

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 26, 2023 – Approved October 24, 2023

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:02 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow, Julie Mills-Worthey

Also present from WLS were Terry Kirchner, Rob Caluori, Pat Brigham, Wilson Arana, Kate Meyer

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

MINUTES

The minutes of the June 27, 2023, meeting were approved as amended on a motion by Ms. Kelley and seconded by Mr. Amiano. The motion passed unanimously.

FINANCIAL REPORTS

The financial report through August 2023 was presented by Mr. Caluori in detail. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. LeBlanc. The motion was accepted unanimously. Ms. Scherer appreciated the enhanced notes included in the written Finance Report made by Mr. Caluori and the contributions from Ms. LeBlanc.

INFORMATION ITEM

Ms. Morduch, Chair of the Governance Committee, reviewed the employee handbook and policy process with the Board. The Committee met on August 22, 2023, to review the newly revised WLS Employee Handbook and five policies: #4 Electronic Data; #13 Purchasing; #14 Credit Card Usage; #15 Gift Acceptance and #22 ADA/ADAAA.

The Governance Committee reviewed and discussed the employee handbook and five policies. All items were recommended for approval by the full board at the October 24, 2023, meeting.

ACTION ITEMS

State Aid for Public Library Construction \$34 Million Program FY2023-2024: Dr. Kirchner reported a total of 12 applications were received for this grant cycle. All the applications were found to meet the criteria established for the Construction Grants as required by New York State Commissioner's Regulations' [Section 90.12], which include more effective library service; more efficient utilization of the library building; improved access to and use of building services; and provision of library services

in communities which are geographically isolated or economically disadvantaged. The Public Library Directors Association (PLDA) Grants Committee was made up of Chair Augusta Turner, Director of Town of Pelham Public Library; Jennifer Brown, The Field Library; Brian Kenney, White Plains Public Library; Rosemarie Gatzek, Irvington Public Library; Elizabeth Bermel, Scarsdale Public Library; Kathryn Feeley, North Castle Public Library; Tracy Wright, Eastchester Public Library; Ann Cloonan, Bedford Free Library; and Greg Wirszlya, Bronxville Public Library. WLS representatives on this committee were Dana Hysell and Terry Kirchner. The committee members reviewed and approved the construction project applications on September 7, 2023.

The Committee reviewed the applications based on the nature of the projects and aid previously received. The following award recommendations were made:

Library	Total Project Cost	Amount Requested	Project Description
Hendrick Hudson Free Library	\$19,700.00	\$9,850.00	This project will update three of our original analog cameras with newer digital cameras and will include the installation of six additional cameras.
Yonkers Public Library /Crestwood*	\$287,073.00	\$215,305.00	This project will make long refurbishments to Crestwood Library to make it safer, healthier, and more efficient. These include: Replacing its original, 1920s windows (which do not open, close or retain indoor air temperature efficiently), restoring Crestwood’s iconic front door which is a main point of heat/energy loss, repointing its chimney (which is suspected to be a point of water infiltration), overhauling the fire alarm system, upgrading to LED lights building-wide, repaving perimeter walkways and regrading rear exit stairwell steps to divert water away from the building and improve safety by reducing trip/fall risks, replacing the outdated carpet in the upper level, patch, paint and refurbish interior cracking, chipping walls, and restoring the wooden trim on the exterior of the building.
Larchmont Public Library	\$165,000.00	\$82,500.00	Retrofit of elevator in main building installed in 1995 to include new controller, circuit board, compressor, motor, lighting, door, interior panels.
New Rochelle Public Library*	\$144,692.00	\$108,520.00	The installation of sound-absorbing panels for noise abatement and wayfinding signage both to enhance the Patron experience inside the building.
New Rochelle Public Library/Huguenot*	\$64,000.00	\$48,000.00	Improvements to 2 public restrooms in basement, replacing tiles and flooring, new toilets, and urinals to be ADA compliant.
The Warner Library*	\$88,205.00	\$66,153.00	This project will replace HVAC piping and junctures that are failing and causing water and mold issues in the library.
Somers Library	\$420,375.00	\$210,187.00	The renovation of Somers Library’s Teen Space will increase the amount of space teens have and create a more welcoming environment for them.
John C. Hart Memorial Library	\$466,220.00	\$233,110.00	Create new Teen Services and coffee area with tech-friendly seating and furnishings by reducing oversized service areas. Upgrading fire safety doors.
Hastings-on-Hudson Public Library	\$190,225.00	\$95,112.00	The project will install rooftop solar PV on the Hastings-on-Hudson Public Library to generate clean, renewable energy and reduce electricity cost.
Ruth Keeler Memorial Library	\$34,402.00	\$17,201.00	Electrical and security upgrades for the Ruth Keeler Memorial Library. These upgrades will include a security system, an increase in the number of electrical outlets available for patrons and staff, and an upgrade in our network connectivity and Wi-Fi reach within the building. These upgrades will allow us to make the library a safer place for our patrons and staff and will increase the efficiency and functionality of the library.

