wilson Arana, Krishna Brodigan, Elena Falcone, Douglas Wray, Kate Meyer

Public Library Directors Association (PLDA) Representative: Jennifer Brown, Executive Director, The Field Library

Karen Kelley, Chair of the Nominating & Board Education Committee, reported that Matthew Weiss, slated to fill the vacancy for District II [Briarcliff Manor, Ossining, Tarrytown] has rescinded his name and the committee is currently searching for two candidates to fill vacancies for District II and District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge]. She also noted that the Trustee Handbook Book Club is a great resource for new and existing board members to learn about key library board issues. Ms. Kelley noted that the next Book Club event will focus on Open Meetings Law.

Ms. Zevin circulated a sign-up sheet for board members to volunteer to serve on WLS Board committees. She noted that each board member should sign up for at least one committee. This is an ongoing process that will be voted on at the February or March board meeting.

Ms. Zevin introduced Robert Cartolano, who has agreed to fill the vacancy for District IX [Bronxville, Eastchester, Pelham, Tuckahoe]. The Board approved the appointment of Mr. Cartolano on a motion by Edris Scherer and seconded by Karen Kelley. The motion passed unanimously. [Ms. Mills-Worthey was not present for the vote.]

The Oath of Office required by New York State for public library system trustees was administered to the new-elected trustee Mr. Cartolano and re-elected trustee Ms. Kelley.

There being no further business, the organizational meeting adjourned at 6:14 p.m. on a motion by Andrea Bober and seconded by Francis Okelo. The motion was approved unanimously.

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:15 p.m.

The quorum requirement was met with the following people in attendance:

Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

MINUTES

The minutes of the Annual Meeting and Regular Meeting Minutes of November 29, 2022 were approved with revisions (Ms. Kelley noted that Mr. Okelo was Vice Chair of the Nominating Committee) on a motion by Ms. LeBlanc and seconded by Ms. Morduch. The motion passed unanimously. [Ms. Mills-Worthey was not present for the vote.]

FINANCIAL REPORTS

The pre-audit financial report through December 2022 was presented by Mr. Caluori, who noted that the figures were unaudited and subject to change. The reports were reviewed in detail; discussion included questions about the Sick Leave Incentive and the timeline for the completion of the year-end process and audit. The financial reports were accepted on a motion by Ms. Scherer and seconded by Mr. Puglia. The motion was approved unanimously. [Ms. Mills-Worthey was not present for the vote.]

PRESIDENT'S REPORT

Ms. Zevin spoke about the Governance Committee and recent changes to NYS law. Ms. Zevin encouraged all who wish to attend the monthly PLDA Meetings should do so. Current Board Members who attend this meeting are Mr. Iwanski, Ms. LeBlanc, Mr. Okelo and Ms. Scherer.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that WLS will host a virtual advocacy session with our local NYS Assemblymembers and Senators via Zoom on February 23, 2023, at 9:00 a.m. and encouraged all to attend. There will be a Trustee Handbook Book Club workshop on Open Meetings Law on February 21st with a focus on hosting hybrid meetings. Dr. Kirchner noted that there is a need for more clarity on what options are available and to better understand record retention policies as related to hybrid meetings. As part of the Executive Director's report, Development and Outreach staff were introduced to speak.

Patricia Brigham, Director of Development gave an overview of the developing landscape of digital inclusion in Westchester County and the State of New York. Ms. Brigham noted that WLS is seen as a leader in this area due to past programs like WLS's *Digital Equity Now* and the ongoing *Reconnect With Tech* program being supported by The Eric and Wendy Schmidt Fund For Strategic Innovation. She also noted that while WLS's role in this area continues to evolve, the System and the public libraries have critical roles to play. WLS will continue to stay engaged in regional digital initiatives through participation in the Westchester Digital Inclusion Coalition.

Elena Falcone, Director of the WLS Public Innovation & Engagement (PIE) Department, gave an overview of department activities. The overview highlighted the important role of outreach activities as part of public library services and reviewed New York State’s particular focus on serving specific populations including the aged, educationally disadvantaged, the unemployed or under-employed, those with disabilities or in institutions. Ms. Falcone spoke to the importance of having a professional librarian tasked with outreach to these populations, which is not only essential to the program success but also a requirement of NYS law for Systems to do this important work. Ms. Falcone also emphasized that WLS’s culture promotes the value that outreach is a key function of every role within the organization and that we all, WLS staff and trustees, have connections and networks that help spread awareness of WLS’s programs and services.

PLDA LIASON’S REPORT

Jennifer Brown, PLDA Past-President, stepped in for Yvonne Cech, PLDA Vice President and WLS Board Liaison, and provided the PLDA Liaison’s Report covering the January PLDA Meeting. Ms. Brown’s report focused on PLDA goals for 2023. Ms. Brown also mentioned the changes to PLDA’s bylaws, and she noted that in 2025 all PLDA officer positions will be open for election to a 1-year commitment.

EXECUTIVE SESSION

The Board entered executive session for the purpose of discussing a personnel matter on a motion made by Ms. Bober and seconded by Ms. Scherer that passed unanimously.

The Board excused all non-Board members at that time. The Board adjourned the executive session and returned to public session at 8:26 p.m. on a motion made by Ms. Morduch and second by Ms. Tabakman that passed unanimously.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:27 p.m. on a motion by Ms. Bober and seconded by Mr. Okelo that passed unanimously.

Respectively submitted,

/s/ Andrea Zuckerman Bober

Andrea Zuckerman Bober
Secretary