

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 30, 2024 – Approved February 27, 2024

ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Westchester Library System was called to order by Karen Zevin, President, at 6:00 p.m. and held in-person at the WLS Headquarters in Elmsford. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Anthony Amiano, Alice Joselow, Maureen LeBlanc, Julie Mills-Worthey

Also present from WLS: Terry Kirchner, Rob Caluori, Patricia Brigham, Wilson Arana, Krishna Brodigan, Allison Midgley, Kate Meyer

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Library

Ms. Zevin introduced Barbara Tepper and David Mener to the Board. Ms. Tepper has agreed to fill the vacancy for District IV [Lewisboro (South Salem), North Salem, Somers]. Mr. Mener has agreed to fill the vacancy for District XIV [New Rochelle]. The Board approved the appointment of Ms. Tepper and Mr. Mener on a motion by Wes Iwanski and seconded by Karen Kelley. The motion passed unanimously.

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

There being no further business, the organizational meeting adjourned at 6:05 p.m. on a motion by Ms. Morduch and seconded by Ms. Zevin. The motion was approved unanimously.

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:05p.m.

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

Board Members present: Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Susan Morduch, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Anthony Amiano, Alice Joselow, Maureen LeBlanc, Julie Mills-Worthey

MINUTES

The minutes of the Annual Meeting and Regular Meeting Minutes of November 28, 2023 were approved with revisions (Ms. Zevin noted that there will be appointment of executive officers at the January 2024 meeting and the following individuals are expected to be voted into their new positions: Susan Morduch – President; Nishat Hydari – Vice President; Anthony Amiano – Secretary; and Mareen LeBlanc – Treasurer.) on a motion by Ms. Zevin and seconded by Ms. Kelley. The motion passed unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the check registers for November and December 2023 as well as an updated Temporarily Restricted Net Assets (TRNA) schedule in addition to the regular financial reports. Mr. Caluori presented the financial statements highlighting significant positive and negative variances. He also discussed the TRNA report and the status of open grants to be spent down in the new year. The financial reports for November and December 2023 were approved on a motion by Ms. Tepper and seconded by Ms. Zevin. The motion passed unanimously.

ACTION ITEM

Action Item #1: NYS Minimum Standard Variance Request Forms: On the 2022 New York State Annual Report, libraries responded whether they met New York State Minimum Standards as of December 31, 2022. All WLS member libraries were in compliance with the exception of Irvington Public Library.

The proposed Variance Request Forms for Irvington Public Library were approved by the board as submitted (see attached) on a motion by Ms. Tabakman and seconded by Ms. Bober. The motion passed unanimously. All forms will be submitted to the NYS Library Division of Library Development.

PRESIDENT'S REPORT

Ms. Morduch thanked Ms. Zevin for her hard work as WLS Board President for the past 2 years and noted she has been an incredible asset. Ms. Morduch reminded the Board of two upcoming Trustee Institutes: Tools for Transforming Library - Municipality Relationships on March 6, 2024 and Understanding 414 Public Votes with Presenter Rebekkah Smith Aldrich on April 11, 2024. She encouraged all to attend.

COMMITTEE REPORTS

Audit/Finance Committee: Mr. Caluori reported that the auditors are receiving information as requested and will be on site the week of February 19, 2024.

Nominating & Board Education: Ms. Kelley, Chair, introduced Patricia Phelan, a potential candidate to fill District XV: Yonkers, to replace Mr. Puglia. Ms. Phelan has experience as a Board trustee at Yonkers Public Library.

EXECUTIVE DIRECTOR’S REPORT

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

- Dr. Kirchner handed copies of the Code of Ethics Policy to Board Members and asked that they be signed and brought to the February 27th Board Meeting.
- WLS has partnered with the Ramapo Catskill and Mid-Hudson Library Systems to provide transportation up to Albany for Library Advocacy Day on February 7th, 2024. This year we will be stressing the importance of the Freedom to Read Initiative and the need for improvements to the hiring of civil service employees.
- Dr. Kirchner spoke about the Palmer School of Public Library Administration and Management courses being held hybrid at Mid-Hudson Library System or via Zoom. These courses provide considerable value from a social and educational standpoint and prepare people to be directors or stronger directors.
- Battle of the Books has a confirmed date of October 26, 2024.

PLDA LIASON’S REPORT

Jennifer Coulter, PLDA Vice President and WLS Board Liaison, introduced herself and provided the PLDA Liaison’s Report covering the January PLDA Meeting.