Chappaqua Library	\$90,939.00	\$45,469.00	The library will be renovating its 122-seat theater space and upgrading its AV for staff usability and ADA accessibility.
Pound Ridge Library District	\$50,000.00	\$25,000.00	The cedar shingle shake roof is leaking into the building. We seek Construction Aid funds to replace the cedar shake portion of the roof.
TOTALS:	\$2,020,831.00	\$1,156,407.00	

*75 % Funding Requested

The recommended award amounts were approved as submitted on a motion made by Mr. Cartolano and seconded by Mr. Iwanski. The motion passed unanimously. Ms. Hysell was thanked for her efforts with the Construction Aid application process.

Extend for One Year Current Borrowing Facility: Mr. Caluori explained that 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. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS.

During the prior year, there were no borrowings under the facility. **Currently, we do not foresee any need to borrow under this facility for the coming year.** Given there are no encumbrances, covenants, or facility fees, we recommend extending the borrowing agreement for one year to allow for financial flexibility. A recommendation was made by Ms. Tabakman to amend the action to include that use of the line of credit would require Board approval. The approval of the extension of the borrowing facility with TD Bank for an additional year and recommended conditional use was approved on a motion by Mr. Amiano and seconded by Ms. Murdoch. The motion passed unanimously.

PRESIDENT’S REPORT

Ms. Zevin thanked everyone for their donation on behalf of her daughter. She thanked Ms. Scherer for her ten years serving on the Board and noted she has been an incredible asset. She also thanked Mr. Okelo for his time on the Board and wished them both the best of luck in the future.

COMMITTEE REPORTS

Budget Committee: Ms. Scherer reported that the Budget Committee met on September 21, 2023, to go over the first portion of the budget. They will be meeting again on October 3rd and October 19th. She encouraged all to attend.

Nominating & Board Education: Ms. Kelley, Chair, introduced Barbara Tepper, a potential candidate to fill the District IV: Lewisboro (South Salem), North Salem, Somers, to replace Ms. Scherer. Ms. Tepper has experience as a Board trustee at Somers Library.

EXECUTIVE DIRECTOR’S REPORT

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

Dr. Kirchner made the Board aware of some staff updates. Elena Falcone has retired as Director of Public Innovation and Engagement. Krishna Brodigan is the new Director of Outreach, and Linda

Smith is Assistant Director. This transition will allow WLS to build more stability and relationships

with the member libraries and the public. Dr. Kirchner also commended Mr. Arana for all his hard work preparing the service level agreements (SLAs) for IT services, and for how he manages his staff.

Battle of the Books is October 21, 2023, at Ossining High School, and volunteers are needed. It is a fun time and represents many of the libraries.

PUBLIC LIBRARY DIRECTORS' ASSOCIATION (PLDA) LIASON REPORT

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

- PLDA had its September meeting at the Greenburgh Public Library, and it was a hybrid meeting. They will be doing more hybrid meetings in the months to come.
- The e-content committee reported a glitch with Overdrive statistics. Allison Midgley, Senior Technology Training Coordinator, is working on resolving it.
- Even though the New York Library Association (NYLA) recently formed a similar committee, PLDA has decided to retain the Municipal Library Roundtable Committee. The NYLA committee will focus on broader, statewide issues, while the PLDA committee will focus more on local issues and strategies.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:22 p.m. on a motion by Mr. Iwanski and seconded by Ms. Morduch that passed unanimously.

Respectively submitted,

Andrea Zuckerman Bober

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Secretary