

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 26, 2013 – Approved March 26, 2013

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:10 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Catherine Draper, Dave Donelson, Patricia Fontanella, Amanda Goodman, Chris Hansen, Barbara Hickernell, Naseem Jamali, John Sorice

Board Members absent: Mary Amato, Deborah Fay, Hope Furth, LaRuth Gray, Norman Jacknis, Sue Neale

Also present from WLS were: Terry Kirchner, Francine Feuerman

Public Library Directors Association (PLDA) Representative: Maureen Petry, Director, The Warner Library (Tarrytown)

Guests: Bernard Margolis, New York State (NYS) Librarian, and Barbara Lilley, WLS Representative to the NYS Library Division of Library Development

Mr. Donelson opened the meeting with a moment of silence in honor of WLS Trustee Alvin Reiss, who died suddenly on Saturday, February 23rd.

MINUTES

The minutes of the meeting of January 29, 2013, were amended as follows: On Page 1, in the seventh paragraph, the re-appointment of John Sorice as Treasurer was added. The amended minutes were approved on a motion by Ms. Fontanella and seconded by Ms. Hickernell. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through January 2013 were presented by Mr. Sorice. The financial report through January 2013 was accepted as submitted on a motion by Mr. Jamali and seconded by Ms. Hickernell. The motion passed unanimously.

INFORMATION ITEM

WLS Employee Handbook: Dr. Kirchner reported that the *WLS Employee Handbook* had not been revised since October 2009. In 2011, a Special Committee was formed to discuss various issues regarding the benefits provided to WLS employees and part of their work included review of the *Handbook*. The main revisions to the *Handbook* reflect board-approved changes made to pension and health care benefits; the document was reorganized; and the wording was made to be more general. In addition, the *Handbook* was reviewed to ensure compliance with all WLS Policies. A question was raised regarding the Problem-Solving Procedures and whether in Step 3,

the final decision should be made by the Board President and not the whole board's responsibility. This question will be brought to the Governance Committee for their review.

PRESIDENT'S & COMMITTEE REPORTS

Mr. Donelson reported that a change in the Electronic Data and Telecommunications Policy has been brought to the Governance Committee as well as the request for a new policy on the use of social media. Dr. Jacknis will schedule a Governance Committee meeting soon.

Library Advocacy Day in Albany is next Tuesday, March 5th. Those interested in going should confirm with Elise Burke.

Pat Braja, WLS Director of Development, had to have emergency surgery but is expected back soon. The Development Committee met last month to discuss the Book & Author Luncheon. A letter was sent to each member library Board President encouraging them to join us at the Luncheon and explained the various support options. Trustees were encouraged to contact each of the Board Presidents in their districts and invite them to come. A copy of the letter that was sent will be distributed to the board members as well as updated member library trustee lists.

The Development Committee is also asking that each board member contribute to an award for exemplary service that would be presented at the WLS Annual Meeting. The Board agreed by consensus upon the concept that the WLS Trustees will make a financial contribution; however, the details about the award will be further refined by the Development Committee.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that Directors have been hired for the Mount Vernon Public Library (Carolyn Karwoski on February 19th) and the Mount Kisco Public Library (Kathryn Feeley on February 25th).

Dr. Kirchner reported that the process continues regarding the Maintenance of Effort Variance for the Central Library; and he welcomed State Librarian Bernard Margolis and WLS Division of Library Development Representative Barbara Lilley to the meeting. Mr. Margolis noted that library systems were conceived to supplement what local communities and libraries could accomplish rather than supplant local efforts and that the law was written to ensure quality library services and to discourage reductions in local public income that singled out libraries for cuts. It appears that the Mount Vernon Public Library does not meet the criteria. However, a waiver is available but a certain process must be followed. Dr. Kirchner will support the request of a waiver by Mount Vernon Public Library. The Commissioner of Education will render the final decision. The procedures and deadlines for this waiver request were discussed. Ms. Lilley will clarify with Mount Vernon Public Library exactly what data needs to be submitted.

Should the waiver not be approved, a portion of the Central Library funds may be in jeopardy and some next steps were discussed. A potential Request for Proposal for the System's Central Library will be drafted. The governance issue of the Mount Vernon Public Library was also discussed.

Dr. Kirchner thanked Mr. Margolis and Ms. Lilley for coming prior to their meeting with the Greenburgh Public Library Board and Town Supervisor Paul Feiner.

PLDA REPRESENTATIVE

Ms. Petry reported on the February Meeting. The Central Library Coordinating Committee and Circulation Committee gave reports. Those libraries that have undergone major renovations will be setting up a workshop to share best practices; general guidelines and expectation; and recommended vendors. Pat Barresi (Director at John C. Hart Memorial Library/Shrub Oak) was appointed as mentor for the new Mount Vernon Director; and a mentor is still being sought for the Mount Kisco Director.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 6:55 p.m. on a motion by Mr. Jamali and seconded by Mr. Sorice. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chris Hansen" with a small "feb" written below the name.

Chris Hansen
Secretary