

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 29, 2013 – Approved February 26, 2013

ORGANIZATION MEETING

The annual Organization 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 at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Catherine Draper, Dave Donelson, Deborah Fay, Patricia Fontanella, Hope Furth, Amanda Goodman, LaRuth Gray (late), Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Alvin Reiss

Board Members absent: Sue Neale, John Sorice

Also present from WLS were: Terry Kirchner, Patricia Braja, Francine Feuerman, Rob Caluori, Elena Falcone

Public Library Directors Association (PLDA) Representative: Edward Falcone, Deputy Director, Yonkers Public Library

On behalf of Sue Neale, Chair of the Nominating Committee, Mr. Donelson 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

Mr. Sorice was re-appointed as Treasurer. Mr. Donelson also reported that Catherine Draper has agreed to fill the vacant term as the representative for WLS District IX [Bronxville, Eastchester, Pelham, Tuckahoe] expiring 12/31/2017.

The slate of officers as well as the appointment of Catherine Draper as noted above were approved as submitted on a motion by Ms. Furth and seconded by Ms. Hickernell. The motion passed with 12 votes in favor. [Dr. Gray not present for vote.]

The Oath of Office required by New York State for public library system trustees was administered to the newly-appointed [Draper, Goodman] and re-elected trustees [Hickernell, Jacknis] for their terms.

There being no further business, the organizational meeting adjourned at 6:08 p.m. on a motion by Dr. Jacknis and seconded by Ms. Hickernell. The motion passed with 12 votes in favor [Dr. Gray not present for vote].

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by President Donelson at 6:09 p.m.

MINUTES

The minutes of the meeting of November 27, 2012, were amended as follows: On Page 3, in the last paragraph under WLS FY2013 Budget, the increase for salaries was corrected to 2.5%. The amended minutes were approved on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed with 12 votes in favor [Dr. Gray not present for vote].

FINANCIAL REPORTS

The pre-audit financial reports through December 2012 were presented by Ms. Feuerman, who noted that the auditors are on-site this week completing their field work for FY2012. The pre-audit financial report through December 2012 was accepted as submitted on a motion by Mr. Reiss and seconded by Ms. Hickernell; the motion passed with 12 votes in favor [Dr. Gray not present for vote].

DEPARTMENT PRESENTATION

Rob Caluori, Director of Information Technology (IT): Mr. Caluori gave a demonstration of the newest online resources and the new version of the WLS Catalog called Enterprise. To meet demand, WLS almost doubled the number of e-books and downloadable audiobooks available in 2012. One-Click Digital, Freading and Freegle give patrons access to more resources including video and music. Catalog records have been entered to make the digital content more accessible via the WLS Catalog. In addition, “apps” have been developed for mobile devices; and by the end of 2013, IT is looking to develop one consolidated mobile app through which all services will be available. One of the initial challenges during the transition to Enterprise had to do with a slower response time when the public performed catalog searches. Adjustments were made to the searching algorithms to correct the issue. Enterprise also uses a natural language search approach similar to that used by popular search engines such as Google and Amazon. The IT Staff provided numerous trainings for member library staff to acquaint them with the new public searching capabilities available through Enterprise.

ACTION ITEMS

Central Library Budget FY2012-13 & FY2013-14: Dr. Kirchner reported that both the Mount Vernon Public Library Board (WLS’s Central Library) and PLDA had approved the proposed budget for FY2012-13 & FY2013-14 for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) as recommended by the PLDA Central Library Coordinating Committee. By including two fiscal years, the budget is more in alignment with the WLS budget cycle. An icon will be added on the WLS website to indicate those services purchased through these funds. Statistics for these products will be tracked for usage, and the Central Library Coordinating Committee will continue to assess need on a regular basis. The following budget proposal was reviewed in detail.

