

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
October 29, 2013 – Approved November 26, 2013

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Catherine Draper, Dave Donelson, Deborah Fay, Patricia Fontanella, LaRuth Gray, Chris Hansen, Barbara Hickernell, Norman Jacknis (late), Naseem Jamali, Edris Scherer, John Sorice

Board Members absent: Mary Amato, Hope Furth, Amanda Goodman, Sue Neale

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: Scott Jarzombeck, Director, North Castle Public Library (Armonk)

MINUTES

The minutes of the meeting of September 24, 2013, were approved as submitted on a motion by Ms. Draper and seconded by Ms. Fontanella. The motion passed with 10 votes in favor [Dr. Jacknis not present for vote]. It was later noted that Dan Cohen, not David Weinberger, spoke about the Digital Public Library of America at the Aspen Institute; and the Board decided by consensus to revise the minutes accordingly.

FINANCIAL REPORTS

The financial reports through September 2013 were presented by Mr. Sorice. After review, the financial reports through September 2013 were accepted as submitted on a motion by Mr. Jamali and seconded by Ms. Fay. The motion passed with 10 votes in favor [Dr. Jacknis not present for vote].

ACTION ITEM

Variance Requests for New York State Minimum Standards: Dr. Kirchner noted that the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards as delineated in the NYS Commissioner's Regulation §90.2. If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld and ultimately their charter can be revoked, if no action is taken to come into compliance. Currently, all WLS member libraries recorded on their Annual Reports as being in compliance as of 12/31/2012, with the following exceptions:

The Greenburgh Public Library did not meet Minimum Standard #7 [is open the minimum standard number of public service hours of population served]. As of April 7, 2013, the Greenburgh Public Library opened 4 hours per week on Sundays, bringing them into compliance

with a total of 56 hours per week. Therefore, they are not required to complete a Variance Request Form.

The Purchase Free Library did not meet minimum Standard #11 [Employs a paid director in accordance with the provisions of Commissioner's Regulation §90.8]. With the 2010 census, the library's service population grew to 6,552, which changed the requirements for their administration. However, their current administrator is working towards the appropriate degree and is expected to have the required credentials by December 2013.

The Board approved Purchase Free Library's Variance Request Form for Minimum Standard #11 as submitted on a motion by Ms. Hickernell and seconded by Ms. Scherer. The motion passed unanimously.

The John C. Hart Memorial Library (Shrub Oak/Yorktown) did not meet Minimum Standard #7 [is open the minimum standard number of public service hours of population served]. The library's hours fell 4 hours short of the required 55 hours during May through September but are 4 hours over during October through April. Due to a severe budget cut in 2011, the library decided to cut library hours on Thursday mornings, the least busy time according to statistics. The library will be requesting additional funds from the Town of Yorktown to resume the Thursday morning hours with their 2014 budget year, which will bring them into compliance.

The Board approved John C. Hart Memorial Library's Variance Request Form for Minimum Standard #7 as submitted on a motion by Ms. Fontanella and seconded by Ms. Draper. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson noted that the WLS Annual Meeting will be held on November 14th. A great program has been planned, and he encouraged all to come.

The date of the next WLS Board Meeting was discussed, since it fell on the Tuesday night prior to Thanksgiving. Most could make that day, so the meeting was kept as scheduled for November 26th.

COMMITTEE REPORTS

Nominating Committee: Mr. Donelson reported on behalf of Chair Sue Neale that a replacement for District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco] continues to be sought since John Sorice's resignation will be effective as of December 31, 2013.

Ms. Fontanella reported that the Nominating Committee met to review the nominations for the WLS Trustees Award, which will be presented at the WLS Annual Meeting. The award criteria are for an individual or organization that advances library service to diverse populations. The committee narrowed down the nominations to two finalists: one from Harrison Public Library and one from New Rochelle Public Library. Because all of the Trustees contributed to this award, the Committee felt that the decision should be brought to the entire Board. The trustees representing the library finalists recused themselves from the deliberations. The nominations and the award process in general were discussed in detail. Since this was the first year, a number of improvements for the award criteria and submission procedures were noted.

The Board approved the first WLS Trustees Award to be given to Galina Chernykh, Director of the Harrison Public Library, on a motion by Mr. Hansen and seconded by Mr. Sorice. The motion passed with 9 votes in favor [Mr. Donelson and Dr. Gray recused].

