WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 27, 2018 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:08 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Dave Donelson, Cathy Draper, Hope Furth, Karen Kelley, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: LaRuth Gray, Sue Neale, Alex Payan

Also present from WLS were: Terry Kirchner, Patricia Brigham, Francine Feuerman, Rob Caluori, Elena Falcone, Allison Midgley, Elise Burke

Public Library Directors Association (PLDA) Representative: Karen LaRocca-Fels, Director of Ossining Public Library; Brian Kenney, Director, White Plains Public Library & PLDA President

Guests: Edward Falcone, Director, Yonkers Public Library; Joseph Puglia, Trustee, Yonkers Public Library; Denise Matthews-Serra, President, White Plains Public Library

MINUTES

The minutes of the meeting of January 30, 2018, were accepted on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously.

FINANCIAL REPORTS

The financial report through February 2018 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Ms. Draper. The motion passed unanimously. The check register was distributed. Ms. Feuerman noted that the draft audit report is expected shortly and an Audit Committee meeting will be scheduled once it's available.

INFORMATION ITEMS

WLS Internet Use Policy Revision: Mr. Caluori noted that the WLS Board approved in November 2017 the implementation of e-Rate for school year 2018-2019 using Open DNS filtering with Internet Watch Foundation categories and full implementation of the Tor browser. Use of filtering will require revision of the current WLS Internet Use Policy #10 in order to bring it into compliance with e-Rate requirements. The proposed revised Internet Safety and Use Policy (see attached) was brought to the Governance Committee for review and distributed to the Board members, who were encouraged to email questions or comments to Mr. Caluori with a copy to Ms. Morduch, the new chair of the Governance Committee. The policy will be approved at a future date.

Expanding Digital Inclusion – Discussion Document: The WLS Executive Committee met on February 15th and discussed WLS strategic priorities and discussed WLS activities with the potential to help member libraries better serve and engage with their communities. The need for

equitable, household-based digital inclusion was identified as a barrier to the WLS mission of providing seamless access to excellent library service throughout Westchester County. Dr. Kirchner was charged with developing an approach to the digital inclusion challenge that incorporated WLS's mission, vision, values and strategic priorities.

The concept of the attached Strategic Initiative Proposal is to provide equity of access to broadband bandwidth and hardware devices (such as hotspots and laptops/tablets) to connect households to their local library, social service providers and other resources to promote literacy, quality of life and economic development. Training to support effective broadband and hardware use and a digital fluency primer/review would be provided to each recipient along with training for staff at the member libraries to support the initiative.

The target audience for this Pilot Phase 1 would be families living at or below the local poverty level in Westchester County with a selection of 50 households from the cities of Yonkers, Mount Vernon and White Plains. Each participating household would receive a 2-year loan of a mobile hotspot and a laptop and would receive digital fluency/literacy assistance to ensure thorough awareness of how to use the equipment and how to connect with digital library resources.

A number of issues were discussed:
- The role of the WLS Development Committee;
- Identification of key partnerships;
- Assessment of value propositions and real outcomes;
- Best implementation methods;
- Potential funding sources;
- Meaningful needs analysis; and
- Metrics of success.

It was the consensus of the Board to continue exploration into this initiative. Mr. Ryan asked former WLS Presidents Ms. Draper and Mr. Donelson to chair an Innovation Group. WLS Board members interested in participating should contact Mr. Ryan. The Innovation Group will discuss this and other future initiatives immediately following the April 24th Board Meeting.

ACTION ITEM

Acceptance of the WLS System Annual Report to New York State: Ms. Burke reported on WLS's System Annual Report to New York State. Additional clarifications to the instructions were made by the State with regard to changes made in 2017 on how the holdings and circulation are reported for Electronic Materials.

The Board accepted the 2017 WLS System Annual Report as submitted on a motion by Mr. Donelson and seconded by Ms. Kelley. The motion passed unanimously. The WLS staff was thanked for their efforts in completing the Report.

PLDA LIAISON'S REPORT

Ms. LaRocca-Fels reviewed the topics of discussion at the February and March PLDA meetings: e-Content/Central Library Committee report; using OverDrive Advantage Plus as the e-book platform for WLS; and Fine Free libraries, especially for children's materials.

