

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**March 26, 2024 – Approved April 30, 2024**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Vice President Nishat Hydari at 6:07p.m.

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

Board Members present: Anthony Amiano, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, David Mener, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Alice Joselow, Julie Mills-Worthey, Susan Morduch, Patricia Phelan

Also present from WLS were: Rob Caluori, Terry Kirchner, Kate Meyer, Allison Midgley, Allison Pryor

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

**MINUTES**

The minutes of the February 27, 2024, meeting was approved as submitted on a motion by Ms. LeBlanc and seconded by Ms. Tepper. The motion passed unanimously.

**FINANCIAL REPORTS**

Mr. Caluori presented the check registers and financial reports for February 2024. Mr. Caluori presented the financial statements highlighting significant positive and negative variances. He also discussed the schedule of Temporarily Restricted Net Assets making note of (1) WLS's plans to use the unspent grant funds listed in the report, (2) the nature of certain grants being such that there will most likely always be some grant monies carried over from year-to-year and, (3) how the financial management system installed in 2023 has simplified the process of generating this report. The financial reports for February 2024 were approved on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The motion passed unanimously.

**PRESIDENT'S REPORT**

In President Morduch's absence, Ms. Hydari handed out committee sheets to the Board. She noted that there is an upcoming Trustee Institute, Understanding 414 Public Votes with Presenter Rebekkah Smith Aldrich on April 11, 2024, and that individuals who attend the full session will receive 2 continuing education hours that meet the trustee education and public librarian certification requirements.

## COMMITTEE REPORTS

**Finance Committee:** Ms. LeBlanc, Chair, noted that the Committee is looking for additional members, noting that Finance and Budget are now working together as one committee and highlighting that the Budget process is especially helpful for new trustees to learn about all that WLS does.

Ms. LeBlanc discussed the outcomes of their most recent meeting, which was held just prior to the Board meeting this evening at 5:00pm. The committee met with a representative of the New York State Liquid Asset Fund (NYLAF) to discuss alternative investment vehicles that will improve WLS's returns on investments and maintain compliance with state regulations regarding deposits.

**Nominating & Board Education:** Ms. Kelley, Chair, encouraged all trustees to attend the upcoming Trustee Institutes noting they count toward trustees' continuing education.

**Audit:** Mr. Iwanski noted that the committee will meet in April, at a date to be determined and sent to the full Board, to receive the audit reports from Dorfman, Abrams, Music, LLC. The auditors will be attending the meeting via Zoom. The committee will present the reports to the Board for approval at their April 30, 2024, meeting.

## EXECUTIVE DIRECTOR'S REPORT

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

- Dr. Kirchner mentioned the canned food drive held in conjunction with the United Way in February resulted in more than 3,600 lbs. of food collected. This is the first year WLS libraries have participated and United Way staff members were thrilled with the results.
- Save the date for the 2024 WLS Battle of the Books, which will take place on October 26, 2024.
- Dr. Kirchner noted that three member libraries have director vacancies presently, noting the challenges of filling these roles including, but not limited to, civil service and providing competitive salaries to attract candidates.
- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) will be meeting to discuss the potential for a chapter 414 vote for public library funding. Jerry Nichols will be working with the group towards this effort.
- There has been an ongoing effort to incorporate a Village of Edgemont within the Town of Greenburgh. Dr. Kirchner discussed the options that could be pursued by the Village for library services, should it be established, and the potential impact on the Greenburgh Public Library, which currently serves that area.
- Allison Midgely is working with the member libraries on compiling the annual reports for New York State. It was noted that Allison is working to standardize how data is collected to help simplify the process of completing the reports.

## PUBLIC LIBRARY DIRECTORS' ASSOCIATION (PLDA) LIASON REPORT

**Ms. Coulter reported on the March PLDA meeting where the following was discussed:**

- PLDA had a guest speaker, Lauren Moore, NYS Librarian, Assistant Commissioner for Libraries, who spoke about how the NYS Library works and the relationship between the NYS Library and local libraries. She also spoke about the Hiring for Emergency Limited Placement (HELP) program.

- Updates were given for the Committees:
  1. Technology
  2. Finance
  3. Civil Service
  4. Bylaws
  5. Mentorship
  6. Circulation
  7. Roundtables: municipal libraries, Municipal, Association Libraries, Small Libraries, Urban Libraries
- There was a discussion regarding online renewal and registration of Library Cards. WLS is investigating the process and will report back next month.
- Ms. Coulter noted that there is a PLA Conference April 2 - 5 in Columbus, Ohio

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:33 p.m. on a motion by Mr. Amiano and seconded by Ms. Zevin that passed unanimously.

Respectively submitted,

*Anthony Amiano*

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Secretary