

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 26, 2016 – Approved May 31, 2016

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Dave Donelson, Cathy Draper, Deborah Fay, Hope Furth, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale, Sean Ryan, Edris Scherer, Luke Vander Linden

Board Members absent: LaRuth Gray, Julie Mills-Worthey, Alex Payan

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

Guests: Patricia Fontanella, Library Trustees Association of New York State (LTA) President, and former WLS Trustee

PRESENTATION

Nancy Coradin, WLS Coordinator, Multi-Language Collections and Services, spoke about her recent visit to Havana's 25th International Book Fair as one of 30 librarians invited by American Library Association (ALA) to participate along with Diana Lennon, Librarian II from the Greenburgh Public Library. While the main focus of the trip was the Book Fair, housed in the old Spanish fortification San Carlos de La Cubana, a highlight of the conference was the exchange between the American librarians and the Cuban professionals held at the National Library in Havana. Sari Feldman, President of the American Library Association, and Vailey Oehlke, President of the Public Library Association, spoke of the work being done in American libraries to an audience of Cuban librarians from ASCUBI— Asociación Cubana de Bibliotecarios. In spite of the differences in access to material, facilities, and technology, the same goals are shared. This experience served as a bridge to connect with Cuban librarians; fostered a desire to share ideas; and reminded all of the importance of remaining relevant to meet the community needs. Ms. Coradin and Ms. Lennon will present their observations of Havana at the Westchester Library Association (WLA) Conference this May and at the REFORMA Joint-Mini Conference in Philadelphia in June.

MINUTES

The minutes of the meeting of March 29, 2016, were accepted as submitted on a motion by Ms. Furth and seconded by Mr. Jamali. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports for March 2016 were presented by Ms. Scherer and were accepted as submitted on a motion by Ms. Scherer and seconded by Mr. Vander Linden. The motion passed unanimously.

ACTION ITEMS

WLS Bylaws: Dr. Kirchner noted that the WLS Bylaws were included in the Governance Committee's annual review of the WLS Policies. Revisions were recommended to the Statement of Purpose to reflect wording currently used on the WLS website; to the list of WLS Standing Committees to reflect the names currently in use; and to the Amendments (Article VII) to allow for email notification to the Board of proposed Bylaws amendments. Additional revisions to the wording of the Statement of Purpose were recommended at the meeting for clarity and consistency through the document.

The Board accepted the WLS Bylaws as submitted (see attached) on a motion by Dr. Jacknis and seconded by Ms. Hickernell. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Draper is working to schedule a meeting of the Strategic Planning Committee. Ms. Furth and Dr. Jacknis also volunteered to be on the Committee. Part of the Executive Director's evaluation process will be to review the Executive Director's goals for 2016, which were included in this month's report, and to establish a method for gathering feedback on the Executive Director's performance from appropriate parties.

COMMITTEE REPORTS

Development Committee: For the first time, the second week in April was declared Library Week in Westchester, and a press conference was held with County Executive Rob Astorino. Over 180 people attended the Celebrating Westchester Libraries Breakfast with Guest Speaker Barney Frank. The Journal distributed at the Breakfast highlighted the Patron Story Project sponsored by a Westchester Community Foundation grant; and Ms. Furth was thanked for her idea to invite the people whose stories were included. Ms. Brigham was thanked for her efforts. Next year's National Library Week Event is tentatively scheduled for April 12, 2017; and the guest speaker will be Regina Calcaterra, an advocate for children and author of *Edges in the Sand*.

The social giving campaign has currently achieved 76% of the overall goal of \$5,000, and several days are still left in the campaign. Several libraries are exceeding goals and most loved the idea and showed interested in doing their own campaign. WLS received a grant from Entergy for \$25,000 toward the WLS Minigrant program.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner attended a New York Library Association (NYLA) Advocacy Focus Group Meeting. NYLA is meeting with several groups (public library systems, school library systems and libraries) to get feedback on how to revamp messages used for State library advocacy.

Weekly construction meetings have begun at 570 Taxter. The new space is on a 10-year lease and is more of hybrid of office and public use space than our current location. The Team has been

helping WLS understand the furniture process. Initial vendor contacts were made, and a preliminary budget was developed. WLS purchasing guidelines will be followed for all expenses.

The following was proposed: For Furniture Expenditures, a total between \$165,000 not to exceed \$195,000; and for Moving Expenditures, a total not to exceed \$55,000. Money is available from WLS Capital funds.

The WLS Board approved the submitted budget ranges and authorized the Executive Director to move ahead with needed purchases on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously.

