

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 26, 2016 – Approved March 29, 2016**

**ORGANIZATION MEETING**

The annual Organization Meeting of the Westchester Library System was called to order by Cathy Draper, Vice President, at 6:06 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, Cathy Draper, Deborah Fay, Hope Furth, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Julie Mills-Worthey, Sue Neale, Alex Payan, Sean Ryan, Edris Scherer, Luke Vander Linden

Board Members absent: Dave Donelson, LaRuth Gray

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

Ms. Draper welcomed all new trustees and all were introduced. Sue Neale, Chair of the Nominating Committee, reported that the following trustees have agreed to run for office as noted. With no nominations from the floor, the proposed slate was presented:

President: Cathy Draper  
Vice-President: Mary Amato  
Secretary: Sean Ryan

Ms. Scherer has agreed to continue as Treasurer. The slate of officers as noted above was approved on a motion by Ms. Neale and seconded by Dr. Jacknis. The motion was approved unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the newly-elected and re-elected trustees present [Mills-Worthy, Payan, Ryan] and the Code of Ethics and Conflict of Interest Policy was also distributed.

There being no further business, the organizational meeting adjourned at 6:11 p.m. on a motion by Barbara Hickernell and seconded by Dr. Jacknis. The motion passed without objection.

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by incoming President Draper at 6:12 p.m.

**MINUTES**

The minutes of the meeting of November 24, 2015, were accepted as submitted without objection.

## PRESENTATION

As an orientation for new trustees, and refresher for those already on the Board, Dr. Kirchner gave an overview of WLS's mission, vision and values. The duties of care, loyalty and obedience were reviewed along with the primary trustee responsibilities and guiding principles outlined in the WLS ByLaws. The role of the Public Library Directors Association (PLDA) and general communication practices were discussed. WLS's Plan of Service 2017-2022 for New York State is in process and is due by October 1<sup>st</sup>; and Dr. Kirchner will speak more about this at the February Board Meeting. The *Handbook for Library Trustees of New York State* was made available in print copy, but the online version of the *Handbook* has more features and helpful links and is easily searchable.

## FINANCIAL REPORTS

The pre-audit financial report through December 2015 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Ms. Amato. The motion passed without objection. Ms. Feuerman noted that the WLS auditors are scheduled to start in early February. Governor Cuomo released his Executive Budget for the State's 2016-17 Fiscal Year. Library Aid included flat funding. Trustees were encouraged to attend Library Advocacy Day on March 2<sup>nd</sup> in Albany. Those interested should contact Elise Burke, who is coordinating limited transportation from Westchester.

## PRESIDENT'S REPORT

Ms. Draper thanked the Board for electing her as President. She will try to streamline the meetings and focus discussion on important topics. She encouraged all to let her know their areas of interest so there could be opportunity for all to learn. The current Committee Chairs were asked to briefly describe their roles and responsibilities:

*Audit Committee:* Ms. Hickernell, Chair, noted that the committee's main task is to meet with the auditors. Although the audited financial statements are reviewed, no special financial background is required to be a member.

*Budget Committee:* Ms. Scherer, Chair, reported that this committee works in conjunction with Ms. Feuerman, WLS Chief Financial Officer, to help fine tune the yearly budget. The committee's busiest time is the 6-week period prior to the November Board Meeting, when the budget is presented to the Board for approval.

*Development Committee:* Mr. Vander Linden, Chair, reported that their committee supports the Director of Development in guiding the efforts of the department. The committee does not meet regularly but on more of an as-needed basis.

*Governance Committee:* Mr. Jacknis, Chair, noted that the committee is responsible for the yearly review of WLS's policies, which will take place at this time, in addition to other items that may arise.

*Nominating Committee:* Ms. Neale, Chair, said that this committee works with the Executive Director, the member libraries, legislators, and other community members to suggest members to serve on the board or as officers.

All current Committee Chairs agreed to stay on in 2016, and a WLS Committee Sign-up List was distributed.

