

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**September 27, 2012 – Approved November 27, 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, Patricia Fontanella, Hope Furth, Chris Hansen, Norman Jacknis, Naseem Jamali, Alvin Reiss, John Sorice

Board Members absent: Deborah Fay, LaRuth Gray, Barbara Hickernell, Sue Neale

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

### **MINUTES**

The minutes of the meeting of June 26, 2012, were accepted as submitted on a motion by Mr. Sorice and seconded by Ms. Fontanella. The motion passed unanimously.

### **FINANCIAL REPORTS**

The financial reports through August 2012 were presented by Mr. Sorice. The financial reports were accepted as submitted on a motion made by Mr. Reiss and seconded by Ms. Dohrenwend. The motion passed unanimously.

### **DEPARTMENT PRESENTATION**

***E-Content & Resource Sharing by Hui Sheng, Manager:*** Ms. Sheng gave an overview of the Interlibrary Loan (ILL) resource sharing service that helps subsidize the print collections of all the member libraries securing items not owned by them. WLS is part of the National Libraries Very Interested in Sharing network that is comprised of 2,758 members who all agree to reciprocal sharing of their materials at no charge. In addition, WLS works with other Library Systems in New York, including METRO; as well as CUNY and other local colleges. Materials come from all continental states except Hawaii. Borrowing has increased for two reasons. WLS started using the ILL software known as ILLiad back in November 2010 which has optimized staff workflow. With the economic downturn, more libraries have less to spend and are not purchasing as much print materials. Ms. Sheng described the entire process involved with placing and filling an ILL request and some of the challenges involved. There are 3 full-time staff members who work in ILL: Ms. Sheng; Marva Patterson; and Anne Marie Perdichizzi. WLS ILL also serves the three correctional facilities in Westchester at Bedford Hills, Taconic, and Ossining.

### **ACTION ITEMS**

***State Aid for Public Library Construction Grant Applications FY2012-15:*** The New York State Legislature once again provided an allocation of \$14 Million for public library construction in the State Budget. The allocation for WLS is based this year on the 2010 Census population figures and totals \$654,899.

Effective April 1, 2012, the legislature amended New York State Education Law Section 273-a, which covers these grants, to expand approved costs to cover the acquisition of vacant land and allow for approval of state aide for up to 75% of the total project approved costs for public library buildings located in an economically disadvantaged community. The definition of an economically disadvantaged community was left up to the library system; and WLS required libraries to meet two or more criteria related to poverty levels; food stamp and free/reduced lunch eligibility; and drop out rates. Three of the applying libraries met the criteria: New Rochelle Public Library, Yonkers Public Library, and White Plains Public Library. A total of fifteen (15) applications were received.

The PLDA Grants Committee is made up of the following members: Chair: Angela Groth, Director, Ardsley Public Library; Jeff Ault, Director, Dobbs Ferry Public Library; Laura Eckley, Director, Larchmont Public Library; and Susan Riley, Director, Mamaroneck Public Library. In accordance with established guidelines, the PLDA Grants Committee members, along with Elise Burke from WLS, met on September 7<sup>th</sup> to review the applications and presented the following recommendations for award:

<b>Applicant Name</b>	<b>Description of Project</b>	<b>Total Project Cost</b>	<b>Application Request Amount</b>	<b>Recommended Award Amount</b>
North Castle Public Library (Armonk)	Makeover of Adult Circulation Area: Goal is to gain a more efficient work space, create flexibility within the building & update lighting and electricity.	\$221,755	\$110,877	\$79,317
Croton Free Library	Circulation Area Renovation: Project includes replacing circulation desk with larger, better designed desk, and enlarging the area behind desk, adding storage and work space.	\$113,156	\$56,578	\$56,578
Harrison Public Library	Teen Center: Renovate the library's lower level and transform the space into a new 21st century Teen Center with innovative programming and technology.	\$160,000	\$80,000	\$73,607
Harrison Public Library/West Harrison Branch Library	Flat Roof & A/C Replacement: Replacement of flat roof and AC unit to increase energy efficiency and to improve climate and physical setting for public use and staff productivity.	\$69,180	\$34,590	\$34,590
Katonah Village Library	Meeting Rooms Renovation: Electrical work and new energy efficient lighting will be installed in the meeting rooms. Two closets will be built to provide better access.	\$29,687	\$14,843	\$14,843
Lewisboro Library	Roof & Skylight: The Lewisboro Library intends to replace its existing flat membrane roof and skylight in order to reduce energy costs and improve natural lighting.	\$73,420	\$36,710	\$36,710
Hendrick Hudson Free Library (Montrose)	Main Entrance & Security: The purpose of this project is to repair our main entrance doors and make improvements to our security cameras and building access.	\$59,525	\$29,762	\$23,607
New Rochelle Public Library	Interior Renovation: Children's Room & Elevator Code Compliance: This project is part of a phased capital plan to improve accessibility to library facilities, bring	\$332,520	\$237,200	\$89,081