<i>Description</i>	<i>FY2012-13</i>	<i>FY2013-14</i>
<i>CLDA FUNDS:</i>		
Gale Genealogy Connect	\$43,328	\$44,627
Lynda.com	5,738	5,738
Morningstar Investment Research Center with Newsletter Module	27,793	27,793
McNaughton Floating Collection [New York Times Fiction]	15,000	15,000
DVD Collection Development by Member Libraries (38 libraries @ \$900 each)	34,200	34,200
Rocket Languages	13,823	14,238
Learning Express	47,490	47,490
Job & Career Accelerator	15,000	15,000
JobNow	28,000	28,000
Training/Workshops for Member Library Staff	12,000	10,000
CLDA FUNDS TOTAL	\$242,372	\$242,086
<i>CBA FUNDS:</i>		
McNaughton Floating Collection [New York Times Non-Fiction]	\$15,000	\$15,000
CD Language Learning Collection Development by Member Libraries (38 libraries @ \$500 each)	19,000	19,000
Popular Materials in non-English (housed at Central Library & satellite locations)	11,450	11,450
Non-Fiction Titles (housed at Central Library)	11,450	11,450
CBA FUNDS TOTAL	\$56,900	\$56,900

The above Budget for Central Library Development Aid and Central Book Aid for FY2012-13 & FY2013-14 was approved on a motion by Mr. Hansen and seconded by Ms. Hickernell. The motion passed unanimously.

Central Library Plan of Service 2012-2016: Dr. Kirchner reported that New York State Library Division of Library Development requires that each library system submit a five-year plan of service. Included with the overall System Plan of Service is the Plan of Service for the System's Central Library. Both the Mount Vernon Public Library Board and PLDA reviewed and accepted the proposed Central Library Plan of Service 2012-2016 (see attached). This planning document will help provide an overview of the Central Library's service priorities going forward.

The Central Library Plan of Service for 2012-2016 was approved as submitted on a motion by Mr. Hansen and seconded by Mr. Reiss. The motion passed unanimously.

Library Services & Technology Act (LSTA) Mini-Grants for 2013 Summer Reading Program & Family Literacy Library Services Grant Program 2013-2016: Ms. Falcone reported on both of these grant programs that will focus on Learning Ambassadors.

NYS Library allocated a total of \$222,000 in LSTA funds to support the Summer Reading Mini-Grants Program. Of that total, \$12,000 is allocated to WLS. However, this is the final year of this multi-year grant series. A total of \$900,000 was allocated by the New York State Library

for the period December 2013 through June 2016 to increase the participation of young people and their families in the State Library's Summer Reading program. Of that total, \$14,000/year is allocated to WLS for a total of \$42,000.

Learning Ambassadors is embarking on a four-year program (2013-2016) of development and evaluation. Funds from the final year of the LSTA Mini-Grants series will be followed by funds from the Family Literacy Library Services Grant program—with the aim of providing consistent financial support for this multi-year project, while continuing to enrich summer reading.

This program, which has been in place since 2007, is being updated to reflect learnings from past years, with the most significant impact on focus, timing, and training for teen Ambassadors and their library mentors. Three outcomes will define the program, its evolution and success:

- 1) Enhancement of summer reading program;
- 2) Engagement and development of local teens; and
- 3) Professional development for youth services staff.

2013 will be a pilot year funded in part by the remaining allocation from the LSTA Mini-Grants. These funds will be used to support training and programming for summer reading programs at libraries participating in the Learning Ambassador program, with a focus on serving low-income communities. Funds from the Family Literacy Grant series will be directed towards the revised and expanded Learning Ambassadors program with the aim of providing ongoing support of summer reading with an outreach-specific focus toward high-potential teens (9th & 10th Grade students) from Westchester County's under- and unserved populations. A maximum of 10 libraries will be recruited through invitation of those who currently serve the target population and are willing to meet the requirements of participation. Pre-session staff and student training will be held in March-April 2013; a post-session program will be held for participants to reflect on their experiences; and an evaluation program will be initiated to assess effectiveness.

The LSTA Mini-Grants for 2013 Summer Reading Program and Family Literacy Library Services Grant Program 2013-2016 were approved on a motion by Ms. Fontanella and seconded by Mr. Reiss. The motion passed unanimously.

