

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 31, 2012 – Approved February 24, 2012**

**ORGANIZATION MEETING**

The annual Organization Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale

Board Members absent: Deborah Fay, Chris Hansen, Alvin Reiss, John Sorice

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

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

Patricia Dohrenwend welcomed Ms. Rubino, this year's PLDA Representative.

Patricia Fontanella, Chair of the Nominating Committee, reported that the following trustees have agreed to run for office as noted. With no nominations from the floor, the following slate was presented:

President: Dave Donelson  
Vice-President: Naseem Jamali  
Secretary: Chris Hansen  
Treasurer: Hope Furth

The above slate of officers was approved as submitted on a motion by Dr. Gray and seconded by Ms. Neale. The motion passed unanimously.

Ms. Fontanella reported that Trustee Lawrence Lehman who represented District X [Rye City, Town, Rye Brook and Port Chester] has resigned as of 12/31/2011. Dr. Kirchner has informed the libraries represented and is actively recruiting a new member.

The Oath of Office required by New York State for public library system trustees was administered to the newly-appointed and re-elected trustees for their terms.

There being no further business, the organizational meeting adjourned at 6:17 p.m. on a motion by Ms. Fontanella and seconded by Dr. Gray. The motion passed unanimously.

## REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by incoming President Mr. Donelson at 6:18 p.m. Mr. Donelson thanked Ms. Dohrenwend, who was applauded for her excellent efforts in keeping WLS on an even keel despite the difficult economic climate.

## MINUTES

The minutes of the meeting of November 29, 2011, were approved as submitted on a motion by Dr. Jacknis and seconded by Ms. Fontanella. The motion passed unanimously.

## FINANCIAL REPORTS

The pre-audit financial reports through December 2011 were presented by outgoing Treasurer Mr. Donelson. A number of changes to the banking accounts were made to maximize the type of collateralization and to take advantage of higher interest rates and lower fees. Mr. Donelson noted that the reports for December reflected pre-audit figures and discussed one major change that affected the post retirement benefits, which were based on assumptions by the actuaries.

The pre-audit financial report through December 2011 was accepted as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell and passed unanimously.

## ACTION ITEMS

***WLS Capital Expense 2012 Budget:*** Ms. Feuerman reported that Capital expenses for the Information Technology (IT) department were not included in the 2012 budget. In order to keep the Board aware of upcoming projects and to keep track of these particular expenses, a separate Capital Expense budget has been developed.

The following projects have been identified by the IT Department for 2012. The amounts listed represent the maximum expenditure for each project; and IT staff are expected to bring each project in or under the anticipated amounts. The total amount being requested for 2012 Capital Projects is \$70,500. A brief description and time line for each project follows:

### **New Patron Phone Notification – March 2012 - \$34,000**

This server and software will replace the current SVA (Sirsi Voice Automation) with new software from iTiva (\$20,000), include installation/implementation of services (\$9,000) and a new server to host the product (\$5,000). The new system will support English and Spanish as well as opt-in text message notification.

### **Active Directory Server and Software – April 2012 - \$8,000**

This new server and software package will allow WLS to begin the process of converting to an Active Directory which allows for better credentialing of users and devices, an enhanced patch management process and more efficient control over the network nodes. The project includes server software (\$500) access licensing for 100 devices (\$2,500) and a host server (\$5,000).

**Service Vehicle – June 2012 - \$22,000**

WLS owns two vehicles for use by IT staff to travel to libraries. One vehicle was replaced in 2011. The other vehicle is 5 years old. The original plan was to replace the older vehicle after 6 years of service in 2013; however, this van has already needed repair (about \$1,000). This request is to set aside funds should the van need repair which would cost more than the value of the vehicle.

**Web Server Replacement – June 2012 - \$6,500**

The current WLS Web Server was purchased in 2007. In 2011 a power supply failed and required replacement. The server is now 5 years old and hardware failures will begin to become more frequent as the hardware ages. This is a simple server replacement, which will also be used to increase capacity.

The above IT Capital Expense Budget for FY2012 was approved on a motion by Ms. Amato and seconded by Mr. Jamali. The motion passed unanimously.