OTHER

Ms. Brigham noted that people can still sign up for the Celebrating Westchester Libraries Breakfast on April 6th.

Ms. Scherer announced that the Library Trustees Association of New York State (LTA) will be holding its annual Trustee Institute on April 27-28 in Long Island. This event provides an excellent opportunity to meet other library trustees throughout the State and to attend informative workshops. WLS will be a sponsor of this event. Trustees interested in attending should contact Elise Burke.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:32 p.m. on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously.

Respectfully submitted,

Bernie Seiler
/cb

Bernie Seiler
Secretary

Subject: Internet Safety and Use

Application: Employees, customers, consultants, contractors, vendors and visitors

General
Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County's diverse, multicultural community by providing access to Internet resources ~~including social media and blogging sites~~ that offer many valuable local, national and international sources of information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet, but also ~~and~~ to exercise discretion, good judgment and concern for privacy ~~and discretion~~ in their use of it.

Confidentiality
WLS supports the right to privacy and confidentiality of library users in accordance with the ALA's Library Bill of Rights; the Freedom to Read Statement; the Freedom to View; Access to Electronic Information Services and Networks; and with the policies, goals and objectives of this public library system. WLS considers any record of Internet use by a patron to be a library record and as such Internet use will be protected as confidential as prescribed by section 4509 of NYS Civil Practice Law & Rules.

Disclaimer
WLS ~~does not monitor and has no control over the information accessed through the Internet, and therefore,~~ cannot warrant the information available through its Internet connection to be accurate, authoritative, factual, timely or useful. In addition, because the content of the Internet is not managed or governed by any entity, users may encounter materials they consider offensive. The board and employees of WLS assume no responsibility for damages of any type arising from the use of Internet workstations.

Appropriate Use
Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, hacking, or any other form of unauthorized access. Such illegal activities may result in loss of system privileges and criminal prosecution. Use of the WLS Internet gateway/connection is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products or services.

Access by Minors
As with other library materials, the restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

As required by the Children's Internet Protection Act (CIPA), in order to be eligible for certain federal funding, WLS has implemented filtering on all Internet-accessible devices connected to its computer network. The filter protects against access to obscene materials including child

pornography, which in the case of persons (minors) under the age of 17 has been deemed by WLS to be harmful.

Users should be aware that all filters, including the filter used by WLS, operate with a certain degree of "underblocking" (i.e. permitting access to certain material that is intended to be blocked) and "overblocking" (i.e. denying access to certain constitutionally protected material that is not intended to be blocked). WLS has attempted to implement a filter that complies with CIPA while providing library patrons with the broadest possible access to constitutionally protected speech and information. WLS cannot and does not guarantee that the filter will block all obscenity, child pornography or materials to minors. WLS also cannot and does not guarantee that the filter will not restrict access to sites that may have legitimate research or other value.

In order to help address the issue of overblocking and enhance users' access to constitutionally protected speech and information, WLS requests that all users, both adults and minors, send an email to it+filtering@wlsmail.org to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may disable the filter in order to obtain unfiltered Internet access by following the instructions provided on the computer screen or other instructions as WLS may provide from time to time.

Safety of Personal Information
To address the issue of safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure use and dissemination of personal identification information regarding minors, WLS will provide training for member library staff. In addition, WLS encourages member libraries to provide training to library patrons and urges minors to keep in min the following safety guidelines:

1. Never give out identifying information such as home address, school name or telephone number.
2. Let parents, guardians and/or caregivers decide whether personal information such as age, marital status or financial information should be revealed.
3. Never arrange an in-person meeting with someone via any form of direct electronic communication without approval of a parent or guardian.

Oversight
The WLS Board of Trustees will receive and review the impact of the filter on the patron Internet experience on an annual basis.

Last approved: May 26, 2015

Expanding Digital Inclusion – Discussion Document

WLS mission: To ensure that all residents have seamless access to excellent library service throughout Westchester County.

WLS vision: To serve as a center of innovation for the Westchester County library community and to provide model programs, affordable and easy-to-use technology, and support services that enable libraries to continuously improve services to their communities.

