

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**November 26, 2013 – Approved January 28, 2014**

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: Mary Amato (late), Catherine Draper, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Barbara Hickernell, Naseem Jamali, Sue Neale, Edris Scherer, John Sorice

Board Members absent: Deborah Fay, Amanda Goodman, Norman Jacknis

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

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

Guest: Gerry Golub, Trustee, Chappaqua Library

## **MINUTES**

The minutes of the meeting of October 29, 2013, were approved as submitted on a motion by Ms. Hickernell and seconded by Ms. Draper. The motion passed with 11 votes in favor [Ms. Amato not present for vote].

## **FINANCIAL REPORTS**

The financial reports through October 2013 were presented by Mr. Sorice. After review, the financial reports through October 2013 were accepted as submitted on a motion by Ms. Hickernell and seconded by Ms. Furth. The motion passed with 11 votes in favor [Ms. Amato not present for vote].

## **ACTION ITEM**

**WLS FY2014 Budget:** Mr. Sorice, WLS Budget Committee Chair, reported that the Committee met prior to the Board Meeting for review of the proposed 2014 budget. A number of case scenarios were considered, and a balanced budget was achieved and presented. Mr. Sorice was thanked for his service as Chair of the Budget Committee and as Treasurer.

The budget reflects conservative revenue projections including flat funding from the State and County, 2% increase in member library fees, and increases in grant funding and other sources. The expense side includes a 2% increase for salaries and increases for pension and health benefits; and all expenses were examined to see if WLS is using its resources for the best purposes.

The Board approved the WLS FY2014 budget as submitted (see attached) on a motion by Ms. Draper and seconded by Ms. Furth. The motion passed with 12 votes in favor and 0 against.

## **PRESIDENT'S REPORT**

Mr. Donelson reported on the WLS Annual Meeting held on November 14<sup>th</sup>. Speaker Bruce Nussbaum was very inspiring, and the venue was very nice despite it not being easy to find.

The next WLS event is planned for Sunday, March 2<sup>nd</sup>, with James McBride, a National Book Award Winner.

## **COMMITTEE REPORTS**

*Development Committee:* Ms. Braja gave more details on the new event with James McBride. This event will replace the former African-American Literary Tea held on Martin Luther King Jr. Day and will be held in a new venue with a new date and time—Reid Castle at Manhattanville College on Sunday, March 2, 2014, from 2-4 p.m. respectively. The proceeds will benefit WLS programs such as Learning Ambassadors. The Committee is hoping to fill the 150-person capacity and will be counting on WLS Trustees to help with personalizing invitations, sending out e-versions of the invitation and contributing any ideas or thoughts about interested parties. The event will also include music, chocolate and wine tasting and a silent auction. The Book & Author Lunch is tentatively scheduled for April 17, 2014, during National Library Week.

*Other:* Mr. Hansen, as a member of the Budget Committee, noted that during the budgeting process, a question arose regarding the type of metrics kept for the services WLS provides and how to get better feedback on the value of the programs offered. A Special Working Group will be convened to explore the what and why of performance measures and how they can be reported. Mr. Hansen agreed to Chair the Working Group.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that the Mount Vernon Public Library variance for Maintenance of Effort is still under review.

WLS IT Staff Rob Caluori & Wilson Arana gave a presentation about Active Directory at the November PLDA Meeting. The idea of using a generic login at busy areas like the Circulation Desk will be tested at the Mount Pleasant Public Library. The Bokomaten installed at the Scarsdale train station is now gone due to a change in landlords at the current site and unmet expectations for the functioning of the machine.

Many of the infrastructure renovations that occurred at WLS in 2013 were in preparation for the next wave of technological advances. Starting in 2014, Dr. Kirchner will engage the library directors in conversation about library needs for the future and will tie the information received into upcoming budget assessments.

An Information Session for Directors will be held on December 11<sup>th</sup> at 3:30 p.m. to go over WLS Services and operations. Planning continued for the 2014 Library Trustees Association (LTA) of New York State Trustee Institute.

## PLDA LIAISON'S REPORT

Mr. Falcone reported on the November PLDA Meeting. The PLDA Technology Committee was reactivated and will work with WLS on evaluating the new IOLS. The Database Committee reported and recommended renewal of Ancestry Plus and Bookletters followed by Literary Reference Center and not renewing LexisNexis. New 2014 Officers were elected as follows: Cindy Rubino, President; Ed Falcone, 1<sup>st</sup> Vice President; Laura Eckley, 2<sup>nd</sup> Vice President. Jeff Ault remains on as Treasurer, and Tracy Wright will remain as Secretary.

## OTHER

Dr. LaRuth Gray noted several digital developments. The first all-digital public library has opened in Texas. The Queens Library, in response to the impact of Superstorm Sandy in our area, has developed a tablet-lending program. The Metropolitan New York Library Council (METRO) has been designated as the administrator of the Empire State Digital Network, the first service hub to be created for the Digital Public Library of America (DPLA).

Ms. Fontanella gave further details on the plans already underway for the 2014 LTA Trustee Institute being held on May 2-3, 2014, at the Westchester Marriott in Tarrytown. There will be a number of learning opportunities. Friday afternoon's (5/2/14) events will include a library tour of Greenburgh Public Library; a Library Fair with exhibits by the host systems and other vendors; and an opening dinner. Three workshops will be held on Saturday morning (5/3/14) that include one about budgeting with Jerry Nichols; one about technology with Dr. Jacknis; and one about community assessment with Rebekkah Smith-Aldrich. The Saturday afternoon session will include a session regarding Privacy including Robert Hubsher and Mr. Hansen. The event will end with lunch and a Keynote Speaker presentation. Final details should be going out in January 2014, and all trustees are encouraged to attend.

Ms. Neale, Chair of the Nominating Committee, welcomed guest Gerry Golub, Trustee from Chappaqua. John Sorice, current WLS representative for District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco], has resigned and will be ending his service at the end of this year. Mr. Sorice was thanked for his many contributions to WLS.

Ms. Furth announced that the opening of The Edge, the new Teen Center at White Plains Public Library, is being held on December 14<sup>th</sup>. The opening of their Center for Collaborative Learning will be next.

## ADJOURNMENT

Having completed all other business, the Board adjourned its meeting at 7:00 p.m. and went into executive session at 7:02 p.m. to discuss a personnel matter involving a particular employee by consensus. The executive session adjourned and the regular meeting was re-convened at 7:15 p.m. by consensus. The regular meeting was adjourned at 7:17 p.m. by consensus.

Respectfully submitted,



Chris Hansen, Secretary