

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**September 29, 2015 – Approved October 27, 2015**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Chris Hansen, President, at 6:06 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Catherine Draper, Patricia Fontanella, Hope Furth, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Alex Payan, Edris Scherer, Luke Vander Linden

Board Members absent: Dave Donelson, Deborah Fay, LaRuth Gray

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

Public Library Directors Association (PLDA) Representative: Beth Bermel, Director, Scarsdale Public Library

Guest: Brian Kenney, Director, White Plains Public Library

Sue Neale, Chair of the Nominating Committee, reported that Alex Payan has agreed to fill the vacant term as the representative for WLS District X [Port Chester, Rye Brook, Rye City, Rye Town] expiring 12/31/2015. Mr. Payan is from Port Chester and the board approved his appointment on a motion by Ms. Neale and seconded by Mr. Jamali. The motion passed unanimously. The oath will be administered accordingly.

**MINUTES**

The minutes of the meeting of June 30, 2015, were accepted as submitted without objection.

**FINANCIAL REPORTS**

The financial reports for August 2015 were presented by Ms. Scherer and were accepted as submitted without objection.

**ACTION ITEMS**

***State Aid for Public Library Construction \$14 Million Appropriation FY2015-2018:*** 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 13 applications were received for the 2015-18 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; and the definition of an economically disadvantaged community set up by WLS remained the same with libraries needing 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 Chair Brian Kenney, Director of White Plains Public Library; Jeffrey Ault, Director of Dobbs Ferry Public Library; Angela Groth, Director of Ardsley Public Library; Kathryn Feeley, Director of Mount Kisco Public Library; and Cindy Rubino, Director of Lewisboro Library. Mr. Kenney reported that the Committee met on 9/2/2015 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 noted below. A request was made to post the grant applications on the WLS website unless there are other considerations to prevent it.

Applicant Name	Title / Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
North Castle Public Library (Armonk) -- Main Library	HVAC Replacement/ADA Compliance/YA Lighting: This project will replace an aging HVAC system, add ADA access to a room for public programming use and install LED lighting in our YA room.	\$39,912	\$19,956	\$19,956
North Castle Public Library (Armonk) -- North White Plains Branch Library	Branch Expansion, Lighting & Electrical Upgrade: This project will upgrade lighting/electrical and add a deck to improve lighting, support expanded computer usage and add space for our North White Plains patrons.	\$107,530	\$53,765	\$53,765
Chappaqua Library	Emergency Generator: This project is for the installation of an emergency generator which will maintain heat, power, and computer resources during emergency situations.	\$147,461	\$73,730	\$73,730
Eastchester Public Library	Renovation of Main Floor Adult Services Area: The renovation includes the installation of LED lighting, replacement of ceiling tiles and installation of carpeting on main floor and mezzanine.	\$126,753	\$63,376	\$63,376
Greenburgh Public Library*	Four Adjoining Glass-Partitioned Study Rooms: Installation of glass walls and partitions anchored to an existing library wall to create four 5'x 6.5' individual and group study rooms.	\$59,824	\$44,868	\$44,868
Larchmont Public Library	ADA Compliant Bathrooms: Remove the existing, out-of-date, bathroom in the main Library building and replace with two fully ADA compliant bathrooms.	\$45,115	\$22,557	\$22,557
Mount Pleasant Public Library	Bathroom Renovation: We have five bathrooms: one for staff and four for public. These bathrooms are original to the building and will be totally renovated.	\$65,345	\$32,500	\$32,500
Mount Vernon Public Library*	MTVPL Elevator & ADA Patron Restroom Modernization: <b>Revised to Elevator portion of project only</b> Library seeks to modernize elevator to improve safety and access to the library.	\$523,102 <b>Revised to \$312,622</b>	\$392,327 <b>Revised to \$156,311</b>	\$132,116
New Rochelle Public Library*	Chiller Replacement Project: The scope of work is to replace the existing hermetic screw chiller with a modular chiller system and associated controls.	\$553,200	\$225,000	\$56,622
Pound Ridge Library	Automatic Door Installation: The Pound Ridge Library would like to install automatic doors to make the Library more easily accessible to our patrons.	\$35,200	\$16,600	\$16,600
Rye Free Reading Room	Energy Efficient Lighting & Insulation Installation: The library is replacing 16 fluorescent lights with energy efficient LED lights & adding spray foam insulation to the attic to reduce energy usage.	\$38,701	\$19,350	\$19,350
Somers Library	Bathroom Accessibility Renovation: The two public bathrooms on the main floor of the library will be completely renovated in order to bring them up to ADA compliance.	\$177,450	\$88,725	\$88,725

