

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 17, 2012 – Approved May 29, 2012

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:03 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, LaRuth Gray, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Deborah Fay, Patricia Fontanella, Hope Furth

Also present from WLS were: Terry Kirchner, Patricia Braja, Francine Feuerman, Rob Caluori, Robin Osborne

Public Library Directors Association (PLDA) Representative: Cynthia Rubino, Director, Lewisboro Library (South Salem)

MINUTES

The minutes of the meeting of February 28, 2012, were approved as submitted on a motion by Ms. Hickernell and seconded by Ms. Neale. The motion passed with 10 votes in favor. [Dr. Gray was not present for vote.]

FINANCIAL REPORTS

Mr. Donelson announced that Ms. Furth has decided to step down as Treasurer. On behalf of Ms. Fontanella, Nominating Committee Chair, Mr. Donelson presented Mr. Sorice to fill this position. The Board approved Mr. Sorice as Treasurer on a motion made by Mr. Donelson, seconded by Dr. Jacknis and passed unanimously.

The financial reports through March 2012 were presented by Ms. Feuerman, WLS Chief Financial Officer. The reports were reviewed and discussed. The financial reports through March 2012 were accepted as submitted on a motion made by Ms. Hickernell, seconded by Mr. Reiss and passed unanimously.

DEPARTMENT PRESENTATIONS

Information Technology (IT) Department by Rob Caluori, IT Director: Mr. Caluori focused his report on the downloadable e-book program started in 2005. Over the past year, this service has seen tremendous growth, going from circulation of 28,840 in 2010 to 87,177 in 2011. More devices are now fully compatible with this service, currently provided through OverDrive, which is one reason for its growing popularity. While challenging for first-time users, the IT Department has implemented a number of online tutorials, library staff training and helpdesk assistance that have helped users get comfortable with navigating through the program. The IT Department also supports eReader lending programs for devices such as Amazon's Kindle and Barnes & Noble's Nook and continues to explore the best models possible for delivering this service.

Another service being explored and anticipated for next fall is an online map to find your local library via zip code. This service will direct users to their local library and make available an online library card application.

Office of Community Connections (OCC) by Robin Osborne, OCC Director: Ms. Osborne, who will be retiring from WLS as of April 30th, gave a detailed overview of the services provided by the Office of Community Connections (OCC). Each System is required by law to have one full time librarian to provide coordinated outreach services directly and through the member libraries to those who are most in need. This includes the following populations: seniors; unemployed/underemployed; educationally disadvantaged or illiterate; physically or developmentally disabled; ethnic/minority groups in need of special services; and those who are institutionalized.

Ms. Osborne spoke in detail about the services OCC provides to these groups including the three correctional facilities served in Westchester [Ossining, Bedford Hills, and Taconic]; the immigration and English as Second Language classes that are coordinated with Westchester Community College; the Senior Benefit Information Centers (SBIC) currently running at six sites with two more to open in June; the *GED Connect!* program with trained volunteers assisting those over 16 looking to obtain their Graduate Equivalent Diploma; and youth services geared toward at-risk youth.

The Board applauded Ms. Osborne for all of her dedication and service during her 14 years at WLS and approved a resolution of thanks on a motion made by Mr. Donelson and seconded by Mr. Hansen. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson noted that the Book & Author Luncheon held on April 12th was a fine event with three excellent authors.

The potential trustee candidate for District X [Port Chester, Rye Brook, Rye City, Rye Town] has withdrawn; the position remains vacant.

It was suggested that the Treasurer not participate on the Audit Committee; therefore, the list of WLS Board Committees for 2012 that was distributed may need to be revised.

WLS COMMITTEE REPORTS

Dr. Jacknis noted that the Governance Committee will report back soon on their review of the existing WLS Policies.

Mr. Sorice and Mr. Jamali raised the question regarding the cutback on collections at the Greenburgh Public Library and its impact on the library community as a whole from the System perspective. Dr. Kirchner pointed out that while WLS does keep track of statistical trends of library usage, it is too soon to know the overall affect. In principle, WLS's online library system first fills library cardholder's requests with items owned by their library. If the item is not owned by the library cardholder's library, the request is put into a queue to be filled by another owning library. WLS initiated a system-wide subscription plan for popular nonfiction titles funded

through the Central Library. Because these WLS titles are not assigned to a specific library, they can fill any request and help to supplement all collections and diminish overall hold times. A system-wide subscription plan for popular fiction titles is also under review. In the event that the actions of one library have a significant impact on another library, the WLS Free Direct Access Plan includes stipulations on the coordination of local activities to help minimize the effect to the local community.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner asked Ms. Braja to speak about her development efforts. Ms. Braja met with a group of business people in March to open a dialogue and create an opportunity to showcase WLS services. Those who attended were amazed at the amount of resources available online and within the libraries. A number of good ideas were generated, and it is important to see how WLS and the member libraries are serving as economic engines within the County. Ms. Braja is also analyzing the WLS special events.

WLS has been awarded \$12,000 for the Library Services and Technology Act (LSTA) Summer Reading Mini Grant Program 2012 and \$17,400 for the LSTA FY 2013 Service Improvement Invitational Grant entitled, Engaging Community Volunteers for *GED Connect!* Job listings were posted for the full-time OCC Director and the part-time Youth Services Liaison positions.

The proposed FY 2012 Central Library Budget will be presented at the April 17th PLDA Meeting. The current proposal is based on the FY 2011 budget, and the PLDA Central Library Committee will look at the FY 2013 cycle to address more specific services. After PLDA's review, the proposed budget will be reviewed by the Mount Vernon Public Library Board and then come back to the WLS Board for their final approval.

Dr. Kirchner has been involved with the formation of Nonprofit Westchester, a member organization whose mission it is to strengthen the capacity, impact and visibility of the nonprofit sector of Westchester County.

PLDA REPRESENTATIVE

Ms. Rubino reported that PLDA did not meet in March due to a conflict with the Public Library Association's (PLA) 2012 Conference.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:50 p.m. on a motion by Ms. Neale and seconded by Dr. Jacknis. The motion passed unanimously.

Respectfully submitted,


Chris Hansen, Secretary