Dr. Kirchner gave an overview of the April PLDA Meeting. The main topic of discussion was the finance model. The concept of the current model is hard to explain and in some ways is counterintuitive, not rewarding libraries who are successful. Several other concepts are under review, and a series of meetings for libraries in specific regions were scheduled to foster understanding of the model, which is very complex. The general PLDA membership will discuss the finance model together at their May Meeting.

Information was distributed regarding Yonkers Public Library Foundation's event on May 4th for the Grand Opening of the Riverfront Library's Tech Central.

OTHER

Patricia Fontanella, President of the Library Trustees Association of New York State (LTA) and former WLS Trustee, discussed the role of LTA in the three areas of education, advocacy, and recognition and the advantages of membership. This year's annual LTA Trustee Institute is on May 6-7 in Plattsburgh, NY. The theme is *Every Library is a Small Library: Practices in Planning, Growth, Funding*, and the schedule of workshops and speakers was described. There is still time to register, and anyone interested should let Elise Burke know as soon as possible. Ms. Fontanella was thanked for representing Westchester in this important organization.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:40 p.m. on a motion by Dr. Jacknis, seconded by Mr. Jamali, which passed unanimously.

Respectfully submitted,

Handwritten signature of Sean Ryan in blue ink, with the initials 'eb' written below the signature.

Sean Ryan
Secretary

WESTCHESTER LIBRARY SYSTEM

REVISED - PAGE 1 ONLY > Raised at 4/26/16 Mtg.

PREAMBLE

The Board of Trustees of the Westchester Library System (*WLS*), hereafter designated as the Board, a corporation created by a charter granted by the University of the State of New York, November 21, 1958, hereby enacts the following Bylaws.

STATEMENT OF PURPOSE

~~The Westchester Library System~~ *WLS* is a cooperative public library service agency having as members the 38 public libraries **of/in** Westchester County. ~~Its purposes are to enhance the quality of public library service in Westchester County through services provided to its member public libraries and the County's residents, the promotion of cooperation among its member libraries, the maintenance of a union catalog of the holdings of all of the member libraries, and the provision of interlibrary loan service.~~ *The mission of WLS is to ensure that all residents have seamless access to excellent library service throughout Westchester County. WLS will shall serve as a center of innovation for the Westchester County library community. WLS will shall provide model programs, affordable and easy-to-use information technology and support services that enable libraries to continuously improve service to their communities.*

BYLAWS

Article I. TRUSTEES

Section 1. The WLS Board is composed of fifteen (15) trustees, each of whom is elected for a term of five (5) years. To ensure continuity, three (3) Trustees are elected each year. The Appendix to these Bylaws lists the fifteen (15) library districts which the WLS Trustees represent.

Section 2. The principal responsibilities of the Trustees shall be to appoint an Executive Director for the Westchester Library System, to discharge fiscal responsibility for the System, and to promote public library service in Westchester County. The Trustees also shall act as liaisons between the System and their respective library districts and shall become well-informed about the issues and concerns of their respective libraries by remaining in contact with the local Board(s) of Trustees and Director(s).

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Section 3. From January 1, 2008 forward, Trustees shall be limited to serving two consecutive five-year terms. For Trustees, who already were part of the Board prior to 2008, this limitation shall not include any previous terms served.

Section 4. Any vacancy on the Board shall be filled, for the balance of the unexpired term, by the Board on the recommendation of the area which nominated the original incumbent.

Section 5. Attendance at meetings is a prerequisite for continued service as a Trustee. Three (3) or more consecutive unexcused absences shall be considered grounds for requesting replacement of the Trustee. The decision to replace a Trustee who has three (3) or more consecutive unexcused absences shall rest with the member library or libraries comprising the library district represented by that Trustee.

Section 6. A Proxy may attend Board meetings from time to time, but may not vote in place of the absent member.

ARTICLE II. OFFICERS

Section 1. The officers of the System shall be as follows: President, Vice-President, Secretary, and Treasurer.

Section 2. The President, Vice-President and Secretary shall be elected annually by the Board from its membership.

Section 3. The Treasurer shall be appointed by the Board but need not be a member of the Board.

Section 4. The term of office of all elected officers shall be one year.

Section 5. No member of the Board may serve as President for more than two consecutive years.

