

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 29, 2012 – Approved June 26, 2012

The Regular Meeting of the Westchester Library System was called to order by Naseem Jamali, Vice 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, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Barbara Hickernell, Naseem Jamali, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Dave Donelson, Deborah Fay, Norman Jacknis

Also present from WLS were: Terry Kirchner, Patricia Braja, Francine Feuerman, Elaine Sozzi, Devon Badolato

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

DEPARTMENT PRESENTATION

WEBS Career & Educational Counseling by Elaine Sozzi, Director: WEBS is a service of WLS that provides free career counseling at Westchester libraries. Ms. Sozzi gave a complete overview of the WEBS program, which has been in operation for over 30 years, by answering the most frequently asked questions.

When asked why libraries are involved with this program, the role of WLS and its member libraries is to meet the needs of the communities they serve and the ability to manage one's career and keep one's career on track is a crucial need. The direct counseling offered through the 8-week seminars and individual sessions as well as the referral database provided by WEBS service the unemployed and underemployed as directed by NYS law.

While the career counseling provided by WEBS does not directly get people jobs, it does help people gain an understanding of their career paths through self-assessment tools and social networking. When life affects work and work affects life, the WEBS career counselors can offer referrals to other services and the libraries can offer guidance in researching and obtaining needed information.

The new world of work is evolving rapidly, and there is a new social arrangement. There are not as many full-time positions available and little job security. People are in charge of their own career, not an institution, and a new approach is required. A series of workshops are currently being offered to help people gain the new skills and the confidence to compete.

MINUTES

The minutes of the meeting of April 17, 2012, were approved as submitted on a motion by Mr. Reiss and seconded by Ms. Neale. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through April 2012 were presented by Mr. Sorice. Mr. Sorice noted that funds have not yet been received from New York State or Westchester County. WLS staff will explore getting a better return on WLS investments. In addition, projections through the end of the year will be included in the next cycle of financial statements; and WLS staff is in the process of obtaining new software that will provide more flexibility for the budget reporting process.

Following discussion, the financial reports through April 2012 were accepted as submitted on a motion made by Ms. Dohrenwend and seconded by Ms. Hickernell. The motion passed unanimously.

ACTION ITEMS

NYS Budget Application: New York State Library Division of Library Development collects budget information on the State Aid received by the System in the form of an online application. Because this year's State Aid figures have not yet been finalized, the application is based on what would have been received according to State Education Law. The figures supplied were based on the FY2012 WLS budget approved by the Board in November 2011, with the difference being accounted for in separate contingency lines.

The Board accepted the WLS New York State Budget Application FY2012 as presented on a motion by Ms. Hickernell and seconded by Ms. Fontanella. The motion passed unanimously.

Central Library Development Aid Budget FY2012: Dr. Kirchner presented the FY2012 CLDA budget proposal which was discussed and approved by PLDA at their April meeting. Dr. Kirchner noted that the exact amount of Central Library Aid has still not been finalized by New York State for FY2012-13; therefore, the proposed budget is based on the previous year's budget proposal for a total of \$269,393 including the following: Salaries & Benefits that consist of Cataloging and Collection Development [\$166,638]; Library Materials for Mount Vernon [\$53,100]; and the Bibliographic Utility Fees through OCLC [\$49,655].

The Mount Vernon Public Library's Board President was informed regarding PLDA approval of the proposed budget. Dr. Kirchner also attended the Mount Vernon Public Library May Board Meeting where he presented the recommended proposed budget during their period of public comment. The Mount Vernon Public Library Board is expected to review the FY2012 Central Library budget at their next Board Meeting.

Discussion followed on the use of the funds and the Central Library role. Dr. Kirchner noted that planning for the FY2013-14 Central Library budgeting process will begin in the fall.

The Board approved the FY2012 Central Library Budget as submitted on a motion by Mr. Hansen and seconded by Ms. Neale. The motion passed unanimously.

Extension of Current Borrowing Facility: Ms. Feuerman explained that WLS has an existing Line of Credit with TD Bank, which allows WLS to borrow up to \$500,000 unsecured for a period of one year with neither facility fees nor covenants for this loan agreement. This facility expires on June 30, 2012, and extension of the facility for an additional year is recommended.

