

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 24, 2013 – Approved October 29, 2013

The Regular 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:

Board Members present: Mary Amato, Catherine Draper, Dave Donelson, Patricia Fontanella, Hope Furth, Amanda Goodman (late), LaRuth Gray, Chris Hansen, Norman Jacknis, Naseem Jamali, Sue Neale, Edris Scherer (late)

Board Members absent: Deborah Fay, Barbara Hickernell, John Sorice

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

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

A preview was given of a promotional video created for WLS of the Learning Ambassadors program. This video will be used as a tool for disseminating information about the program. It will be posted on YouTube in both English and Spanish along other videos for WLS programs such as Creative Aging.

MINUTES

The minutes of the meeting of June 25, 2013, were approved as submitted on a motion by Dr. Gray and seconded by Ms. Draper. The motion passed with 10 votes in favor [Ms. Goodman and Ms. Scherer not present for vote].

FINANCIAL REPORTS

The financial reports through August 2013 were presented by Ms. Feuerman. After review, the financial reports through August 2013 were accepted as submitted on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed with 10 votes in favor [Ms. Goodman and Ms. Scherer not present for vote].

ACTION ITEM

Appointment of Auditing Firm: Ms. Amato, Chair of the Audit Committee, reported that Dorfman, Abrams, Music has been WLS's audit firm for the last six years. Since it has been a number of years since WLS evaluated other accounting firms, the Audit Committee initiated a Request for Proposals process to evaluate both the current firm and other tax and accounting firms.

Ten firms were identified and a request for proposal was sent to each. The following eight firms responded: Citrin Cooperman; Condon O'Meara McGinty & Donnelly, LLP; Dorfman Abrams Music, LLC; Maier Markey & Justic, LLP; Nugent & Haeussler, P.C.; O'Connor Davies; ParenteBeard; and WeiserMazars.

Dorfman Abrams Music emerged as the preferred candidate. Their proposal came in at a price significantly lower than any of the other firms [\$10,250 for each of the three years; the next lowest proposal was approximately \$13,000]. Their work has demonstrated high professional standards over the last six years.

The Board approved the appointment of the firm Dorfman Abrams Music as the accountants to provide WLS audit and tax services for the next three years, subject to annual review of the company's performance at the end of each year, on a motion by Ms. Furth and seconded by Mr. Jamali. The motion passed with 10 votes in favor [Ms. Goodman and Ms. Scherer not present for vote].

State Aid for Public Library Construction \$14 Million Appropriation FY2013-2016: The allocation of \$14 Million for public library construction was included in the State Budget. The allocation for WLS, which is based on population, totals \$654,899. A total of 16 applications were received for the 2013-16 Grant Program.

Approval of state aid for up to 75% of the total project approved costs for public library buildings located in an economically disadvantaged community continued. The definition of an economically disadvantaged community set up by WLS required libraries to meet two or more criteria related to poverty levels; food stamp and free/reduced lunch eligibility; and drop out rates.

The PLDA Grants Committee was made up of Maureen Petry, Chair, Director of The Warner Library (Tarrytown); Jeff Ault, Director of Dobbs Ferry Public Library; Susan Riley, Director of Mamaroneck Public Library; and Swadesh Pachnanda, Director of Tuckahoe Public Library. They met on 9/4/2013 along with Elise Burke from WLS to review the applications based on accepted guidelines and criteria required by New York State and presented the following recommendations for award:

Applicant Name	Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
Ardsley Public Library*	Generator Acquisition/HVAC Replacement: Acquisition and installation of a whole building generator and upgrade to the HVAC system by replacing 30-year-old heating and air conditioning units.	\$51,652	\$38,739	\$15,281
Bedford Hills Free Library*	Energy Efficient Reader-Friendly Lighting & Climate Control: Lighting & climate control in our 153-year-old building will be updated for our patrons and staff, improving overall energy efficiency as well.	\$24,270	\$18,202	\$18,202
Briarcliff Manor Public Library	Increasing Library Programming through Greater Usability: Creating accessibility, security, operational and space enhancements to existing Library and proposed adjacent Community Center to promote programming.	\$321,445	\$160,722	\$82,781
Eastchester Public Library	Children's Room Lighting Renovation: This project includes replacement of 39 fluorescent fixtures with LED energy-efficient fixtures and replacement of existing ceiling tiles.	\$13,427	\$6,714	\$6,714
Harrison Public Library	Main Library: Children's Room Renovation: This project will transform the Children's Room into an enhanced environment that will provide comprehensive services for the 21st century. [Part of Total Library Renovation=\$3,500,000]	\$197,253	\$98,626	\$42,781