Applicant Name	Title / Description of Project	Cost of Submitted Project	Application Request Amount	Committee Recommended Award Amount
The Warner Library (Tarrytown)*	Automatic Meeting Room Divider Project: This project will enable staff to easily and efficiently create two public meeting rooms from one large room.	\$40,979	\$30,734	\$30,734
*Meets criteria for economically disadvantaged community	<b>TOTALS</b>	<b>\$1,750,092</b>	<b>\$847,472</b>	<b>\$654,899</b>

The Board voted to accept the PLDA Grants Committee recommendations on a motion by Ms. Hickernell and seconded by Ms. Draper. The motion passed unanimously.

**WLS Delivery Services:** WLS currently contracts with All Island Courier (AIC) for the delivery of books, DVDs, CDs and other materials to the 38 member libraries. The service includes two routes, 6 days per week, to the 44 library sites in Westchester, and the current contract expires on December 31, 2015. Dr. Kirchner noted that for the past three years, AIC has proven to be diligent, reliable and flexible.

The original Request for Proposal (RFP), which was issued in September 2012, outlined that the contract may be extended by 2 years by written agreement of the parties not less than 60 days before the expiration of the current contract. AIC has proposed a 2-year extension of the original contract, with a 3% increase in cost for each of the 2 years. Based on current spending projections of \$374,000 in 2015, this translates to an increase of \$11,200 in the first year of the extension, and an increase of \$11,600 in the second year. As with the current contract, a fuel surcharge would be added if gas prices go above \$4.00/gallon.

The Board voted to extend the contract with All Island Courier for the next two years on a motion by Ms. Furth and seconded by Ms. Fontanella. The motion passed unanimously.

**Revision of Westchester Library System (WLS) Purchasing Policy:** Dr. Kirchner reported that the Office of the New York State Comptroller audited WLS over this past summer. The findings from the audit were few; however, revisions to the Purchasing Policy were suggested to include language regarding purchases made on behalf of member libraries. Dr. Jacknis noted that the WLS Governance Committee reviewed the current Purchasing Policy and are suggesting changes based on the audit recommendations and consistency with General Municipal Law language regarding purchases. The revised policy (see attached) was distributed prior to the meeting.

The Board voted to approve the WLS Purchasing Policy as revised on a motion by Dr. Jacknis and seconded by Mr. Vander Linden. The motion passed unanimously.

**Variance Requests for New York State Minimum Standards:** Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. 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. Libraries must submit a Variance Request Form to explain their current status and plan for compliance.

As of 12/31/2014, all WLS member libraries are recorded as being in compliance, with the following exceptions—Ossining Public Library and Yonkers Public Library do not meet Library Minimum Standard #2 – Has a board-approved, written long-range plan of service. John C. Hart Memorial Library also reported as not meeting Minimum Standard #7 (Is open the minimum standard number of public service hours for population served) as of 12/31/2014. However, since they increased their hours as of 1/2/2015 which brought them into compliance, they are not required to submit another Variance.

Ossining and Yonkers Public Library submitted Variance Request Forms, which were reviewed. Both libraries have undergone administrative changes over the past year and have appointed new library directors; and both have started the process to develop long range plans for their libraries.

The WLS Board voted to accept the submitted Variance Requests as approvable on a motion by Ms. Hickernell and seconded by Ms. Amato. The motion passed unanimously. [Terry: My notes have a question mark by Hope – did she abstain? – or did she just ask a question after the vote?]

## COMMITTEE REPORT

**Development Committee:** Committee Chair Mr. Vander Linden reported that the Committee met on September 24<sup>th</sup> to review the mission and role of the committee members and staff. The pivotal fundraising for WLS will continue to support mini-grants, training and larger efforts that libraries cannot do on their own.