The Board approved the extension of the borrowing facility with TD Bank for an additional year on a motion by Ms. Hickernell and seconded by Mr. Reiss. The motion passed unanimously.

WLS COMMITTEE REPORT

WLS Audit Committee: Ms. Amato reported that the Audit Committee met on April 25th with WLS's auditors Dorfman Abrams Music. The Committee thoroughly reviewed the audited Financial Statements as well as the Report to Those Charged with Governance for the year ending December 31, 2011 (both of which were distributed at the Board Meeting). The auditors found all to be in accordance with general accounting principles, and there were no material deficiencies reported.

A question was raised regarding the recommendation for the development of an Accounting Procedures Manual. Ms. Feuerman noted that a procedures manual has already been initiated and continues to be developed. It was also noted that the Governance Committee is in the process of reviewing the standing WLS Policies. Once feedback is received, any suggested changes will be incorporated into the *WLS Employee Handbook* by the Executive Director.

Ms. Furth noted that the auditors complimented the work of Ms. Feuerman, and she and the other WLS staff involved were congratulated on a job well done.

The Board accepted the submitted Auditors' Reports on a motion by Ms. Dohrenwend and seconded by Mr. Reiss. 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 announced that the next WLS Trustee Institute will be held on Tuesday, June 12th, at 6 p.m. at the Scarsdale Public Library. The workshop is entitled, *Everything you Wanted to Know about Basic Accounting but were Afraid to Ask*, with speaker Andrew Silverstein, CPA. All were encouraged to attend.

Planning for the WLS Annual Meeting is underway. Maureen Sullivan, the incoming American Library Association (ALA) President, has agreed to be the keynote speaker; and a date will be finalized shortly.

Interviews have begun for the position of Director, Office of Community Connections, and candidates will be finalized over the next few weeks. Interviews have also been held for the position of Youth Services Liaison. This part-time position will help with the coordination of the various youth services wikis and Summer Reading Game activities through December 2012.

Select Express, WLS's Delivery Service, had new drivers on their Night Route start at the end of April. After a few weeks and thanks to good feedback received from the library staff, the transition is going more smoothly. Books and A/V materials are also now being transported in separate bins to deter damage. The delivery contract ends December 31st; and a Request for Proposal will go out in the summer.

Dr. Kirchner introduced Devon Badolato, a senior at Ardsley High School, who is currently completing a 120-hour Externship with WLS assisting with administrative and social media support.

A new library director has been appointed at the Bronxville Public Library and will start in June. The WLS Nominating Committee is exploring potential candidates identified to represent WLS District X [Port Chester, Rye Brook, Rye City, Rye Town].

OTHER

Ms. Furth noted that steps have been taken at the White Plains Public Library to explain the shelving of returned books, which was the subject of a 5/26/2012 Opinion in *The Journal News*. In addition, their budget recently passed and they will be expanding hours and have increased their materials budget.

Ms. Fontanella reported on the Library Trustees Association (LTA) of New York State Trustee Institute held May 4-5, 2012. The event was very well attended, and five trustees from WLS participated (Ms. Amato, Mr. Donelson, Ms. Fontanella, Dr. Gray, and Mr. Jamali). The workshop sessions were very informative, and it was a good opportunity to network with other library trustees. WLS trustees were encouraged to speak with their represented libraries about the benefits of LTA membership.


PLDA REPRESENTATIVE

Ms. Rubino reported on the April and May PLDA Meetings. As noted earlier, the directors approved the proposed FY2012 Central Library Budget in April. The online payment system for patrons that was expected to go live in April has encountered some issues with Sirsi but is still underway. The May meeting was held at the Westchester Institute for Human Development (WIHD) in Valhalla. After a brief business meeting, the directors took a tour of their facility and were impressed by the many services provided that support their mission to foster the healthy development and ensure the safety of all children and promote health and well-being among people of all ages with disabilities and special health care needs. Of particular interest was their device demonstration center that offers to the general public information as well as a loan program for various assistive devices and other innovative equipment.

ADJOURNMENT

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

Respectfully submitted,


Chris Hansen, Secretary