

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 28, 2012 – Approved April 17, 2012

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:05 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, Deborah Fay, Patricia Fontanella, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Hope Furth, LaRuth Gray

Also present from WLS were: Terry Kirchner, Patricia Braja, Francine Feuerman, Elise Burke

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

Guest: Roz Carvin

MINUTES

The minutes of the meeting of January 31, 2012, were approved with one amendment under President's Report to Page 3 to include that Ms. Dohrenwend reported as outgoing President and Mr. Donelson reported as incoming President. The minutes were approved as amended on a motion by Ms. Fontanella and seconded by Ms. Dohrenwend. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through January 2012 were presented by Ms. Feuerman, WLS Chief Financial Officer. The reports were reviewed and discussed.

The financial report through January 2012 was accepted as submitted on a motion by Ms. Hickernell and seconded by Mr. Reiss and passed unanimously.

The Oath of Office required by New York State for public library system trustees was administered to re-elected Trustees Ms. Fay and Mr. Sorice.

ACTION ITEMS

Library Services & Technology Act (LSTA) Mini-Grants for 2012 Summer Reading Program:
New York State Library has allocated a total of \$216,000 in LSTA funds to support the 2012 Summer Reading Mini-Grants Program. Of that total, \$12,000 is allocated to WLS.

The 2012 New York Statewide Summer Reading Program themes are ***Dream Big READ!*** for children and ***OWN the NIGHT*** for teens. The WLS project will include allocation of mini-grants

to our member libraries for special summer programming, kick-off events, and reading support in their libraries for the Summer Reading Program 2012.

The Board approved WLS's LSTA Mini Grants for the 2012 Summer Reading Program on a motion by Mr. Hansen and seconded by Mr. Reiss. The motion passed unanimously.

Library Services & Technology Act (LSTA) FY 2013 Service Improvement Invitational Grant Program – New York Library Trustees Online (NYLTO): Dr. Kirchner reported that the New York State Library allocated a total of \$800,000 in Federal Library Services and Technology Act (LSTA) funds for a one-year Invitational Grant Program focused on assisting library systems to help their member libraries improve library services for their customers. Of that total, WLS is eligible to receive \$17,400 for the period April 1, 2012 to March 31, 2013.

For this grant application, WLS has agreed to work in partnership with the Clinton-Essex-Franklin, Mid-York, Monroe County, North Country, Ramapo-Catskill, and Southern Adirondack Library Systems and the Onondaga County Public Library to develop an online training center with content geared to public library trustees, public library system staff, and member library managers. The anticipated outcome of this grant is that New York residents will have improved library services due to more knowledgeable trustees, system staff and library management staff who will improve their digital literacy skills; understand the importance of effective library policies; and gain the necessary knowledge and skills needed to write effective policies.

It was noted that the Library Trustee Association (LTA) is already working on creating curriculum for trustee certification and have a section of their website devoted to the development of policies, and a concern was raised that this grant might undermine their efforts.

The WLS Board decided to table their vote to approve the above-mentioned grant on a motion by Ms. Dohrenwend and seconded by Mr. Jacknis. The motion passed unanimously.

Discussion continued regarding the LSTA funds for this grant cycle and whether WLS could submit its own application for a different project. Dr. Kirchner noted that since the original grant combined a number of systems, they could request a higher total; however, WLS could apply for their allotted amount of \$17,400 for any project.

The Board approved submittal of an LSTA FY 2013 Service Improvement Invitational Grant application by WLS staff for an appropriate project with input from the WLS Executive Committee on a motion by Mr. Hansen and seconded by Mr. Reiss. The motion passed unanimously.

Acceptance of the 2011 WLS System Annual Report to New York State: An Annual Report for Library Systems must be submitted each year to New York State's Division of Library Development. The report covers operational and financial statistics and includes a section to document the accomplishments made throughout the year. The report was reviewed and discussed; and several questions were answered regarding the Interlibrary Loan, website visits, and financial section.

One correction to a typographical error was noted under Question 6.1-Local Public Funds; Westchester County's group had a transposition—the Public Vote should be “No” and Written

Contract should be “Yes.” The Board reviewed and accepted the WLS System Annual Report with the above amendment on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson noted two changes to the regular meeting schedule. The April Board Meeting will be held one week earlier (4/17/2012) due to a conflict with Dr. Kirchner's schedule; and the September Board Meeting will be held one week earlier (9/18/2012) due to a conflict with Rosh Hashanah. A revised schedule will be distributed to the trustees.