Applicant Name	Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
Harrison Public Library/West Harrison Branch Library	Window Replacement: 20 steel frame single pane windows will be replaced with heavy duty commercial frames with R5, .22U Factor windows.	\$58,000	\$29,000	\$12,781
Hastings-on-Hudson Public Library	Community Room Expansion: Expansion of a 1467-square-foot community room to 2067 square feet. This will allow greater attendance for library and community based programs.	\$215,000	\$107,500	\$57,781
Larchmont Public Library	Library Roof Repair & Replacement: Replace the front two sections of the library roof and make repairs to the two rear sections of the library roof to prevent damage to the library.	\$182,000	\$91,000	\$47,781
Lewisboro Library	Lighting Upgrades: Lewisboro Library will refurbish existing & install new lighting on building exterior and interior to reduce energy costs and provide more light.	\$110,762	\$55,381	\$42,781
Mount Pleasant Public Library	Major Mechanical Items: Replacement of the main air handler, heating pumps and sump pumps and installation of an air vent in the elevator mechanical room.	\$312,767	\$156,383	\$62,781
New Rochelle Public Library*	Main Library: Patron Facility Restoration Project - Phase I: Main Library upgrades include installation of systems furniture, new electrical wiring to support the systems furnishing, carpeting and painting.	\$287,000 [Revised to \$105,349]	\$215,250 [Revised to \$79,011]	\$62,781
New Rochelle Public Library/Huguenot Children's Library*	Branch Library: Interior Lighting & Seasonal Storage: This grant will allow for installation of interior task lighting. Storage will be installed at the cellar level.	\$15,500	\$11,625	\$11,625
Pound Ridge Public Library	Mold/Asbestos Remediation & Necessary Renovation: Mold/asbestos remediation; subsequent library reconstruction/renovations and updates.	\$532,417	\$134,377	\$52,784
Rye Free Reading Room	Community Meeting Space Vitalization: Renovation of non-public space to provide 130 square feet of flexible study and community meeting space.	\$138,542	\$69,271	WITHDRAWN
White Plains Public Library*	Main Floor Renovations: The Learning Commons: Funding is sought for renovation of the 1st Floor of the White Plains Library to include construction of a Learning Commons for Adults. [Part of Total First Floor Renovation Project=\$4,375,000]	\$470,760	\$353,070	\$65,281
Yonkers Public Library*	Technology Training Space: To construct a training space of approximately 1700 square feet at the Riverfront Branch for technology instruction, A/V editing and "makerspace" activities.	\$403,510 [Revised to \$251,000]	\$188,250	\$72,764
	*Met criteria for economically disadvantaged community			
	TOTALS	\$3,334,305	\$1,734,110	\$654,899

The Board voted to accept the recommended grant awards of the PLDA Grants Committee as indicated above on a motion by Ms. Draper and seconded by Ms. Fontanella. The motion passed with 10 votes in favor [Ms. Goodman and Ms. Scherer not present for vote].

PRESIDENT'S REPORT

Mr. Donelson noted that the WLS Executive Committee met for an update on activity over the summer. A letter of resignation was received from Trustee John Sorce due to the fact that he was

changing his residence from Chappaqua to Sleepy Hollow and could no longer represent District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco]. The libraries in his District have been notified, and the Nominating Committee has started a search for a new candidate.

The Annual Meeting is coming up in November, and trustees were reminded about submitting payment for the Trustee Award to Ms. Feuerman. All were also urged to read the informative WLS Department Reports. A discussion followed on communication strategies for WLS services and programs.

COMMITTEE REPORTS

Development Committee: The Development Committee met on September 6th and will be meeting again following the Board Meeting to discuss the WLS events for the upcoming year.

Governance Committee: Ms. Draper volunteered to draft an Investment Policy. Working with Mr. Sorice and Ms. Feuerman, a draft document was distributed at the meeting. A very conservative approach was taken. It is WLS's financial responsibility to invest wisely and correctly within the law, which was referenced in the policy. Ms. Draper also noted that the Board needs to designate the banks that WLS uses and how much to deposit in each.

The Board approved the Investment Policy as submitted (see attached) on a motion by Mr. Hansen and seconded by Ms. Neale. The motion passed with 10 votes in favor [Ms. Goodman and Ms. Scherer not present for vote].

Budget Committee: Ms. Feuerman will work on scheduling a meeting for this committee.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that New York State's Regents Advisory Council for Libraries is looking for nominations; Dr. Jacknis is the current Chair.