WLS core values: advocacy, diversity, value, innovation, cooperation and education

WLS strategic priorities:

- Expand competency as an incubator of library solutions/services and leverage this capability for member libraries.
- Build and enable an environment that encourages sharing best practices solutions and processes across member libraries.
- Support professional development for all levels of staff and library trustees.

Strategic Initiative Proposal

Concept: Provide equity of access to broadband bandwidth and hardware devices (such as hotspots and laptops/tablets) to connect households to their local library, social service providers and other resources to promote literacy, quality of life and economic development. Training to support effective broadband and hardware use and a digital fluency primer/review would be provided to each recipient. Training to support the initiative would also be available for staff at the member libraries.

Target audience – Pilot Phase 1: Families living at or below the local poverty level in Westchester County. Current data indicates that there are 90,752 individuals (estimated 33,612 households)/ 9.62% of Westchester County population living at or below the poverty level. Cities with highest percentage and number of individuals living in poverty are listed below. Of particular concern is the rate of children living in poverty.

City:	Children (under 18)		Adults (25+)		All Individuals	
Yonkers	25.1%	10,885	13.5%	18,357	16.7%	32,871
Mount Vernon	21.5%	3,285	12.8%	5,829	15.3%	10,321
White Plains	19.9%	2,304	9.4%	3,802	12.2%	6,917
New Rochelle	16.2%	2,746	9.4%	4,923	11.2%	8,484
Peekskill	12.0%	603	11.5%	1,924	11.8%	2,793

Data from the 2017 New York State Annual Poverty Report prepared by the New York State Community Action Association.

Target locations – Pilot Phase 1: Select 50 households from the cities of Yonkers, Mount Vernon and White Plains for a total of 150 households.

Anticipated startup costs – Pilot Phase 1: Assumes each participating household would receive a 2 year loan of a mobile hotspot and a laptop and would receive digital fluency/literacy assistance to ensure thorough awareness of how to use the equipment and how to connect with digital library resources. Library staff would also receive training to support these efforts and would be encouraged to lead future training activities (with support from WLS). *Note: the hotspot & laptop costs are the vendors' posted prices and might be lowered through negotiations.*

Hardware expenses: 150 hotspots & laptops:	$112,500
Site staff support (3 PT site coordinators & 1 PT admin):	$75,000
Anticipated year 1 startup costs:	$187,500

The WLS Development Committee's role: to support the Executive Director and Development Director in efforts to clarify the needs statement, assess the value propositions, clarify the funding perspective, identify and nurture potential strategic and investment partners.

Proposed funding perspective: Approaching literacy, digital fluency and other library-related activities from an economic development perspective would likely be our strongest position when seeking outside funds.

Potential partners:

- Corporate sponsors
- Schools (Pre-K to 12)
- Westchester County : Department of Social Services – has insight into local community information and service needs that could be enhanced through the use of technology
- Westchester County Association – is strongly invested in county-wide Gigabit initiatives
- Westchester/Putnam Workforce Investment Board – is transitioning to a better incorporate job skills and technical training as economic development opportunities

Value propositions/real outcomes:

- Consistent and reliable internet access to allow students of all ages do research for and complete assignments that require or would be supported by digital resources.
- Improved quality of life for individuals who are homebound and/or face transportation challenges and have limited or no access to the Internet.
  - Access to e-government services and tools (local, county, state and Federal)
  - Telehealth support for monitoring physical and mental health
- Economic and workforce development – especially in STEM and entrepreneurial/small business
- Improved relationships between local nonprofits and the public library that help build a stronger community of support

- Builds the foundation for the public libraries of the future through deeper integration of digital fluency and greater awareness of public library services, programs and resources within a community
- Creates additional employment opportunities (local technology trainers)

Some additional questions:

- How to best implement?
  - Short term – provide long-term /permanent loans of hotspots and laptops/tablets?
  - Long term – work towards broadband/fiber connectivity?
- What digital fluency/literacy support would be needed to allow the access to be successfully used as a learning tool?
- Who needs to be brought into the conversation? And how soon can these conversations occur?
  - Needs analysis
  - Key partnerships
  - Metrics of success
- Other questions?