Applicant Name	Description of Project	Total Project Cost	Application Request Amount	Recommended Award Amount
	systems into code compliance and restore finishes. <i>[Met criteria for economically disadvantaged community.]</i>			
New Rochelle Public Library/Huguenot Children's Library	Library Security & Safety Project: The purpose of this project is to augment safety and security at the Huguenot Children's Library. <i>[Met criteria for economically disadvantaged community.]</i>	\$35,160	\$25,000	\$17,580
Ruth Keeler Memorial Library (North Salem)	Building Remediation: Generator to prevent continual flooding when sump pumps fail; water chlorination system as E coli and cloriform are present in the library's water.	\$24,500	\$12,250	\$12,250
Pound Ridge Public Library	Siding Replacement, Lead Paint Remediation: Replace railing, siding, windows, and trim which is saturated with lead paint and replace with Hardiplank siding and insulated windows.	\$38,510	\$19,255	\$19,255
Rye Free Reading Room	Infrastructure: Program & Events AudioVisual System: Install Audio Visual systems for programs, computer based, ADA video remote interpreting (VRI) functionality, video-conferencing and surround sound.	\$50,606	\$25,302	0 <i>[APPLICATION WITHDRAWN]</i>
White Plains Public Library	Phase I: Main Floor Renovation: Funding is sought for renovation of the 1st floor of the White Plains Library to include construction of a teen space, media lab and self check. <i>[Met criteria for economically disadvantaged community.]</i>	\$2,205,047	\$1,653,785	\$79,317
Yonkers Public Library	Yonkers Riverfront Library CCTV Project: This project will equip the Yonkers Riverfront Library with a modern CCTV system that increases the safety and security of the patrons and staff. <i>[Met criteria for economically disadvantaged community.]</i>	\$75,000	\$56,250	\$56,250
John C. Hart Memorial Library (Yorktown/Shrub Oak)	Children's Room Renovation: upgrade Program Room by 45%; consolidate computer access; relocate media area; update circulation desk; rearrange shelving for more natural light.	\$138,087	\$61,914	\$61,914
	TOTALS	\$3,616,327	\$2,454,403	\$654,899

The WLS Board approved the NYS Construction Grant recommended awards submitted by the PLDA Grants Committee noted above on a motion by Ms. Dohrenwend and seconded by Dr. Jacknis. The motion passed unanimously.

**WLS Fiscal Year 2012 Budget:** The Budget Committee met on September 4<sup>th</sup> to review State and County revenue projections for FY 2012. Due to very conservative projections at the time the budget was compiled, the County revenue will exceed the original budget estimates by \$250,000; and State revenues by approximately \$132,500. Dr. Kirchner explored ideas on ways to utilize

these additional funds based on feedback from PLDA to maximize the public’s experience and support tools that would benefit all of the 38 libraries. The following new initiatives were discussed:

Purchase of MARC records for OverDrive Titles	\$ 15,000
e-Books (including Freading)	125,000
Freegal	50,000
Recorded Books	50,000
Coordinated Collection Development	50,500
Content Development for Website	10,000
Training	<u>10,000</u>
TOTAL NEW INITIATIVES	\$310,500

Mr. Donelson noted that contracts over \$10,000 require Board approval, and this vote will act as pre-approval to go ahead with the above projects. However, not all expenditures are expected to be made within the 2012 fiscal year; and the Board will be kept apprised of the status of these projects as they progress. Mr. Hansen expressed the view that instead of these expenditures, the money should be redistributed to the member libraries.

