

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 26, 2013 – Approved April 30, 2013

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:04 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Catherine Draper, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray (late), Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, John Sorice

Board Members absent: Deborah Fay, Amanda Goodman

Also present from WLS were: Terry Kirchner, Patricia Braja, Rob Caluori, Douglas Wray

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

MINUTES

The minutes of the meeting of February 26, 2013, were amended as follows: On Page 1, Patricia Braja was deleted from the attendance list. The amended minutes were approved on a motion by Mr. Jamali and seconded by Ms. Fontanella. The motion passed with 11 votes in favor [Dr. Gray not present for vote].

FINANCIAL REPORTS

The financial reports through February 2013 were presented by Mr. Sorice. The financial report through February 2013 was accepted as submitted on a motion by Ms. Neale and seconded by Ms. Amato. The motion passed with 11 votes in favor [Dr. Gray not present for vote].

DEPARTMENT PRESENTATION

Douglas J. Wray, Manager of Cataloging Services: Mr. Wray gave an overview of the WLS Cataloging services provided to the member libraries. The Cataloging Department deals primarily with the content of the online catalog. Bibliographic records are analogous to the cards found in the old card catalogs but with the advantage of electronic searching and sorting. They describe a work and its format, point to its physical location and assign subject headings to help in searching. It is the responsibility of the member libraries to submit requests for cataloging, and Mr. Wray noted the various methods used—sending the physical items or photocopies or contacting the department via email or an online form. The WLS Catalogers fulfill the requests by exporting records from WorldCat or by creating records themselves. The libraries also order materials from vendors who send records which are then uploaded by WLS catalogers; and a few order via Sirsi's acquisition module, which automatically adds temporary records to the catalog. All non-original records are carefully inspected and usually edited or replaced by WLS catalogers. Some of the many enhancements made to records include: the clear designation of different formats; the

addition of subject headings to indicate local authors; the addition of cross references; and the inclusion of titles in a short story collection. If an item is linked to the wrong record, it will be corrected. Derived from a recent study of a two-week period, WLS Catalogers process on average the following requests per day: 20 physical items; 12 envelopes of photocopies (ranging from 1-30 titles each); 33 email messages (ranging from 1-100 titles each); 31 batches of vendor MARC records (ranging from 1-100 titles each); and 21 temporary records. In addition to Mr. Wray, the Department is made up of 2 full-time catalogers, Qingshe Ren, Cataloger, and Nancy Coradin, Spanish Language Cataloger, and one part-time cataloger, Kate Finley. WLS Cataloging works closely with the Information Technology (IT) Department to ensure that records are displayed properly within the Sirsi software. Mr. Wray has been visiting the member libraries to educate staff on best practices and to review the efficiency of procedures.

COMMITTEE REPORTS

The agenda was amended because Norman Jacknis, Chair of the Governance Committee, had to leave early. Dr. Jacknis reported that the Governance Committee met on March 8th to discuss a number of questions that arose at the February WLS Board Meeting. The following changes were recommended by the Governance Committee:

Electronic Data & Telecommunication (#4): This Policy originally said that “ordinarily” WLS would provide notice to any employee prior to accessing records of his or her electronic communications. This has been revised to reflect the following wording in the second sentence of the second paragraph to: “Except in circumstances when the Executive Director believes that prior notice will result in a loss of data, WLS will provide notice to any employee prior to accessing records of his or her electronic communications if the reason for obtaining such access is to determine if the employee has violated WLS policy or law.”

Records Retention & Disposition (#8): The following wording needs to be added to this Policy to comply with Sarbanes Oxley; and for operational efficiencies, a few of the retention periods were changed. The third paragraph was revised as follows: “WLS will use the State’s requirements as guidelines for retention and destruction of records, as exemplified in the appendix at the end of this policy. No documents will be destroyed if there is pending or threatened litigation.”

Internet Use (#10): The Internet Use Policy was reviewed in terms of the need to incorporate social media and blogging. The first sentence should be revised as follows: “Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County’s diverse, multicultural community by providing access to Internet resources which would include social media and blogging sites that offer many valuable local, national and international sources of information.”

WLS Employee Handbook: Originally, Section VII: Problem-Solving Procedures noted that the Board President would have the final and binding decision on a matter. The last sentence of the paragraph entitled “Step 3” would be changed to the following: “The President will bring the issue before the WLS Board.”

The above-referenced corrections were approved by the Board on a motion by Dr. Jacknis and seconded by Ms. Draper. The motion passed unanimously.

ACTION ITEM

Variance Request for New York State Minimum Standards: Dr. Kirchner reported that the WLS Board had approved the Greenburgh Public Library's initial Variance Request from NYS Minimum Standard #7 [Is open the minimum standard number of public service hours for population served]; however, the Division of Library Development did not. In the mean time, the Greenburgh Public Library has re-instated more hours and are now in compliance.

The WLS Board approved Greenburgh Public Library's Variance Request as submitted on a motion by Ms. Fontanella and seconded by Mr. Jamali. The motion passed unanimously.

