

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 30, 2014 – Approved October 28, 2014

REGULAR MEETING

The Regular Meeting of the Westchester Library System Board of Trustees was held on September 30, 2014, at the System Headquarters, 540 White Plains Road, Tarrytown, New York. The meeting was called to order by Vice President Draper at 6:07 p.m. The quorum requirement was met with the following people in attendance:

Board Members present: Dave Donelson, Catherine Draper, Patricia Fontanella, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Edris Scherer, Luke Vander Linden

Board Members absent: Mary Amato, Deborah Fay, Amanda Goodman, Chris Hansen

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

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

Guests: Angela Groth, Director, Ardsley Public Library; Chair, PLDA Grants Committee; Maureen Petry, Director, The Warner Library (Tarrytown)

MINUTES

The minutes of the meeting of July 29, 2014, were accepted as submitted by consensus.

FINANCIAL REPORTS

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

ACTION ITEMS

State Aid for Public Library Construction \$14 Million Appropriation FY2014-2017: 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; and a total of 16 applications were received for the 2014-17 Grant Program.

Approval of state aide 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 Angela Groth, Chair, Director of Ardsley Public Library; Gabriella Radujko, Director of Bronxville Public Library; and Susan Riley, Director of Mamaroneck Public Library. They met on 9/3/2014 along with Terry Kirchner and Elise Burke

from WLS to review the applications based on accepted guidelines and criteria required by New York State and presented the recommendations below for award. The overall decision making process was reviewed and discussed.

Applicant Name	Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
North Castle Public Library (Armonk)	<i>HVAC Replacement, Generator Installation, Door Replacement, Fan and Study Carrel Installation</i> Upgrades: Install greener HVAC and generator; replace 3 outside doors, install 3 fans and 6 permanent study carrels and renovate a room for programs.	\$161,216	\$80,608	\$44,334
Briarcliff Manor Public Library	<i>Bringing in the Community: Diversifying Library Activities</i> To purchase furnishings and media equipment to enable the Library to host more programs for all ages, while maintaining space for individual users.	\$54,560	\$27,280	\$27,280
Dobbs Ferry Public Library	<i>LED Lighting</i> Existing light fixtures will be retrofitted or replaced with energy efficient, long lasting LED fixtures.	\$46,307	\$23,153	\$23,153
Eastchester Public Library	<i>Library Roof Replacement</i> The construction project consists asbestos testing, possible asbestos abatement followed by the replacement of the library roof.	\$300,180	\$150,090	\$94,861
Greenburgh Public Library*	<i>Reading Room Partition and Sliding Glass Door</i> Installation of a glass partition and door in the passage between the adult reading room and the teen section of the library.	\$19,548	\$14,661	\$14,661
Harrison Public Library	<i>Harrison Library Community Room Complex Renovation</i> Transform the Community Room into an enhanced Community Room Complex that will provide comprehensive library services for the 21st century.	\$86,361	\$43,180	\$30,000
Harrison Public Library/West Harrison Branch Library	<i>West Harrison Branch Door Replacement</i> Replacement of old entrance doors with energy-efficient, ADA compliant units to improve energy efficiency and accessibility	\$53,000	\$26,500	\$26,500
Hastings-on-Hudson Public Library	<i>HVAC for Newly-Expanded Community Room</i> Purchase and installation of Mitsubishi Hyper Inverter heating (cooling) pump system for expanded and renovated library community room.	\$38,215	\$19,107	\$19,107
Katonah Village Library	<i>Roof Replacement</i> Shingle roof replacement of original building and front portico roof upgrade of gutters and downspout. Ceiling directly under roof will be renovated.	\$23,900	\$11,950	\$11,950
Larchmont Public Library	<i>Larchmont Library Handicap Ramp Replacement</i> Remove the existing, out-of-date, unsafe handicap ramp at the main entrance of the Library and construct a fully ADA compliant handicap ramp.	\$48,500	\$24,250	\$24,250
Mount Vernon Public Library*	<i>Construction of New, Accessible Bathrooms for Children</i> This project will construct new, accessible bathrooms for use by children in the entrance location of the children's library foyer.	\$49,000	\$36,750	\$36,750
New Rochelle Public Library*	<i>Elevator Replacement Project</i> The New Rochelle Public Library will replace the existing passenger elevator located at the main building with a new unit.	\$245,283	\$168,750	\$92,814
Town of Pelham Public Library	<i>Exterior Renovations including Lighting</i> Lighting the way to the library and other significant exterior safety, usability and energy saving, cost saving, improvements for Library patrons.	\$48,768	\$24,384	\$24,384
Lewisboro Library (South Salem)	<i>Lewisboro Library Generator Link</i> Lewisboro Library will install an electrical conduit and equipment to like to the Town of Lewisboro's highway garage generator.	\$42,977	\$21,489	\$21,489

Applicant Name	Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
The Warner Library (Tarrytown)*	<i>Warner Roof Replacement and Rehabilitation Project</i> The Roof Replacement Project will provide Warner Library with a fully functional roof and drainage system, protecting the building and its contents.	\$371,275	\$278,456	\$153,152
Tuckahoe Public Library	<i>Energy-efficient, Environment-Friendly Lighting</i> Tuckahoe Library project includes replacement of existing fluorescent lights with energy-efficient and environmental-friendly LED lights.	\$20,428	\$10,214	\$10,214

*Meets criteria for economically disadvantaged community

TOTALS \$1,609,518 \$960,822 \$654,899

The Board voted to accept the PLDA Grants Committee recommendations, with recognition that the grant awards are made through the partnership of WLS and the PLDA Grants Committee, on a motion by Ms. Hickernell and seconded by Dr. Jacknis. The motion passed unanimously.