Adult Literacy Library Services Grant Program 2013-2016: Ms. Falcone reported that the New York State Library allocated a total of \$599,997 to develop and expand adult literacy programs that will enhance workforce development services in public libraries. Of that total, \$9,000/year is allocated to WLS for a total of \$27,000 through 2016.

Funds from the Adult Literacy Grant series will be directed towards continued development of GED support services. Actions planned include: adding content and interactivity to FirstFind; expanded collaboration with service agencies to increase awareness and use of the program; and offering supportive programming for librarians to increase their understanding of the GED exam and for clients to focus on college preparation and job skills.

The Adult Literacy Library Services Grant Program was approved as submitted on a motion by Dr. Jacknis and seconded by Ms. Hickernell. The motion passed unanimously.

INFORMATION ITEM

Maintenance of Effort Waiver: Dr. Kirchner reported that New York State Library Division of Library Development (DLD) conducts reviews of the Annual Reports submitted by public library systems and central libraries throughout the State. Part of the review process is to ensure that public library systems and central libraries are achieving local funding levels that meet the Maintenance of Effort (MOE) requirement.

When New York State provided library aid for cooperative public library systems in 1958, there was a concern that towns, villages, cities and counties might misinterpret the State's action to mean that local funds were no longer necessary. Since library systems were conceived to supplement what local communities and libraries could accomplish rather than supplant local effort, language was written into the law to discourage reductions in local public income.

WLS received notification from State Librarian Bernard Margolis that the Mount Vernon Public Library has not met maintenance of effort requirements for central libraries. The System may request a waiver from the Commissioner of Education. A discussion followed regarding the current status at the Mount Vernon Public Library; the process involved to request a waiver; and the implications if a variance is not approved. Dr. Kirchner has been in contact with the Mount Vernon Public Library and will continue to assist them regarding this issue and will provide an update to the WLS Board at the next regular meeting.

PRESIDENT'S REPORT

Mr. Donelson distributed a WLS Committee List and encouraged each trustee to sign up at least one committee.

COMMITTEE REPORTS

Development Committee: The Committee held its first meeting earlier this evening to discuss special events.

Governance Committee: Dr. Jacknis confirmed that the WLS Policies have been reviewed. No substantive changes are required; only some minor editorial corrections will be made. Ms. Draper and Mr. Jamali have agreed to help with the editing. The *Employee Handbook* is being revised by the Executive Director.

The Board approved the the eleven existing WLS Policies on a motion by Dr. Jacknis 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 noted that State Librarian Bernie Margolis is scheduled to attend the Greenburgh Public Library Board Meeting, along with Town Supervisor Paul Feiner, on February 26th—the same date of the next WLS Board Meeting. Since the Greenburgh Public Library board meeting

does not begin until 7:15 p.m., Dr. Kirchner suggested having Mr. Margolis come to meet with the WLS Board if his schedule permits. The Board agreed and Dr. Kirchner will contact Mr. Margolis regarding the arrangements.

Several announcements were made: The Field Library in Peekskill is celebrating their 125th Anniversary and received a Hudson Valley Gateway Chamber of Commerce Quality of Life Contribution Award; the North Castle Public Library Friends Group received an ArtsWestchester Community Arts Award; New Rochelle Public Library Trustee Haina Just-Michael was recognized with a 2013 Volunteer Spirit Award by The Volunteer Center of United Way; Greenburgh Public Library had to close a few days due to heat issues and Irvington Public Library was closed due to water damage from a fire. Dr. Kirchner has started his second round of member library visits.

Library Advocacy Day is Tuesday, March 5th. Trustees are encouraged to attend, and the main talking point will be the restoration of Library Aid to \$102 Million.

OTHER

Ms. Fontanella reported that there is potential legislation that will require library trustee training; and the Library Trustees Association (LTA) website has further information.