Article III. DUTIES OF OFFICERS

Section 1. The President shall preside at meetings of the Board and System. The President shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 2. The Vice-President shall preside at meetings and shall perform the other duties of the President in the absence or disability of the President. The Vice-President shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 3. The Secretary shall have charge of the records of the System and shall keep the minutes of its meetings. The Secretary shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

Section 4. The Treasurer shall have charge of the funds of the System insofar as may be allowed by law. The Treasurer shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees. The Treasurer shall make monthly reports to the Board and such other reports as may be required from time to time. The Treasurer shall attend all meetings of the Board but if not a member of the Board, shall have no vote.

Section 5. The four officers of the Board, and the immediate Past President, who are Trustees shall comprise the Executive Committee. The Executive Committee shall perform such duties as are delegated to it by the Board of Trustees, and consult with the Executive Director as necessary between Board meetings, as appropriate.

Section 6. In addition to the foregoing duties, each officer shall have the authority and perform such duties as may be conferred upon the position by the Board.

Article IV. DUTIES OF THE EXECUTIVE DIRECTOR

Section 1. An Executive Director shall be selected by the Board of Trustees to serve as the Chief Executive Officer of the Westchester Library System.

Section 2. The Executive Director shall have overall responsibility for and supervision of the Library System, performing such duties as are usually required of Library System Directors under State law and regulation, within the framework of the policies and objectives established by the Board. The Executive Director shall also perform such other duties as the Board may direct.

Section 3. The Executive Director shall attend all meetings of the Board (or designate a representative in exceptional circumstances in case of his or her absence). The Executive Director may take part in the deliberations, but shall have no vote. The Executive Director shall submit to the Trustees an annual report as to the progress and condition of the System during the current year, accompanying the same with recommendations and suggestions as may seem to be expedient. The Executive Director shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

Article V. MEETINGS

Section 1. The regular meetings of the Board shall be held on the last Tuesday of each month at a time and place determined by the Board. A quorum shall consist of a majority of the Board members entitled to vote. If it is known in advance that

a quorum will not be present at a regular meeting, the meeting may, at the discretion of the President, be held at a time at which a quorum can be present.

Section 2. The annual meeting of the System, time and place to be determined by the Board, shall be for the purpose of re-electing or electing new Board members, reviewing the minutes of the previous year's annual meeting of the System and receiving the annual report of the Executive Director, and considering any other business that may properly come before an annual meeting of the System.

Section 3. Special meetings of the Board may be called by the President, or upon request of five Trustees, for the transaction of such business as may be stated in the call.

Article VI. COMMITTEES

Section 1. The Board may designate Standing Committees and delegate to them the necessary powers to conduct their duties. Current standing committees are: Audit, Budget, ~~Events, Funding,~~ *Development*, Governance and Nominating.

Section 2. Special Committees may be appointed by the President to conduct special tasks and upon completion of their assignments Special Committees will be dissolved.

Section 3. At the discretion of the Board, Standing and Special committees may be added or dissolved.

Article VII. AMENDMENTS

Section 1. Alterations, amendments or additions to these Bylaws, or the repeal of any thereof, may be made by majority vote of the Board at a regular or annual meeting, provided the changes shall have been submitted at an earlier regular meeting of the Board and a copy of the proposed changes ~~mailed~~ *sent by email or postal mail* to each Board member at least ten days prior to the meeting at which the vote is to be taken.

Adopted November 25, 1958

Revised November 24, 1959

Revised December 27, 1960

Reaffirmed after Review, September 26, 1978

Revised November 24, 1987

Revised May 31, 1988

Revised October 30, 2001

Revised January 29, 2008

Revised December 9, 2008

Revised _____

APPENDIX
WESTCHESTER LIBRARY SYSTEM
DISTRICTS

DISTRICT I

Croton
Montrose
Yorktown

DISTRICT II

Briarcliff Manor
Ossining
Tarrytown

DISTRICT III

Bedford Hills
Chappaqua
Katonah
Mount Kisco

DISTRICT IV

North Salem
Somers
South Salem

DISTRICT V

Armonk
Bedford Village
Mount Pleasant
Pound Ridge

DISTRICT VI

Ardsley
Dobbs Ferry
Greenburgh
Hastings
Irvington

DISTRICT VII

Harrison
Purchase

DISTRICT VIII

Larchmont
Mamaroneck
Scarsdale

DISTRICT IX

Bronxville
Eastchester
Pelham
Tuckahoe

DISTRICT X

Port Chester
Rye Brook
Rye City
Rye Town

DISTRICT XI

White Plains

DISTRICT XII

Peekskill

DISTRICT XIII

Mount Vernon

DISTRICT XIV

New Rochelle

DISTRICT XV

Yonkers