## COMMITTEE REPORTS

**Development Committee:** Mr. Vander Linden noted that over \$210,000 was received in 2015 through WLS Development, and Ms. Brigham reviewed the 2015 accomplishments, contributions and support received. WLS initiated a Mini-Grant program for library staff training and active learning incentive grants for member libraries, who responded to a Request for Proposal in three categories: STEM (Science, Technology, Engineering, and Math) Learning for Youth; Fashion and Design; and an Open Round that encouraged libraries to build on the success of previous programs or to explore new ways to engage the community.

A \$25,000 grant from Westchester Community Foundation will help support a system-wide marketing campaign to promote library awareness and encourage library card sign-up in 2016 through individual patron stories. A two-part Marketing Boot Camp on January 12<sup>th</sup> and February 4<sup>th</sup> will assist library staff in implementing a patron story campaign and related marketing strategies to enhance library awareness in their community. Each library is being asked to participate in this project with the theme, *Speak Up @ Your Library*. Compelling stories will be gathered in narrative form from patrons who will share how their local library impacted their lives. One story from each library will be submitted for the journal of the Annual Celebrating Westchester Libraries Breakfast being held on April 13<sup>th</sup>, which will focus on the *Speak Up @ Your Library* campaign. Six of the submitted stories will be selected to be professionally produced for a television public service campaign which will be viewed at the Breakfast and used to encourage county-wide library card sign-up later in September.

Planning continues for the Celebrating Westchester Libraries Breakfast at Abigail Kirsch at Tappan Hill Mansion in Tarrytown. Barney Frank, former Massachusetts Congressman and fierce defender of civil liberties, will be the guest speaker. Ticket sales are underway and sponsorships are still available.

The 3<sup>rd</sup> Annual WLS Trustees Award will also be presented at the Celebrating Westchester Libraries Breakfast. Originally presented at the WLS Annual Meeting, this Award is open to nominations for a WLS member library trustee or staff member who embodies exemplary library service and the mission and values of Westchester Library System and fosters innovation, inspiration and life-long learning. A cash contribution of at least \$100 per WLS Trustee goes toward the \$1,000 award given to the library of choice of the nominee selected. Ms. Draper noted the importance of WLS Trustees' participation, as it is often a requirement for board members to give financially to their organization when applying for other grants. The Award nomination process was discussed briefly and will be finalized shortly.

**Governance Committee:** Dr. Jacknis encouraged more Trustees to sign-up for this committee.

## EXECUTIVE DIRECTOR'S REPORT

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

Negotiations continue with the top two properties. Designs are being finalized; and the goal is to have a lease signed no later than the end of February. Construction to the proposed properties is expected to take 3 months, with the property to be ready for moving in as of July 1<sup>st</sup>.

WLS has been selected to receive a Child Champion Award from the Child Care Council in recognition of the ongoing family and early childhood literacy programs at the member libraries supported by WLS. The award will be presented on June 3<sup>rd</sup>.

The Library Trustees Association of New York State (LTA) Annual Trustee Institute will take place on May 6-7 in Plattsburgh, NY. Former WLS Trustee Patricia Fontanella and current LTA President has been actively involved in the planning of this event and encourages all Trustees to attend.


The 6th annual Multi-Language Book Fair will be hosted at the Greenburgh Public Library on April 8<sup>th</sup> from 11 a.m. to 4 p.m. This Fair is a platform for librarians, educators, and service providers to peruse and purchase Spanish, Arabic, Chinese, French, Italian, Hindi, Japanese, Portuguese and Russian materials for their collections. It also provides an opportunity for librarians to meet local service providers and sample authentic multi-cultural foods.

Dr. Kirchner encouraged all to come hear Barney Frank, who he has heard speak before. His involvement with civil rights and civic discourse—and his engaging style—will help frame future discussion on how public libraries can play an important role in voter registration and get-out-the-vote activities.

#### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:06 p.m. on a motion by Ms. Neale and seconded by Mr. Jamali that passed without objection.

Respectfully submitted,



Sean Ryan  
Secretary