COMMITTEE REPORTS

Audit Committee: Ms. Hickernell reported that the Committee met with the auditors and will give a report at the next meeting.

Nominating Committee: Ms. Neale reported that the Nominating Committee met prior to this Board Meeting to review the 13 nominations submitted for the WLS Trustees Award, which will be presented at the WLS Annual Meeting.

The 2014 award criteria are for any library trustee (current or past), Friends Group/Friend Group member, Library Foundation/Foundation member, library staff or volunteer who demonstrates a commitment to open access to information, resources, and knowledge with a measurable impact in their community based on broad impact, innovation and collaboration.

The Committee recommended dual winners from one library: Sue Feir, Director, and Barbara Morrow, President of the Friends Association, Hastings-on-Hudson Public Library.

The Committee also raised some concerns for next year's award regarding clarification of the eligibility of who could be nominated and the award criteria, and the award process in general was discussed. The Development Committee will look at this award's place in the overall role in future WLS fundraising events.

All nominees will be acknowledged both in writing and at the WLS Annual Meeting on November 20th. Trustees were reminded to send in their contributions if they haven't already.

Recognizing that the Nominating Committee was entrusted to make the final recommendation, the Board approved the decision of one award to dual winners, Sue Feir and Barbara Morrow, from Hastings-on-Hudson Public Library on a motion by Dr. Gray and seconded by Mr. Jamali. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner gave an update on the Integrated Library System (ILS) decision and noted that he and Mr. Caluori have begun to review the contract with Sirsi for the ILS.

Regarding the Mount Vernon Public Library's Maintenance of Effort Variance, an Article 78 was filed; a judge was assigned; and the State has sent back its answer. No court date has been set.

A letter was received from Sean Ryan, President of the North Castle Public Library in Armonk, regarding patron private policies and leveraging management of information. There was a discussion of the pros and cons of privacy needs and the ability to access information to make more informed managerial library decisions. The idea of forming a Working Group was suggested to explore this matter further; and Dr. Jacknis, Ms. Furth, Mr. Vander Linden and Dr. Gray are willing to participate.

The WLS budgeting process for 2015 is underway and staff have been gathering various information to be more inclusionary. The Legislator Breakfast held on September 18th was well attended by both the NYS Assembly and Senate members as well as library directors and trustees.

Ms. Braja noted that a grant has been received from Con Edison for \$10,000 for professional development for librarians as well as programming in the libraries. The April 2015 event will be used to fund mini-grants to the member libraries. Several grants have been received in support of the Learning Ambassadors program: \$3,000 from Hope for Youth and \$5,000 from Thomas & Agnes Carvel Foundation. WLS is in line to receive a \$25,000 grant from AARP (Association of Adult Retired Persons) to strengthen services already provided in our member libraries for seniors.

Interested WLS Trustees will be reimbursed for attending the New York Library Association (NYLA) Annual Conference being held November 5-8 in Saratoga Springs, NY. The next WLS Trustee Institute on *Emerging Technologies* will be held on Tuesday, October 7th, starting at 6 p.m. at the WLS Headquarters.

PLDA REPRESENTATIVE

Ms. Eckley reported on the June PLDA Meeting, which followed the Legislative Breakfast. A recommendation from the Circulation Committee was approved to send pre-expiration notices to patrons for items on hold; this service will be turned on for all libraries but those not interested can opt out. PLDA's recommendations for inclusion in the WLS FY2015 budget have been approved and will be passed onto the WLS Budget Committee. The Database Committee will be prioritizing their recommendations that they will present to the membership at the October meeting.

OTHER

Ms. Fontanella, the Westchester representative to the Library Trustees Association of New York State (LTA), spoke about the LTA 2015 membership drive. LTA has been trying hard to expand

their services through their webpage offerings and webinars as well as their annual Trustee Institute, which will be held in Syracuse in 2015. Ms. Fontanella encouraged WLS Trustees to let their represented libraries know about LTA and the advantages of membership in this organization; and she will inform each WLS Trustee which of their libraries are already members.

Mr. Donelson mentioned a recommendation from Harrison Public Library's Director Galina Chernykh for the creation of a type of "Angie's List for Librarians" for occasional library projects (i.e. movers, plumbers, carpet installers, etc.). The idea will be brought to PLDA.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:12 p.m. on a motion by Dr. Gray and seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,



Elise Burke
Recording Secretary