

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 28, 2023 – Approved April 25, 2023

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:01 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Robert Cartolano, Nishat Hydari, Wes Iwanski, Alice Joselow, Karen Kelley, Julie Mills-Worthy, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Maureen LeBlanc

Also present from WLS were: Terry Kirchner, Rob Caluori, Wilson Arana, Pat Brigham, Kate Meyer, Allison Midgley, Allison Pryor, Jean-Paul Francois, Lindsay Stratton

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

MINUTES

The following revisions of the minutes of the regular meeting of February 28, were recommended: On Page 2, in the paragraph regarding the Nominating and Board Education, the following sentences should read as follows: [Ms. Kelley] had a brief discussion with the committee regarding board education training which may be required for library Board members, as well as sexual harassment training.

The Board approved the minutes with the above-mentioned corrections on a motion by Mr. Iwanski and seconded by Mr. Puglia. The motion was approved unanimously.

FINANCIAL REPORTS

In light of the recent news of bank failures and local library issues, Mr. Caluori spoke to the procedures Westchester Library System has in place to protect its bank accounts. He spoke to the limits and purpose of D & O insurance. Mr. Caluori then gave a high-level review of internal procedures in place for separation of duties, checks, and balances including, but not limited to double signature on checks over \$10,000, review of journal entries, bank reconciliations and payment requests. He then presented the February 2023 financial report making note of key variances, and shared questions and answers brought to his attention via email regarding the current financial audit process. He noted that the audit report will be finalized in April and brought to the Board for final approval following approval from the Board Audit Committee. The financial reports were accepted on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

PRESIDENT’S REPORT

Ms. Zevin spoke about Board responsibilities, and she noted that Board members should use their WLS email for all board-related communications. Ms. Zevin reminded the Board that New York State is still deciding on this year’s budget, and that Board members should continue to advocate for libraries. She reminded Board members about the upcoming Sexual Harassment Training to be held in April or May, and to please review the Strategy documents.

COMMITTEE REPORTS

Nominating & Board Education: Ms. Kelley, Chair, reported that the committee is currently searching a candidate to fill the vacancy for District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge]. She had a brief discussion with the committee regarding required board education training and sexual harassment training.

Ms. Zevin noted that there is an upcoming Trustee Handbook Book Club on April 18th focusing on the Board-Director relationship.

Audit Committee: Mr. Iwanski reported that the committee will be meeting with the auditors and will be bringing a recommendation to the Board at the April 2023 meeting.

Governance Committee: Ms. Morduch reminded the Board that all trustees should review the existing policies and by-laws. Suggestions for edits or updates would be welcomed. The committee expects the employee handbook to be finalized in May or June 2023, following review by WLS’s attorney.

Budget Committee: Ms. Scherer reported that the Budget Committee’s next meeting will be in September 2023.

EXECUTIVE DIRECTOR’S REPORT

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

Dr. Kirchner met with the Mount Vernon Public Library’s Board of Trustees, Lauren Moore, Assistant Commissioner for Libraries and State Librarian, and Barbara Lilley, Library Development Specialist, Division of Library Development to address the registration review process. The Mount Vernon Board of Trustees are currently reviewing policies and bylaws and conducting a forensic audit as part of the registration review process.

Dr. Kirchner reiterated the importance of advocating for library aid as part of the New York State Budget. He also noted that the System Annual Report will be ready for review in April 2023.

Wilson Arana, Director of IT, stated that progress has begun with transitioning libraries to their own domains for email, and he is hoping to have every library on their own domain by the end of the year. He also noted that the IT department has instituted a 10-person minimum registration requirement for training classes. Mr. Arana introduced Lindsay Stratton, Systems Librarian, and Jean-Paul Francois, Jr. Systems Administrator to the Board, and thanked them for the great work they do. He invited Allison Pryor, Technology Trainer, to speak.

Ms. Pryor introduced the Board to Aspen Discovery, the new discovery layer for the WLS Evergreen ILS. Aspen Discovery will enhance the look of our public catalog to make both physical and digital materials easier to "discover." It has a fresh look and feel, but even more important, the user experience includes a fully Spanish language interface, eContent from multiple providers is integrated, and patrons can view featured services and program promotions. She noted that there will not be any changes to the staff client interface while creating a new patron experience. The tentative go-live date is scheduled for Wednesday, April 26, 2023. The presentation was well received by all.

PLDA LIASON'S REPORT

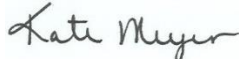
Ms. Cech reported on the February 2023 PLDA meeting where the following was discussed:

- The PLDA priorities document that was submitted by Terry Kirchner was well received.
- As of April 1, PLDA will meet in person four times a year.
- The John C. Hart Memorial library has officially converted their email accounts to @yorktownlibrary.org.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:44 p.m. on a motion by Ms. Scherer and seconded by Ms. Kelley that passed unanimously.

