

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
October 28, 2014 – Approved November 25, 2014

REGULAR MEETING

The Regular Meeting of the Westchester Library System Board of Trustees was held on October 28, 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, Dave Donelson, Catherine Draper, Deborah Fay, Patricia Fontanella, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Edris Scherer, Luke Vander Linden

Board Members absent: Hope Furth, Amanda Goodman, LaRuth Gray

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

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

METRICS WORKING GROUP PRESENTATION

Elena Falcone, Director, Public Innovation & Engagement (PIE): Ms. Falcone provided an overview of and distributed various materials about the Westchester Seniors Out Speaking (WSOS) program. WSOS is a community of more than 80 passionate and highly trained volunteers who are spreading the word about Medicare and the health insurance benefits available to adults aged 60 and over. There are two main aspects of the program: 1) Educational seminars given around the County including one entitled, *Medicare Minute*, a brief monthly update on key Medicare topics; and 2) One-to-one counseling services available through the Senior Benefit Information Centers (SBIC) at 10 library locations as well as via a county-wide email and telephone Helpline. Along with the volunteers, four part-time Program Coordinators and 20% of Ms. Falcone's time help manage the program.

Originally, this program was run by the Medicare Rights Center; and as of February 2014, WLS took ownership of the program that is designed to reach seniors in poverty, a State-defined population for library outreach. WLS's role includes volunteer recruitment and training; content curation; and program promotion. Other important partners include: Medicare Rights Center; the libraries who host SBICs [Greenburgh, Mount Kisco, New Rochelle, Ossining, Field Library (Peekskill), Port Chester-Rye Brook, John C. Hart (Shrub Oak/Yorktown), Warner (Tarrytown), Yonkers Riverfront and Grinton I. Will Branch]; and other County agencies including Westchester County's Department of Senior Programs & Services (DSPS), Westchester Public Private Partnership for Aging Services and Westchester Independent Living Center. Funding sustainability for this program and potential grant opportunities were discussed.

MINUTES

The minutes of the meeting of September 30, 2014, were accepted by consensus with a correction to page 3, which revised the Audit Committee report to read as follows: “Ms. Hickernell reported that the Committee met with the auditors and will give a report at the next meeting.”

FINANCIAL REPORTS

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

ACTION ITEMS

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 with Minimum Standards as of 12/31/2013, with the following exceptions:

The Ossining Public Library did not meet minimum Standard #2 [Has a board-approved, written long-range plan of service]. The submitted variance noted that the library, whose director resigned as of June 2014, has contracted with library consultant Maureen Sullivan to assist with the development of a long-range plan and director search. A completed long-range plan is expected by February 2015.

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 Board of Trustees voted to open at 9:30 a.m. Mondays through Saturdays starting January 2, 2015, which will allow them to exceed the NYS Minimum Standard throughout the year.

The Board approved both the Ossining Public Library and John C. Hart Memorial Library’s Variance Request Forms as submitted on a motion by Mr. Donelson and seconded by Ms. Draper. The motion passed unanimously.

Virtual Desktop Pilot Project: Mr. Caluori reported that WLS currently maintains over 900 desktop workstations across the 44 member library locations. Virtual Desktop Infrastructure (VDI) is a technology that takes advantage of cloud computing. Similar to how a user’s files and bookmarks currently follow them from workstation to workstation with the Active Directory environment, adding VDI will allow the user’s entire workstation, including software, to follow them wherever they choose to log in—even from a smartphone or tablet—allowing them to operate anywhere a connection is available. This will be beneficial for part-time librarians who work for several libraries and will reduce the need for onsite workstation maintenance at the libraries. Less equipment will be cycled through each year, and there will be less overall power consumption, especially at the member libraries, reducing the impact on the environment and providing potential savings to the members’ utility bills.

A solution has been identified that integrates products from Nutanix, Cisco, Microsoft and VMWare. This pilot project integrates products from these vendors to create a VDI that will

replace an initial 100 staff desktop workstations. The overall cost of this pilot project for 100 terminals is \$323,600. The recurring cost based on the 100 terminals is expected to be approximately \$30,000 annually.

Once the pilot is proven, a second project in 2015 will scale this solution to replace the remaining 350 staff workstations. In following years, additional capital funds will need to be requested for the replacement of the remaining 350 staff workstations.

The Board voted to approve the VDI pilot project as noted above on a motion by Mr. Donelson and seconded by Mr. Vander Linden. The motion passed with 11 votes in favor and one abstention (Dr. Jacknis).