WLS will be working with Queens Library for Foreign Language to assist with cataloging on a six-month trial basis. The materials will be sent via the METRO delivery system; and the hope is that the turn-around time on items will be faster.

The Division of Library Development has been hosting a series of webinars for library trustees. On September 9th, they featured Robert Freeman on the Open Meetings Law; and Jerry Nichols presented regarding library law on November 8th. Dr. Kirchner also announced a few upcoming programs including an event to discuss the feasibility of consolidation on October 23rd; Nonprofit Westchester Candidate Forum on October 3rd; and the WLS Trustee Institute with Rebekkah Smith Aldrich on October 2nd.

Good news was received from Nita Lowey's office that a second Institute of Museum and Library Services (IMLS) grant for Creative Aging has been awarded.

OTHER

Ms. Braja would like to meet individually with each board member to discuss development efforts. Following with the Annual Meeting on November 14th, a Breakfast targeting businesses will be

held on Friday, November 15th, featuring Annual Meeting speaker Bruce Nussbaum. If people are interested in attending this program, please let Ms. Braja know.

Dr. Jacknis spoke about the Aspen Institute Dialogue on Public Libraries. With support from the Bill & Melinda Gates Foundation, a working group gathered in August convening leaders from the library field, of which Dr. Jacknis is a member, to create a common vision for public libraries. The former FCC Chairman and current FCC Chairman spoke at this event about expanding the E-rate program, and Dan Cohen spoke about the Digital Public Library of America (dp.la).

Ms. Fontanella spoke about 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. Plans are underway to draft the theme and schedule for this event. Trustees were asked to save the dates. The role of and membership to this organization were also discussed.

PLDA LIAISON'S REPORT

Ms. Petry reported on the September PLDA Meeting, which was held at Historic Hudson Valley. The PLDA Grants Committee met to review and evaluate the NYS Construction Grant applications, which were earlier reported to the board. Jim Farrell, Director at Ossining Public Library, discussed recent accreditation issues at Queens College and Long Island University, and Rob Caluori mainly spoke about the databases offered through WLS. Several announcements were made: Scott Jarzombek, new Director of the North Castle Public Library, was welcomed; and Kathryn Feeley, Director at the Mount Kisco Public Library, is expecting a baby in December.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:35 p.m. on a motion by Dr. Jacknis and seconded by Ms. Draper. The motion passed unanimously.

Respectfully submitted,

Handwritten signature of Chris Hansen in cursive script, with the initials 'eb' written at the bottom right of the signature.

Chris Hansen, Secretary

Subject: Investment of Funds

Application: Trustees and Employees

Westchester Library System (WLS) is committed to investing its funds in a way that will maximize the security of principal, satisfy cash flow requirements, and use approved investments to provide the highest possible return. All investments shall conform with all applicable laws and regulations applicable to library systems in New York State.

Investment Objectives

The investment objectives of the Board of Trustees of WLS are, in priority order: (1) to conform to all applicable federal, state and other legal and regulatory requirements; (2) to preserve capital; (3) to provide sufficient liquidity to enable WLS to meet all anticipated operating requirements; and (4) to generate the highest possible rate of return consistent with the first three objectives.

Authorized Investments; Security

All WLS funds (including privately raised moneys, but excluding trust funds that may be invested as provided in the Estates, Powers and Trusts Law) shall be invested in accounts or securities permitted under Sections 10 and 11 of Article 2 of the General Municipal Law, as from time to time amended and in effect, or any successor or similar laws. All deposits in commercial banks or trust companies in excess of the amount insured from time to time under the Federal Deposit Insurance Act shall be secured as provided in said Section 10.

Designation of Depositories

The Board of Trustees shall designate one or more banks or trust companies authorized to do business in the State of New York for the deposit of WLS funds, and the maximum amounts that may be deposited in each such financial institution, at the January meeting of the Board of Trustees. Such designation and amounts may be changed at any time by resolution of the Board of Trustees.

Delegation of Authority

The Board of Trustees hereby delegates management responsibility for investment of WLS funds to the Treasurer and the Chief Financial Officer, who shall jointly (1) invest WLS funds in accordance with the investment objectives and subject to the limitations described in this policy; and (2) establish procedures consistent with this policy. No person may engage in any investment transaction on behalf of WLS except as provided in this policy and the procedures established hereunder.

Reporting

The Treasurer shall provide the Board of Trustees with investment reports at regular board meetings, specifying the types of investments, principal balances, rates of return and maturities.

This policy was approved by the WLS Board of Trustees at their ____ meeting and is to be reviewed annually.