Respectively submitted,



Kate Meyer
Recording Secretary

Getting Started: Searches

The screenshot shows a library search interface. At the top, a search bar (1) contains the term 'cooking'. To its right, a dropdown menu (2) is set to 'by Keyword' and 'in Library Catalog'. Below the search bar, a 'Narrow Your Results' sidebar (3) is visible on the left, with filters for Audience (Adult, Juvenile, Unknown, Young Adult, General) and other categories. The main search results area shows a list of formats (4): Books (623), eBook (14,196), Audio Books (1,496), Music (438), and Movies (550). Below this, a row of filters (5) includes 'Entire Collection (15,764)', 'Aspen Public Library (10,583)', 'Available On Shelf (786)', and 'Available Online (15,085)'. The search results are sorted by 'Best Match' (6). The first result is 'Cooking for one' by Kimberly Stevens (7), published by Cider Mill Press in 2018. The availability status is 'On Shelf' (7) at 'Main Branch 1 available' (7) with ID '641.5611 STE'. A 'Place Hold' button (8) is visible. The book cover (6) shows a bowl of spaghetti. A description (9) states: 'Cooking for One will show you that eating alone can be an enjoyable, redemptive endeavor--all you need are the right recipes, and a new perspective! With dozens of perfectly-sized, easy, healthy, and delicious recipes, you just may (10) you prefer dining alone!'. At the bottom, there are buttons for 'More Info', 'Add a Review', 'Add to list', and social sharing options (9, 10).

1. Enter search terms here
2. Dropdown menus offer more ways to target your search
3. Narrow your results with a variety of filters
4. Filter by popular formats
5. Toggle these to see what's on the shelf now, available online, or search all locations
6. Format
7. Availability
8. Place a hold or check out an item
9. Click here or on the title for more detailed information
10. Add this item to a list

Getting Started: My Account

The screenshot shows the 'My Account' page of a library website. At the top right, a user profile for 'SAM W.' is visible with a menu icon (1). Below the navigation bar is a search bar with a dropdown menu set to 'by Keyword' and 'in Library Catalog', and a 'GO' button (2). The left sidebar contains a 'My Account' menu with items: 'Checked Out Titles' (4), 'Titles On Hold' (3), 'Reading History' (4), 'Fines and Messages', 'Titles You Rated' (1), 'Account Settings' (6), and 'Search History' (7) (8). The main content area is titled 'My Account' and 'Account Summary' (9). It features four summary boxes: 'CHECKED OUT' (4), 'OVERDUE' (1), 'HOLDS' (3), and 'READY FOR PICKUP' (1). Below this is a 'Recommended for you' section (10) displaying book covers for 'PETE GATO', 'THE BAD MOOD AND THE STICK', 'Pete the Cat', and 'SPY CAT ASTROPHE'.

1. Click your username at any time to access specific account pages
2. Use this menu to access My Account and other helpful links
3. View your checkouts and holds
4. View reading history (must be opted in)
5. See titles you've rated and recommendations based on your ratings
6. Edit your account settings
7. View your search history and saved searches
8. See your lists or create a new list
9. View your account status at a glance
10. Recommended titles based on your ratings

Getting Started: Checkouts

Checked Out Titles

Central Library will be open today from 9:00 AM to 8:00 PM **1**

2 All **2** Physical Materials **2** OverDrive **0**

Sort by Due Date Asc **3** Last Loaded 08:17 AM Hide Covers

Select/Deselect All

4

1) CatStronauts. Book 1, Mission moon

Call Number CatStronauts
Format Graphic Novel
Rating **6**
Due Jun 29, 2022

5 Renew
You Might Also Like

2) Best practices. set priorities to get the right things done / Time management

Author Hoover, John, 1952-
Call Number 650.1 H
Format Book
Rating
Due Jul 5, 2022
Renewed 1 of 2 times **8**

7 Renew
You Might Also Like

9 Renew Selected Items Renew All Export to Excel

1. See when your library is open today
2. Filter by material type
3. Sorting options
4. Select all or select individually
5. Renew eligible items
6. Rate a title or see your existing rating
7. View similar titles
8. See due date and renewals
9. Renew selected or renew all

Getting Started: Holds

Holds Ready For Pickup

These titles have arrived at the library or are available online for you to use.

Sort by Expiration Date

Sorting Options

Hide Covers



1) The Legend of Zelda : Hyrule Historia

Call Number 793.932 THO
Format Book
Pickup Location Main Library
Available Now
Pickup By Jun 21, 2022

Pickup By Date

While You Wait

Pending Holds

These titles are currently checked out to other patrons. We will notify you when a title is available.

Sort by Position

Sorting Options



1) Cats

Author
Format
Pickup Location
Status

Murray, Julie, 1969-
Book
Central Library
Frozen

Hold Information

Cancel Hold

Thaw Hold

Change Pickup Loc.

While You Wait



2) Mermaids are real!

Author
Format
Pickup Location
Status

Hatam, Holly,
Book
Forest Ave Library
Pending

Hold Options

Cancel Hold

Freeze Hold

Change Pickup Loc.

While You Wait

Cancel Selected

Cancel All

Freeze Selected

Freeze All

Thaw Selected

Thaw All

Export to Excel

Manage pending holds in bulk

Getting Started: Lists

13) Apples never fall: a novel

Author: Moriarty, Liane
Series: Thorndike Press large print core
Pub. Date: 2021.
Language: English

Book On Shelf
Show Edition View All Copies

Add to List

Click to add a title to a list

Create new List

List: Book Club 2022

Description:

Access: Private

Public lists can be shared with other people by copying the URL of the list or using the Email List button when viewing the list.

Close Create List

Give your list a title

Switch access to "Public" if you want to share

KODI L.

- Checked Out Titles
- Titles On Hold
- Reading History
- Fines and Messages
- Titles You Rated
- Recommended For You
- Lists**
- My Library Card
- My Preferences
- Contact Information

Click your username, then "Lists" to view all your lists

My Account

Titles You Rated 1

» Recommended For You

Account Settings

» My Preferences

» Contact Information

» Staff Settings

Search History

Masquerade

My Lists

Book Club 2022 (5)

My Favorites (5)

Create a New List

Import From Old Catalog

In user account, click "My Lists" to expand

Bring your lists from the old catalog to the new catalog