Governance Committee: The Budget Committee has suggested that a financial procedures manual be created for WLS. The Governance Committee has agreed to review a preliminary document that will be drafted by the Chair of the Budget Committee and the Chief Financial Officer.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that former WLS Trustee Patricia Dohrenwend has been accepted into the Westchester County 31st Senior Hall of Fame. Ms. Dohrenwend will be inducted at a luncheon being held on Friday, December 6, at 11:30 a.m. at the Westchester Marriott Hotel in Tarrytown. Anyone interested in attending the luncheon should contact Elise Burke.

A resolution of congratulations and acknowledgement of Ms. Dohrenwend's contributions was approved by the WLS Board on a motion by Mr. Hansen and seconded by Mr. Jamali. The motion was approved enthusiastically by all.

Tom Sloane is the new Executive Director of the Mid-Hudson Library System. Mr. Sloane has an extensive background and experience with libraries in many states.

The Southeastern New York Library Resources Council (SENYLRC) held a Forum on Shared Services on October 23rd. Dr. Kirchner and Ms. Feuerman attended this meeting which facilitated a discussion about shared services opportunities for all types of systems in New York. One of the most interesting outcomes of the meeting was the acknowledgement that when libraries are in survival mode, it is very hard for them to address overall functionality for future stability.

Elena Falcone, Director of Community Connections, and Dr. Kirchner met with WestFair Rides, a not-for-profit organization that assists older and visually impaired adults with transportation. Their initial focus was transport to medical appointments in the Sound Shore but has expanded to the northeast part of Westchester through a Federal Transportation Grant. In the future, the group would like to provide additional assistance for activities such as visiting libraries and grocery shopping. They would like to partner with libraries to help in distributing their information via the Senior Benefit Information Centers (SBICs).

A special celebration of this year's Learning Ambassador Program is being held on Saturday, November 2nd, from 10 a.m. to 2 p.m. at the Yonkers Public Library-Riverfront Library. The participants will be talking about their experience with the project and its impact on their lives. All were encouraged to attend.

The Ossining Public Library will be holding a Strategic Planning Retreat on November 2nd, which Dr. Kirchner will be facilitating. Dr. Kirchner also noted an article entitled, *Gartner: Top 10 Strategic Technology Trends for 2014*, and that WLS is actively involved with many of the trends mentioned, including mobile devices, mobile apps, personal cloud technologies, and 3-D printing.

There have been some concerns raised by the member libraries regarding Active Directory, the product that provides critical network functions for the centralized management of PCs and authentication of users. Implementation of Active Directory was part of the 2012 Information Technology (IT) Department's major projects. The IT Department will continue to work with the member libraries to make this transition as smooth as possible, as this product acts as a foundation

for future services. The shifts in technology and making the library available beyond walls 24/7 were discussed.

The Request for Proposal (RFP) for the online library system is in the process of being drafted. Vendor visits are currently being made to verify whether they have the products available that WLS needs and to ensure that WLS requests are realistic. Dr. Jacknis is available to assist with this project.

The Maintenance of Effort Waiver for the Central Library (Mount Vernon Public Library) is still under review by the New York State Library Division of Library Development.

PLDA LIAISON'S REPORT

Mr. Falcone reported on the October PLDA Meeting. In discussing upcoming database renewals, overall concerns arose regarding the WLS FY2014 budget and communication of the budgeting process. Following the meeting, an email conversation began regarding Active Directory, which was discussed with the PLDA Executive Board. It was noted that the WLS FY2014 budget information is still being compiled; and while regular communication methods are in place, methods for improvement will be reviewed.

OTHER

Ms. Fontanella reported on the progress for next year's Library Trustees Association of NYS (LTA) Trustee Institute, which will be hosted by Westchester at the Marriott Hotel in Tarrytown on May 2-3, 2014. The title for the Institute will be, "Challenging the Past to Create the Future." A library visit will take place on Friday to the Greenburgh Public Library followed by a mini library fair and dinner at the hotel. On Saturday, there will be three workshops in the morning and a panel session on privacy versus seamless access prior to the farewell lunch featuring a guest speaker. WLS is assisting with the planning, and more details will be shared as they are determined.


Ms. Braja noted that the Development Committee decided to hold WLS's 2014 African-American event on Sunday, March 2, at 2 p.m. with a program around storytelling. A venue needs to be determined, and she requested that the Committee meet briefly to discuss ideas. The WLS April event will possibly be re-structured as well.

Dr. Jacknis announced that a Director has been appointed for The Field Library in Peekskill. Her name is Laura Wolven, and she is a fifth generation of library workers in her family. Dr. Jacknis also announced that METRO has agreed to be a hub for New York State for the Digital Public Library of America (dp.la).

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:40 p.m. on a motion by Dr. Gray and seconded by Dr. Jacknis. The motion passed unanimously.

Respectfully submitted,


Chris Hansen, Secretary