The Board approved the above initiatives as submitted on a motion by Dr. Jacknis and seconded by Mr. Reiss. The motion passed with 9 in favor and one against (Mr. Hansen).

**COMMITTEE REPORTS**

*Governance Committee:* Dr. Jacknis noted that the Governance Committee will be meeting soon to review the WLS Bylaws.

*Nominating Committee:* Mr. Reiss reported for Ms. Neale, Chair, that Amanda Goodman has agreed to fill the vacant term as the representative for WLS District X [Port Chester, Rye Brook, Rye City, Rye Town] expiring 12/31/2015. The Board approved Ms. Goodman’s appointment on a motion by Mr. Reiss and seconded by Ms. Fontanella. 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 reported that the New York State Library Division of Library Development contacted WLS regarding the member libraries that noted not meeting minimum requirements on their 2011 Annual Reports. The following libraries did not meet the following criteria as of December 31, 2011: Greenburgh Public Library did not meet Minimum Standard #2 [Has a board-approved, written long-range plan of service] and #7 [Is open the minimum standard number of public service hours for population served]; Mount Vernon Public Library does not meet Minimum Standard #11 [Employs a paid director in accordance with the provisions of Commissioner’s Regulation 90.8]; and White Plains Public Library did not meet Minimum #7 [Is open the minimum standard number of public service hours for population served]. The libraries have been contacted regarding completing the appropriate Variance Forms, which will be brought before the WLS Board at the October meeting.

The dates for the County Budget Hearings have been set, and WLS trustees will be notified if their participation will be required.

The next Trustee Institute is scheduled for October 3<sup>rd</sup> at the John C. Hart Memorial Library in Shrub Oak with a presentation on legal issues by James Riley. The WLS Annual Meeting will be held on Wednesday, November 14<sup>th</sup>, at the Historical Hudson Valley with keynote speaker ALA President Maureen Sullivan. Invitations are being sent shortly.

WLS has a potential buyer for the bookmobile. Negotiations continue with the Idaho Falls Public Library, who is looking to utilize a bookmobile instead of opening a separate branch library.

Dr. Kirchner distributed a draft copy of the WLS Plan of Service 2012-2016. The format is based on the structure of the New York State online program and was shared with PLDA. The Central Library Coordinating Committee has been revived. The Plan will be voted on at October PLDA General Membership Meeting and then at the October WLS Board Meeting.

Eight companies came to the information session held regarding the WLS Delivery Request for Proposal.

#### **DEVELOPMENT DIRECTOR'S REPORT**

Ms. Braja reported on the upcoming 2013 African-American Literary Tea. The format for this year's event has been changed to a Breakfast on the Friday before Martin Luther King Jr. Day, January 18<sup>th</sup>, but will still be held at Tappan Hill. The featured speaker will be Diane Brady, author of *Fraternity*, the inspiring true story of a group of young men whose lives were changed by a visionary mentor of the College of Holy Cross. The Honoree will be Dr. Bettye Perkins, Founder & CEO of Today's Students, Tomorrow's Teachers; and Kevin Plunkett, Deputy County Executive of Westchester and College of Holy Cross alumna, will be the Honorary Chair. In keeping with the mentoring theme, proceeds from the event will support the Learning Ambassadors program. Individual tickets will be \$100, and preliminary sponsorship opportunities were distributed to the board members who will be called upon in the future to help promote the event. Invitations will go out in November.

Plans are already underway for the 2013 Book & Author Luncheon, and the possibility is being explored for another fundraising event as well.

#### **PLDA REPRESENTATIVE**

There was no report because Ms. Rubino was unable to attend due to the needed re-schedule of the meeting.

#### **ADJOURNMENT**

Having completed all other business, the Board adjourned its meeting at 7:50 p.m. and went into executive session at 7:55 p.m. to discuss the employment contract with the Executive Director on a motion by Mr. Sorice and seconded by Dr. Jacknis. The motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 8:10 p.m. by consensus. The Board approved creating a revised employment contract template for the Executive Director on a motion by Ms. Fontanella and seconded by Mr. Jamali. The motion passed unanimously. The regular meeting was adjourned at 8:15 p.m. by unanimous vote.

Respectfully submitted,

*Chris Hansen/eb*

Chris Hansen, Secretary