PLDA REPRESENTATIVE

Mr. Falcone was welcomed to his first WLS Board Meeting as the PLDA Representative. At their January Meeting, in the aftermath of Sandy Hook tragedy, several directors expressed interest in having a training session regarding safety. Some directors had already contacted their local police departments, but there was overall interest in either having a presentation and/or individual library safety inventories. While PLDA approved the Central Library Plan of Service, concern was raised regarding the status of the Central Library director search and the current contact. Elena Falcone gave an overview of the Library Ambassador program being proposed for the LSTA Mini-Grants for 2013 Summer Reading Program and the Family Literacy Library Services Grant Program.

ADJOURNMENT

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

Respectfully submitted,

Handwritten signature of Chris Hansen in blue ink, with the initials 'eb' written below the name.

Chris Hansen
Secretary

Central Library Plan of Service Westchester Library System (WLS)

January 1, 2012 – December 31, 2016

This plan describes the use of the Central Library Development Aid (CLDA) and Central Book Aid (CBA) state aid funds received by WLS in support of central library services for the member libraries.

Digital Collection Development

1. **Goal Statement**
Expansion of the system-wide digital collection in response to member libraries' needs.
2. **Years 1-5 (2012-2016) Intended Result(s)**
 - Acquisition of and/or access to digital collections that support patrons' educational, informational and recreational needs through the use of CLDA funds
3. **Evaluation Method(s)**
 - Biannual analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee
 - Annual member library survey and/or feedback opportunity to gauge member library satisfaction with the selected digital resources and to identify potential resources for the forthcoming year

Public Service Staff Training and Education

1. **Goal Statement**
Expansion of member library staff training and professional development offerings in growing fields such as digital literacy, e-reading, mobile technologies and social media.
2. **Years 1-5 (2012-2016) Intended Result(s)**
 - Provision of digital and in-person learning opportunities for member library staff to develop the skills and understanding required to help patrons meet their educational, informational and social media needs through the use of CLDA funds
3. **Evaluation Method(s)**
 - Biannual analysis and review of training topics offered, the number of sessions and participants, and participants' evaluation data conducted by the Central Library Coordinating Committee
 - Surveys of participants for selected sessions to determine the levels of change in participants' behaviors, skills or knowledge as a result of attending a training or professional development activity

Collection Management and Use Analysis

- 1. Goal Statement**
Member libraries will have access to training and tools to assist with collection analysis.
- 2. Years 1-5 (2012-2016) Intended Result(s)**
 - Provision of learning opportunities for member library staff in the areas of analyzing, evaluating, and managing digital and print reference, non-fiction, and foreign language collections through the use of CLDA funds.
- 3. Evaluation Method(s)**
 - Annual member library survey and/or feedback opportunity to gauge member library satisfaction with the trainings and tools provided

Supplemental Adult Non-Fiction Collections

- 1. Goal Statement**
Member libraries will have access to adult non-fiction materials that supplement their collections.
- 2. Years 1-5 (2012-2016) Intended Result(s)**
 - Purchasing and/or leasing of non-fiction materials to improve patrons' access to items in high-demand and targeted subject areas
- 3. Evaluation Method(s)**
 - Review of monthly circulation reports to ensure that purchased and/or leased materials are being used by the Central Library Coordinating Committee
 - Ongoing analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee

Supplemental Foreign Language Collections

- 1. Goal Statement**
Member libraries will have access to foreign language materials that supplement their collections.
- 2. Years 1-5 (2012-2016) Intended Result(s)**
 - Purchasing and/or leasing of foreign language materials to improve patrons' access to items in high-demand and targeted subject areas
- 3. Evaluation Method(s)**
 - Review of monthly circulation reports to ensure that purchased and/or leased materials are being used by the Central Library Coordinating Committee
 - Ongoing analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee

Promotion of Central Library Services and Resources

1. Goal Statement

Member libraries will be aware of and know how to effectively use the services and resources provided by the Central Library of the Westchester Library System.

2. Years 1-5 (2012-2016) Intended Result(s)

- Increasing member library staff awareness about and knowledge of the services and resources provided by the Central Library through promotional and educational activities supported by CLDA and CBA funding

3. Evaluation Method(s)

- Annual member library survey and/or feedback opportunity to gauge member library staff's knowledge of and satisfaction with the Central Library services and resources provided