Ms. Braja gave an overview of the mini-grants that have been awarded through the initial open round and those for fashion and design as well as STEM (Science, Technology, Engineering and Mathematics). Many libraries have limited budgets for programming, and this seed money gives the libraries opportunities to try something new and demonstrate value before making a larger investment. The mini-grants are issued via a competitive application process, and WLS has used this as a teaching opportunity to help libraries learn how to demonstrate meeting established criteria and measuring impact and results. No one has been turned away for a mini-grant, and the application process and award procedures will continue to be refined as interest grows.

WLS Development will also continue to focus on two major events—the breakfast celebrating national library week and the WLS Annual Meeting. This year's Annual Meeting on November 5<sup>th</sup> will focus on the new and creative programs supported by the WLS mini-grants; and Dr. Kirchner will facilitate a panel of four libraries who have engaged their communities through these programs. The 2016 Breakfast will be held on April 13<sup>th</sup>, and former Congressman Barney Frank will be the guest speaker. The WLS Trustees Award, which has previously been presented at the WLS Annual Meeting, will be awarded at the Breakfast during National Library Week instead.

**Nominating Committee:** Ms. Neale, Chair, noted that Ms. Fontanella and Mr. Hansen are not renewing their terms at the end of 2015. Dr. Kirchner will notify the libraries represented and ask for potential candidates.

## PLDA REPRESENTATIVE

Ms. Bermel reported on the September PLDA Meeting. The eContent Committee is reviewing current statistics and strategies for those databases with low usage, and they will report back by the

end of the calendar year. The Technology Committee's 5-year plan is almost completed for 2016-2020. Once reviewed by PLDA, the overall goals will be shared for incorporation into the WLS budgeting process.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Ms. Feuerman distributed a report of the checks cashed.

Dr. Kirchner announced that WLS received the FY2015-16 State Aid and confirmation of the aid allocations including the Central Library Aid. Since the Central Library budget was based on projected allocations, a clarification will be needed.

The WLS Member Library Statistics for 2014 has been completed. In order to be more ecologically friendly, the Statistics are posted to the WLS website and hard copies will only be distributed to those who ask for it.

The process continues for the Request for Proposal for banking services.

Work is progressing with Jones Lang LaSalle Americas, LLC (JLL) to further clarify the possible locations for relocation when the current lease expires in June 2016. All current considerations are in the Tarrytown area, including staying at the current location.

At the upcoming New York Library Association (NYLA) Annual Conference on October 22-24, a new edition of the *Handbook for Library Trustees of New York State* will be published. This update was coordinated by Jerry Nichols of the Palmer School of Library and Information Science along with Rebekkah Smith-Aldrich of the Mid-Hudson Library System. The content has been updated with various links to online resources, which will be easily available through the online version. Hard copies will still be available, and WLS has placed an order for enough copies to be distributed to all member libraries once they become available.

Implementation of Zepheira, approved at the June board meeting, is underway. This product is a trend setter in providing software and services designed to help their clients make information available and more prominent on the Web. WLS is one of the first four participants in their Experimenter Program, which aims to build awareness of the power of Linked Data through education, training and assessment. More of WLS's data is expected to show in public view in late November.

Dr. Kirchner met with SirsiDynix to discuss issues regarding how the WLS Integrated Library System (ILS) is hindering interaction with other products meant to enhance the library users' experience. Conversations with Nate Hill, the new Executive Director of METRO (Metropolitan New York Library Council) and Westchester County resident, continued about further collaboration between WLS and METRO.

## **OTHER**

Ms. Fontanella reported that she will be attending the 125<sup>th</sup> NYLA Annual Conference in Lake Placid on October 22-24. The New York State Library Trustees Association (LTA) is sponsoring a program at the Conference on Friday, October 23<sup>rd</sup>, regarding simple strategic planning with Ron K & Lauren M. of Pioneer Library System. Although Ms. Fontanella will be stepping down from the WLS Board as of December 31<sup>st</sup>, she will continue to serve out her current term as an LTA Trustee. She encouraged anyone interested from Westchester to replace for her on the LTA Board.

Ms. Furth thanked Ms. Fontanella for her thorough reports and asked if she would continue quarterly reports about LTA to the WLS Board after her term on the WLS Board ended.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:15 p.m. with no objection.

Respectfully submitted,

*Mary Amato*  
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Secretary