- PLDA started with a new Executive Committee.
- The Executive Committee proposes restarting the Mentorship Program, pairing new Directors with experienced ones for guidance. Terry Kirchner will notify the committee of new hires, and pairings will be based on factors like location and library type.
- NYS Librarian Lauren Moore will present an optimistic overview of the 2024 library landscape at the PLDA March 21 meeting on Zoom.
- A Google Drive/email account has been created for PLDA to serve as a central repository for PLDA documents, such as minutes, agendas, by-laws, etc.
- The Technology Committee updated us on their last meeting discussion which covered: patron purge, update on email system (most libraries have migrated), roll out of laptops for library staff which are connected to Evergreen.
- With the new visibility of eResources in the Aspen OPAC, the E-Content Committee hopes to see increased usage across all eContent, due to enhanced discoverability. The committee plans to observe this trend over the next 6 months (January to June 2024), analyze the usage data during this period, and then reassess the expenditures related to each product.

EXECUTIVE SESSION

The Board entered executive session for the purpose of discussing a personnel matter on a motion made by Ms. Zevin and seconded by Mr. Cartolano 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 8:08 p.m. on a motion made by Ms. Zevin and second by Ms. Tabakman that passed unanimously.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:09 p.m. on a motion by Mr. Cartolano and seconded by Ms. Tepper that passed unanimously.

Respectively submitted,

Kate Meyer

Kate Meyer
Recording Secretary

Return this form by email to
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Variance Request Form



Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

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1. Library Information (Name of library, contact person, phone number)

Irvington Public Library, Guiteau Foundation
Contact: Rosemarie Gatzek
Telephone: 914-591-7840

2a. Request for Variance from Standard Number: _____ 2 _____

b. What is current status? (Please attach explanation.) As of the completion of the Irvington Library's annual report, the library did NOT have an approved long-rang plan.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)** The Irvington Library Board of Trustees approved the library's Strategic Plan for 2023-2028 at their Meeting on November 13, 2023.

Library Director Date

Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
(Month/Day)
the _____ System.

System Director Date

System Board President Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
 (Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c)Variances. *If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.*

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	Is open the following scheduled hours: <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
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8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving,																

	seating, power and data infrastructure, and a public restroom;
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
11	Provides access to current library information in print and online, facilitating the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

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1. Library Information (Name of library, contact person, phone number)

Irvington Public Library, Guiteau Foundation
Contact: Rosemarie Gatzek
Telephone: 914-591-7840

2a. Request for Variance from Standard Number: 3

b. What is current status? (Please attach explanation.) Without a strategic plan in place, we were not able to provide an annual written report that discussed its objectives.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)** We now have an approved strategic plan, so we will be able to comply with this requirement in the future, beginning this month with an assessment of 2023.

Library Director Date

Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
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Irvington Public Library, Guiteau Foundation
Contact: Rosemarie Gatzek
Telephone: 914-591-7840

2a. Request for Variance from Standard Number: 5

b. What is current status? (Please attach explanation.) Our 202/2023 annual budget was published as part of the Village of Irvington's total budget, but without a strategic plan in place, we were not able to provide a written explanation that discussed how our community's needs, as outlined in our long-range plan, would be addressed specifically in our budget.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)** We now have an approved strategic plan, so we will be able to comply with this requirement in the future.

Library Director

Date

Library Board President

Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
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This variance request was reviewed at the _____ meeting of the Board of Trustees of
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System Director

Date

System Board President

Date

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Reviewed By: _____

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1. Library Information (Name of library, contact person, phone number)

Irvington Public Library, Guiteau Foundation
Contact: Rosemarie Gatzek
Telephone: 914-591-7840

2a. Request for Variance from Standard Number: 6

b. What is current status? (Please attach explanation.) Without a strategic plan in place, we were not able to evaluate how effectively we have addressed our community's needs, as outlined in such a plan. We now have an approved strategic plan, so we will be able to comply with this requirement in the future.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)** Quarterly discussions of how our programs, services and collections are addressing the community's needs will help us achieve the goals of our strategic plan.

Library Director

Date

Library Board President

Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
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Reviewed By: _____

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c)Variances. *If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.*

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	Is open the following scheduled hours: <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
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	seating, power and data infrastructure, and a public restroom;
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
11	Provides access to current library information in print and online, facilitating the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

Variance Request Form



Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 1, 2021). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. Library Information (Name of library, contact person, phone number)

Irvington Public Library, Guiteau Foundation
Contact: Rosemarie Gatzek
Telephone: 914-591-7840

2a. Request for Variance from Standard Number: _____ 13 _____

b. What is current status? (Please attach explanation.) We provide staff with regular technology training, appropriate to their position, and encourage staff to avail themselves of additional training opportunities offered by both our library system and regional council. But without a strategic plan in place, this could not be done in a way that was outlined in any sort of long-range plan.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)** We now have an approved strategic plan, so we will be able to comply with this requirement in the future.

Library Director Date

Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
(Month/Day)
the _____ System.

System Director Date

System Board President Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
 (Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____

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7	Library at: MINSTAN@nysed.
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