COMMITTEE REPORTS

Budget Committee: Mr. Hansen reported that the Budget Committee met prior to the Board Meeting and a complete report will be presented at next month's meeting.

Audit Committee: Ms. Hickernell distributed information from the Audit Committee's 9/24/14 meeting with Dorfman Abrams Music, the WLS auditors, and USI Consulting Group, the actuarial group which prepared the annual disclosure information regarding WLS's Other Post-Employment Benefits (OPEB), which include healthcare and other non-pension benefits provided to employees as part of their compensation for services. These benefits can be thought of as promises of future benefits to workers in return for labor today; and organizations are required to report this liability and disclose information about its funded status but are not necessarily required to fund the entire obligation. The calculation of this figure is determined through regular actuarial valuations, which for WLS is done annually, and WLS reports this liability on its balance sheet on a "pay as you go" basis rather than allocating funds to cover all future OPEB costs. The Audit Committee, auditor and actuary discussed and ultimately agreed that the "pay as you go" method is an acceptable way to address the liability. Ms. Scherer thanked the Committee for their careful consideration.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner spoke with PLDA about the letter received from Sean Ryan, President of the North Castle Public Library in Armonk, regarding patron privacy policies and leveraging management of information. The directors preferred to rely on pre-existing resources and to monitor the situation as WLS moves forward with its migration to the new SirsiDynix product, BlueCloud Analytics.

At a recent workshop held with Mid-Hudson and Ramapo Catskill Library Systems, preliminary ideas for resource sharing between our three library systems were explored.

Dr. Kirchner followed up on several issues raised in the past year. The issue of public disclosure of all board meeting documents on the WLS website was discussed. The Board approved by consensus to set up procedures to have all board meeting documents available through the WLS website and to create a separate password-protected site for WLS Trustees for any information appropriately deemed confidential according to the NYS Open Meetings Law. The issue of the length of time a person's identity is linked to their check-out records was also discussed. Under the current SirsiDynix configuration, there is a period of time that records must remain linked for reporting purposes; however, the exact time frame is unknown. WLS will clarify this process with

SirsiDynix and will report back to the Board. The capability for patron information retention on Sirsi was also discussed. While the overall feature was changed at the patron level to “opt in” instead of “opt out,” the ability to change this feature for a patron at the staff level has not yet been prohibited because the current SirsiDynix configuration is not yet capable of doing so. Mr. Caluori will follow-up with SirsiDynix to see if that feature is now available. Dr. Jacknis was also requested to give his *Emerging Technology* presentation at a future Board Meeting.

PLDA REPRESENTATIVE

Ms. Eckley reported on the October PLDA Meeting, which took place at the Hendrick Hudson Free Library in Montrose. The Database Committee made a presentation on the current preferences of database subscriptions but is doing more research and will submit a recommendation to the membership at their November meeting. There was an issue with libraries releasing books prior to publishers’ street dates. President Cindy Rubino contacted the libraries to remedy the situation. A representative from TIPS (Telehealth Intervention Program for Seniors) spoke about the role libraries could play in their initiative designed to educate those 60+ to measure and influence key vital signs.

OTHER

Ms. Fontanella spoke about the Library Trustees Association of New York State’s (LTA) 2015 membership drive. Ms. Fontanella will inform each WLS Trustee which of their libraries are already members and asked them to speak to their represented libraries about the advantages of membership in this organization.

Ms. Fay mentioned that she and Ms. Braja had discussed having Entergy focus funding toward WLS programming rather than events; and an additional \$5,000 from Entergy may be available for programming.

Ms. Braja reminded WLS Trustees to send in their contribution to the WLS Trustees Award and distributed information about a new global day called #GIVINGTUESDAY. The idea was inspired by Black Friday and Cyber Monday and will be held on the first Tuesday following Thanksgiving (12/2/14). WLS is participating by taking part in a county-wide campaign through NonProfit Westchester (NPW) and by generating strategic communications via email, website and social media to encourage readers to give to their charity of choice. A special donation webpage will offer users the opportunity to support individual libraries and WLS. All were encouraged to share tweets and like WLS on Facebook.

The 55th WLS Annual Meeting is being held on Thursday, November 20th, at the Sheraton Tarrytown, starting at 6 p.m.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:55 p.m. on a motion by Dr. Jamali and seconded by Dr. Jacknis. The motion passed unanimously.

Respectfully submitted,


Mary Amato, Secretary