

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 28, 2014 – Approved February 25, 2014

ORGANIZATION MEETING

The annual Organization 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 at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Catherine Draper, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray (late), Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Edris Scherer, Luke Vander Linden

Board Members absent: Deborah Fay, Amanda Goodman, Sue Neale

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

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

On behalf of Sue Neale, Chair of the Nominating Committee, Ms. Scherer reported that Luke Vander Linden has agreed to fill the vacant term as the representative for WLS District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco] expiring 12/31/2016. Mr. Vander Linden is from Bedford Hills and currently serves on the Bedford Hills Free Library Board.

Ms. Fontanella reported that the following trustees have agreed to run for office as noted. With no nominations from the floor, the following slate was presented:

President: Chris Hansen
Vice-President: Catherine Draper
Secretary: Mary Amato

Ms. Scherer was appointed as Treasurer. The slate of officers as well as the appointment of Luke Vander Linden as noted above were approved by consensus. [Dr. Gray not present for vote.]

The Oath of Office required by New York State for public library system trustees was administered to the newly-appointed and re-elected trustees present [Scherer, Vander Linden] for their terms.

There being no further business, the organizational meeting adjourned at 6:10 p.m. by consensus. [Dr. Gray not present for vote].

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by incoming President Hansen at 6:11 p.m., and he thanked the board for leaving him and the newer members such a strong organization.

MINUTES

The minutes of the meeting of November 26, 2013, were accepted as submitted by consensus.

FINANCIAL REPORTS

The pre-audit financial report through December 2013 was presented by Mr. Donelson and was accepted as submitted by consensus.

PRESIDENT'S REPORT

Mr. Hansen distributed a WLS Committee List and encouraged each trustee to sign up.

COMMITTEE REPORTS

Metrics Working Group: Mr. Hansen noted that this Working Group which was set up to review performance measures and how they are reported met on January 8th and discussed benchmarks and best practices. The Group will report back to the Board at next month's meeting.

Development Committee: Mr. Donelson reported on behalf of Chair Ms. Fay. The Committee met prior to the Board Meeting and discussed the three upcoming WLS events. An Intimate Performance with James McBride will be held on March 2nd from 2-4 p.m. at Reid Castle, Manhattanville College. Tickets sales are underway with hopes to sell out the seating capacity of 150. Trustees were encouraged to send postcards and emails and to talk to their member libraries to build enthusiasm about this event. *Breakfast Brain Food: Competitive Edge through Creative Intelligence* with Bruce Nussbaum is also being held at Reid Castle, Manhattanville College on March 6th at 8 a.m. and is being sponsored by the Business Council of Westchester, the Graduate School of Professional Studies at Manhattanville, and Fidelity Investments. Promotional spots will be provided by the Business Council of Westchester. The 23rd Book & Author Luncheon will feature Josh Haragane, author of *The World's Strongest Librarian*, on April 11th at the CV Rich Mansion in White Plains to help celebrate National Library Week.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that as of January 1st WLS had outsourced its Help Desk support to Earthlink. This pilot project began in November with training on an hourly basis to familiarize the company with WLS's operations. However, in the transition to full-time, several problems were encountered such as poor phone response and turn-around time. It was decided not to move

forward with this particular company at this time; but the idea to outsource this work will be re-visited as WLS continues to plan for the ILS migration over the next 3 years.

The PLDA eCollections Development Committee met on January 16th and is made up of front-line library staff who discuss the make-up of the electronic material collection. The genre of graphic novels, comics, manga, etc. is lacking. A six-month pilot is being explored that is similar to Freading's concept but for these particular formats, which have proven effective to engage hard-to-reach young men. Current estimated cost is \$5,000 and would be taken from budgeted e-book funds. The Committee will evaluate the program with integration to the current and future ILS and ease of access as important factors; and they will bring a recommendation to the general membership of PLDA.