**PRESIDENT'S REPORT**

Ms. Dohrenwend, outgoing President, congratulated all involved with the very successful WLS African-American Literary Tea. The event was attended by 260 people with a lot of enthusiasm. Claudia Edwards was engaging and author James McBride captivated the audience with his easy, friendly style. The reporting is not yet complete, but it does look like there was a profit. All proceeds will go to the ongoing support of programs and African-American history via electric resources with systemwide access.

The Book & Author Luncheon is scheduled for April 12, 2012. This year's focus will be on encouraging sponsorships instead of general ticket sales. It was requested that the details for the authors be sent out as soon as the authors are confirmed.

Mr. Donelson, incoming President, encouraged all to consider their committee assignments, and he will send out a sign-up sheet.

**EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that a meeting was held with all the partners of the IMLS Grant for Creative Aging. As part of this grant, WLS member libraries will be eligible to apply for two sessions of grant cycles—one in the Spring 2012 and one in the Fall 2012. Exploring sustainability of funding for Creative Aging programs at the libraries will be a new component of this grant.

Planning for the Book & Author Luncheon is underway; however, the lead time for both WLS events is under review.

A Public Hearing on Double-Taxed Areas was held on January 18<sup>th</sup>. Dr. Kirchner attended and there were approximately 30 people in total. They looked at different ways to address this

situation. Some ideas considered included: a general public vote for library a or b; carving out a new boundary; or create a special legislative district.

In the start of his 4<sup>th</sup> year, Dr. Kirchner talked about how WLS is redefining who we are and going back to the core principles of why Systems were created in the beginning—to bring cost effective services and to maximize the libraries' ability to serve their communities.

Free Direct Access Plan was reviewed by PLDA. This will be sent out to the libraries for their boards' approval. A draft of the Strategic Plan/Plan of Service should be available by July. Main topics include looking to spend less money on WLS's physical space and giving more emphasis to direct service.

WLS has agreed to be part of an LSTA Grant via the Public Library System Directors Organization (PULISDO), with Southern Adirondack Library System taking the lead. This would be a one-year grant to create an Online learning package for Trustee in a "Train the Trainer" style.

Ms. Fontanella noted that Library Trustees Association (LTA) of New York State is working with Tim Gavin, and 1,000 library policies have been posted to their website along with materials for new trustees and experienced trustees. They are preparing for if/when a State certification requirement would come in place. There is a need to get more trustees involved.

Library Advocacy Day is Tuesday, March 6<sup>th</sup>. LTA is hoping that more trustees would attend. Discussion followed regarding the need for ongoing advocacy and what steps can be taken.

There are currently four director vacancies in Westchester: Bronxville Public Library, Mount Kisco Public Library, Mount Vernon Public Library, and Purchase Free Library. Laura Eckley is now Director at the Larchmont Public Library, and Susan Riley is Director at Mamaroneck.

Dr. Kirchner noted that the Central Library status is currently not affected, even though they are now without a Director.

## **PLDA REPRESENTATIVE**

Ms. Rubino reported on both the December and January meetings. Officers were voted on in December: Susan Riley, President; Maureen Petry, 1<sup>st</sup> Vice President; Jeffrey Ault, Treasurer; Tracy Wright, Secretary. The December Meeting was held in Montrose (Hendrick Hudson Free Library). There was no official business conducted, instead a number of local non-profit groups were asked to speak about their services. In January, the Free Direct Access Plan was reviewed; the deletion of one sentence was recommended. The directors discussed the budget reduction of 18% faced by Greenburgh Public Library. Greenburgh Director Genie Contrata has been on the radio urging the legislature to exempt public libraries from the 2% tax cap, which is a serious issue for most libraries. There will be no PLDA Meeting in March as it conflicts with the Public Library Association Conference.

**OTHER**

Ms. Fontanella encouraged all to attend the LTA Trustee Institute scheduled for May 4-5 in Long Island. Sessions at this Institute will cover the Tax Cap and other topics of interest.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:30 p.m. on a motion by Dr. Jacknis and seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elise Burke".

Elise Burke, Recording Secretary