

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 25, 2014 – Approved March 25, 2014

REGULAR MEETING

The Regular Meeting of the Westchester Library System Board of Trustees was held on February 25, 2014, at the System Headquarters, 540 White Plains Road, Tarrytown, New York. The meeting was called to order by President Hansen at 6:10 p.m. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Catherine Draper, Dave Donelson, Patricia Fontanella, Chris Hansen, Norman Jacknis, Sue Neale, Edris Scherer, Luke Vander Linden

Board Members absent: Deborah Fay, Hope Furth, Amanda Goodman, LaRuth Gray, Barbara Hickernell, Naseem Jamali

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

Public Library Directors Association (PLDA) Representative: Laura Eckley, Director, Larchmont Public Library

MINUTES

The minutes of the meeting of January 28, 2014, were accepted as submitted by consensus.

FINANCIAL REPORTS

The financial report through January 2014 was presented by Ms. Scherer and was accepted as submitted by consensus.

METRICS WORKING GROUP PRESENTATION

Douglas Wray, Cataloging: In response to the Metrics Working Group's request for additional information for WLS programs, Mr. Wray provided an overview of the cataloging services covering its purpose; daily procedures and work flows; annual statistical data; comparisons to other systems; and ways that WLS cataloging is unique. Future possibilities and alternative methods of delivering this service were discussed. Mr. Wray was invited to speak to the group at a later date with an update on cataloging services provided by other public library systems in the State.

PRESIDENT'S REPORT

Mr. Hansen distributed the WLS Committee assignment list. Any changes should be reported to Mr. Hansen or Dr. Kirchner.

COMMITTEE REPORTS

Governance Committee: Dr. Jacknis noted that the annual review of policies will be undertaken by the Committee. Since the Governor signed the Nonprofit Revitalization Act into law, Ms. Draper noted two requirements of the new law regarding specific language needed for conflict of interest and process followed for the annual audit. The committee will also check whether bylaws need to be revised to include email communication and videoconferencing for meetings.

PLDA-WLS ILS Committee Meeting: Mr. Hansen attended this Committee's Meeting held on February 6th. There are four vendors coming to do presentations. Library staff have been invited and will be asked to complete surveys. The Request for Proposal (RFP) will be going out in April to a broader group. The Committee will be publishing a newsletter for all staff to keep them updated on the process. Open source products will also be considered.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Braja spoke about the upcoming events. The ticket sales for the Event with James McBride are doing well, and there is still time to purchase tickets. There will be wine and chocolate tasting as well as silent auctions. Mr. Donelson wrote an article about Mr. McBride for Westchester Magazine, and the weekend section of *The Journal News* also highlighted this event.

The final planning for the Book & Author Luncheon is underway. Two authors have been engaged: Randy Lewis, author of *No Greatness without Goodness*, a story of the model of corporate programs with those who have disabilities; and Josh Hanagarne, author of *The World's Strongest Librarian*, a funny account of the author's experience growing up with Tourette's Syndrome and realization of his own resilience and strength.

Grants have been received from SirsiDynix and Library Ideas; and WLS submitted a letter of inquiry and received an invitation from Impact 100 Westchester to submit a grant for the Learning Ambassador Program.

Dr. Kirchner mentioned a few changes in library staffing: Molly Robbins is Acting Director at the Ossining Public Library during the leave of Director Jim Farrell; and Mary Esbjornson, new Director at the Bedford Hills Free Library, will be taking over for Rhoda Gushue, who has retired. A retirement party for Ms. Gushue will be held on March 13th.

WLS will host a Virtual Public Library Association Conference with real-time webinars of the sessions taking place during the conference in Indianapolis.

The WLS Executive Board will start to meet at 5:30 pm prior to the board meetings.

PLDA REPRESENTATIVE

Ms. Eckley reported that the bulk of the January PLDA Meeting focused around Committee Reports. There is a sincere re-engagement to the committee structure. Most have actively met and have formulated mission statements. The ILS migration is an important step, and PLDA members realize that they need to be involved on every level. Excitement has been generated and a visit is planned to a library in the Mid-Hudson Library System to see a working model of the Innovative Interfaces product for those individuals unable to attend the official presentation due to the inclement weather.

OTHER

Ms. Neale was administered the trustee oath of office.

Mr. Donelson raised the idea about a survey of member libraries with regard to marketing and attracting patrons. After participating in the strategic planning at Harrison Public Library, Mr. Donelson realized that a large part of future planning includes marketing. Topics that might be covered in the survey would include: how libraries are marketing to the public; what libraries are doing to raise donations and grants; what types of programs and services libraries are offering to attract differing types of audiences; and what libraries are doing to improve operational performance. WLS is willing to partner with the Harrison Public Library to issue a survey via WLS's online software account and collect the data. The results of the survey would be shared with the member libraries as well as the WLS Board.

Ms. Fontanella spoke of the upcoming Library Trustees Association (LTA) Trustee Institute scheduled for May 2-3, 2014, that is being held in Westchester. She also mentioned that the number of libraries from Westchester that have renewed their LTA dues is lower than ever. Only 5 libraries renewed and 11 others have not yet renewed. Ms. Fontanella asked WLS Trustees to contact their libraries to encourage their membership in LTA. The organization has been expanding. They have a better presence on the web and a new database of library policies; and membership allows for discounts to their Trustee Institute. The brochure for the Trustee Institute is in the final design phase and will be sent out in a couple of weeks; and a flyer for the Trustee Institute was passed out at Library Advocacy Day. It should prove to be a very interesting conference focusing on challenging conversations with the overall theme of *Challenging the Past to Create the Future*.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:50 p.m. by consensus.

Respectfully submitted,



Mary Amato
Secretary