PRESIDENT'S REPORTS

Mr. Donelson thanked all those who attended the Library Advocacy Day in Albany on March 5th. All 14 offices of Westchester's representatives were visited. The 23 Westchester Advocates joined over 1,000 library advocates from across the State in attendance. The main focus of the visits with the representatives was restoration of Library Aid to \$102 Million versus the \$89.9 Million included in the Governor's Executive Budget.

COMMITTEE REPORTS *(continued)*

Nominating Committee: Ms. Neale reported that NYS Assemblyman David Buchwald has recommended several candidates to fill the vacancy for District IV [North Salem, Somers, South Salem]. The Committee will follow-up on these suggestions and will also check with Somers Library to see if someone would be interested in completing the term, which ends on 12/31/2013.

Development Committee: Ms. Fay, Development Committee Chair, could not make tonight's meeting and asked Ms. Braja to report in her absence. Ms. Braja thanked all for their good wishes during her recent hospitalization, and she is very happy to be back. Thanks goes to Ms. Fay for securing promotional spots with radio station WHUD for the Book & Author Luncheon. The journal ads for the event will be accepted through April 5th. Ticket sales continue, and sponsorships are being sought. Please let Ms. Braja know if there is anyone in particular whom she should contact. Another email blast will be sent, and all materials (invitation, sponsorship information, etc.) are available digitally. Trustees were encouraged to follow-up with the Board Presidents of the member libraries in their Districts.

Mr. Donelson spoke about the WLS Trustees Award that was discussed at the February Board Meeting. The concept for this award is for it to be given to a person or organization in recognition of their contributions to exemplary library service in Westchester. In order to narrow the qualifications, a different theme will be established each year consistent with one facet of the WLS mission. The recommendation as a theme for this year is "Serving Diverse Communities." This theme and a call for nominations will be announced at the Book & Author Luncheon, and the award will be given at the WLS Annual Meeting in November. Details of the nominating process were discussed. This award is meant to accomplish several things: to draw attention to WLS; to demonstrate the WLS Trustees' dedication to the organization's mission; and to attract greater attendance for the Annual Meeting.

The Board approved the concept of a WLS Trustees Award on a motion by Ms. Draper and seconded by Ms. Furth. 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 on this month's conference call with the NYS Library Division of Library Development and the Public Library System Directors Organization (PULISDO). The sequestration of Federal funds has affected the LSTA funds that are allocated to NYS. These funds currently go toward NovelNY databases, Service Improvement Grants (WLS's GED Instruction Program), Adult Literacy and Family Literacy Grants (WLS's Summer Reading Games and Learning Ambassadors Programs). System Directors are challenging NYS Library regarding the usage data for the databases NYS currently supplies. The software JobNow, which was part of the NovelNY databases only through March 31st, has been picked up by WLS as of April 1st. The State Education Department is pushing the Common Core curriculum and will be supplying informational workshops regarding this program in August. Procedures of how rebates will be distributed to those libraries affected by the MTA Payroll Tax are still being determined.

Next steps on the Maintenance of Effort (MOE) Variance process for the Mount Vernon Public Library are still being discussed with the Division of Library Development. Dr. Kirchner is currently composing a Request for Proposal for the Central Library, if needed. In addition, the WLS Plan of Service is under review by the Division of Library Development.

Dr. Kirchner has received a letter from the Board of Trustees of the Chappaqua Library regarding privacy issues that relate to a new feature offered by Sirsi's Enterprise circulation software. The particular feature in question is the system's optional checkout history retention feature that allows patron checkout data to be saved. This feature is initiated by the patron; and its status can be viewed and enabled or disabled by the patron at their option through the online catalog's self-service account management tool.

There was concern that intentional use of this feature by a library staff member without the patron's consent would be a violation of the WLS Privacy Policy. However, it is the responsibility of each member library to enforce these privacy rules with their staff members. Privacy is of the utmost importance when providing public services to library patrons. It is vital to provide patrons with information that can help them to make an informed decision about their use of the hosted products and services, including the circulation system. A disclaimer statement to the optional checkout history retention feature has been added; and the Governance Committee will review this issue in light of WLS's overall patron privacy policies and practices.

PLDA REPRESENTATIVE

Mr. Falcone reported on the March Meeting. The directors approved minor revisions to the PLDA Bylaws, and the question regarding patron privacy as raised by the Chappaqua Library board was discussed.

OTHER

Mr. Hansen read a letter received by several WLS Trustees from Paul Feiner. WLS will draft a reply to the letter and will invite Mr. Feiner to attend a WLS Board Meeting.

Ms. Fontanella announced that the Library Trustees Association (LTA) of New York State will be hosting their 2013 Trustee Institute on May 3-4 at the Millennium Hotel in Buffalo, NY. A copy of the brochure was distributed, and trustees who would like to attend should register with Elise Burke by April 12th. Ms. Fontanella also reminded the Board that WLS will hold its first Trustee Institute of the year with guest speaker Gerald Nichols on April 3rd at the White Plains Public Library.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:30 p.m. by consensus.

Respectfully submitted,

Chris Hansen
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Chris Hansen
Secretary