WLS is planning to provide separate generic email addresses for the WLS Trustees in order to respect individual privacy and create a more centralized historical record of email correspondence making it easier to comply with the Freedom of Information Law (FOIL) regulations. WLS is also exploring an online solution for the process of producing the WLS Board Meeting materials.

PLDA and WLS have formed an Integrated Library System (ILS) Committee consisting of the following: Tom Geoffino, Director, New Rochelle Public Library, Co-Chair; Brian Kenney, Director, White Plains Public Library, Co-Chair; Angela Groth, Director, Ardsley Public Library & Co-Chair of the PLDA Circulation Committee; Pat Miller, Director, Somers Library; along with WLS Staff: Rob Caluori, Director of IT, ILS Project Manager; Wilson Arana, System Administrator; Melanie Carnes, Enterprise Application Administrator; Norman Jacknis, Trustee; and Dr. Kirchner. An information packet has been sent, and they are scheduled to meet on February 6th to go over the function and role of this group. Next steps include review of the Request for Proposal (RFP) which is expected to be ready by April 1st. Several of the potential vendors will be visited during the American Library Association's (ALA) Midwinter Meeting; and the number of companies to whom the RFP will be sent will be determined.

In a cooperative system, at times the needs of the individual libraries need to be considered in light of the needs of the whole system. The protocol with regard to communication of library operation issues that are brought directly to board members was discussed. Best practice is to contact Dr. Kirchner via email regarding any issues that arise, with a copy to any related parties, so that the matter can be addressed by the appropriate parties.

The following webinars provided via ALA will be hosted at WLS: *Fundraising 101; Friends & Foundations: What They Do and How to Make the Most of Them; It's All in the Planning: Getting Started on Strategic and Development Plans*. Links to the archived presentations will also be shared with directors and trustees.

New York State (NYS) has passed the Non-Profit Reviatlization Act. While some believe this does not specifically pertain to libraries, NYS Library Division of Library Development has not yet given an official decision. However, the Act does contain changes dealing specifically with conflict of interest policies that are good practice.

The NYS Library Division of Library Development still has not reviewed Mount Vernon Public Library's Waiver regarding the Maintenance of Effort for FY2012-13.

PLDA REPRESENTATIVE

Ms. Eckley was welcomed to her first WLS Board Meeting as the PLDA Representative. Their December Meeting was held at The Warner Library (Tarrytown), and their January Meeting was held at WLS. In reviewing communications between WLS and PLDA, it was noted that the lack of a committee structure had been curtailed due to unbalanced membership often based on volunteerism. This has resulted in a new commitment to and revival of the following PLDA Committees: Cataloging Committee, ILS Committee, Finance Committee, and Technology Committee. The committees have been asked to define their charges and to meet far enough ahead so that reports can be submitted to the general membership at their monthly meetings.

OTHER

Ms. Fontanella gave some additional information regarding the schedule for the upcoming Library Trustees Association (LTA) Trustee Institute scheduled for May 2-3, 2014, that is being co-hosted by the Mid-Hudson, Ramapo Catskill and Westchester Library Systems and will be held at the Westchester Marriott in Tarrytown. The overall theme is *Challenging the Past to Create the Future*. Friday's schedule includes a tour of the Greenburgh Public Library and a Library Features & Future Fair. Saturday's presentations include various workshops led by Norman Jacknis, Jerry Nichols, and Rebekkah Smith Aldrich; a panel presentation with Robert Hubsher as moderator including panel members Chris Hansen and Scott Jarzombek; and keynote speaker Renee Hobbs, a well-known author on digital literacy.

The Board approved that WLS funds be put toward the registration fee for any interested WLS Trustees to attend the 2014 LTA Trustee Institute on a motion by Mr. Donelson and seconded by Ms. Hicknerness. The motion passed unanimously.

Ms. Draper noted that she has taken a part-time position with the office of NYS Assemblywoman Amy Paulin and will not be able to participate in Library Advocacy Day due to a conflict of interest.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. by consensus.

Respectfully submitted,



Mary Amato
Secretary