The board members' attendance at the African-American Literary Tea was good, as it has been for the Book & Author Luncheon. How the WLS Board provides financial support to the organization is one topic that is raised as WLS engages in discussion with funders. One suggestion was to ensure that board members are recognized during an event; and all were reminded that WLS now has the capability to donate online via our website.

Mr. Donelson spoke about the WLS Committees for 2012. He distributed a sign-up sheet and suggested maintaining the following four basic Committees: Audit, Budget, Nominating, and Governance. The roles of each committee were discussed. The suggestion of having a Development Committee was also discussed; however, the consensus was that an advisory committee of members other than just the WLS Board would be a better idea.

WLS COMMITTEE REPORTS

Mr. Donelson also noted good news that State and County allocations are currently more than anticipated in the initial budgeting process and suggested a Budget Committee meeting be held, after April when more news from the State is received, to revisit the WLS 2012 budget.

Dr. Jacknis reported that the Governance Committee has reviewed the updates received from the WLS lawyer regarding the WLS Policies in relation to the WLS Employee Handbook. Dr. Jacknis raised the concern that the WLS Board's responsibility is to set the Policies and the Executive Director's responsibility is to produce the Employee Handbook, which should comply with the Policies set by the Board.

The *WLS Employee Handbook* was reviewed during the course of the work done by the Special Benefits Committee last year. Some discrepancies were discovered at that time which resulted in proposed changes to the *Handbook* that have yet to be officially approved. Clarification was requested for the Governance Committee's current task.

The Board approved the Governance Committee's review of the eleven existing WLS Policies and the incorporation of the approved Policies into the *WLS Employee Handbook* by the Executive Director who will report any changes to the Governance Committee on a motion by Mr. Donelson and seconded by Ms. Hickernell. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner introduced Elise Burke, WLS Executive Assistant, who gave an overview of WLS Administration—the first in a series of departmental reports to the Board. Ms. Burke noted that WLS Administration works as a liaison to a number of groups including: the WLS Board; the New York State Library Division of Library Development; the WLS Advocates; the member library directors regarding the WLS Delivery and other issues and WLS staff regarding basic office operations.

Dr. Kirchner noted that WLS has been partnering with METRO and Westchester Library Association to host a number of professional development sessions. Two sessions are being held in February; one was held on February 24th regarding reference interviews and one will be held on February 29th regarding Advocacy.

Dr. Kirchner made the Board aware of new legislation that was recently introduced by Senator Hugh Farley [Senate Bill 6492]. This proposed legislation would allow for more flexibility of System funding to encourage sharing of services between systems. The way the law now stands a System would stand to lose money if it consolidated services with another. Another part of the legislation expands the definition of a Central Library to allow it to be a digital and/or physical entity.

Dr. Kirchner distributed a copy of the job posting for the Director/Chief Administrator position at the Mount Vernon Public Library, WLS's Central Library.

PLDA REPRESENTATIVE

Ms. Rubino reported on the February meeting. Rob Caluori, WLS IT Manager, along with the PLDA Technology Committee announced that an online payment system for patrons would be going live in April 2012. The money would be collected by WLS through PayPal and will be distributed back to the owning library, in conjunction with a Sirsi module that will show patrons what is due, offer selection of item to pay and send email confirmation of payment. A demonstration of digital signs was also given. While a number of libraries already have these signs, a coordinated approach would be helpful for the compilation of and training on content. The Directors officially voted to approve the WLS Free Direct Access Plan. There will be no March meeting to a conflict with the Public Library Association's (PLA) 2012 Conference.

OTHER

Ms. Fontanella announced that the LTA will host a table at the Library Advocacy Day Breakfast on March 6th and they will supply special labels to identify those Trustees that are in attendance. The brochure has been mailed with detailed information on the LTA Trustee Institute being held in Hempstead on May 1-2. New material will be posted on the LTA website as of March 1st.

Dr. Jacknis noted that the NYS Regents Advisory Council on Libraries finished their 2020 Vision & Plan for Library Services and will present their final report to the Board of Regents next month.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:00 p.m. on a motion by Dr. Jacknis and seconded by Mr. Jamali. The motion passed unanimously.

Respectfully submitted,

Chris Hansen
eb

Chris Hansen, Secretary