

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 28, 2009 – Approved May 26, 2009

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Patricia Fontanella, Mary Ellen Forte, Hope Furth, Barbara Hickernell, Naseem Jamali, Marie Grace Mutino, Sue Neale, John Sorice

Absent: Dave Donelson, Deborah Fay, LaRuth Gray, Norman Jacknis, Lawrence Lehman

Also present from WLS were: Terry Kirchner, John Smith

Public Library Directors Association (PLDA) Representative: Jill Davis, Director, Hendrick Hudson Free Library (Montrose)

MINUTES

The minutes of the meeting of March 31, 2009, were approved as submitted on a motion by Ms. Hickernell and seconded by Ms. Forte. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through March 2009 were approved as presented on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed unanimously.

A question was raised regarding the opportunities for funding related to the stimulus package signed into law by President Obama. WLS staff attended a webinar on the American Recovery and Reinvestment Act (ARRA). There are 4 areas of emphasis: get the money quickly into the flow; create jobs; transparency of how the money is being spent; and one-time effort. Although libraries were not specifically named in the bill, there are portions of these funds which may include opportunities for libraries. One piece included in the \$53.6 Billion being allocated to the States through the Governors is slated for Competitive Education Reform Initiatives. Although not available until later in 2009, it is through this category that libraries can partner with other Education groups to compete for grants. Other chances may be available through technology (broadband capabilities) and labor (Workforce Investment Boards for Youth and dislocated workers).

ACTION ITEMS

Central Library Development Aid Budget: Dr. Kirchner noted that each year the State of New York requires the submission of a budget proposal for the use of funds set aside for services provided by the System's central library. The FY09 anticipated appropriation for Central Library

Development Aid (CLDA) is \$326,578. Both the Mount Vernon Public Library Board of Trustees and the members of the PLDA approved this budget at their April meetings. Dr. Kirchner gave an overview of the submitted budget. Included in this year's budget is support for *ELLIS*, a systemwide software for English as Second Language (ESL) instruction, and the acquisition of Learning Express Library, an online tool that provides employment readiness, resume assistance and information services for job seekers.

The WLS Board approved the Central Library Development Aid budget as submitted on a motion by Ms. Neale and seconded by Mr. Jamali. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Fontanella thanked Kate Meyer and all staff who worked on the Book & Author Luncheon as well as all those who attended. There was quite a variety of authors, and the event went very well.

Ms. Fontanella received an email from Carol Desch regarding the new Commission on the Future of New York's Libraries proposed by the Regents Advisory Council. WLS Trustee Norman Jacknis was appointed chairman. Ms. Fontanella thanked Dr. Jacknis for his efforts on this.

The New York State Association of Library Boards (NYSALB) Trustee Institute is being held this coming weekend; and Ms. Fontanella and Dr. Mutino will be attending.

Mr. Jamali reported on the District Meeting held by the Rivertowns (Ardsley, Dobbs Ferry, Hastings-on-Hudson, and Irvington) on April 23rd. Trustees were asked to contact the libraries in their districts to see if there is further interest to hold similar District Meetings. All findings will be reported back at the May meeting. Ms. Fontanella reminded trustees that these meetings do not have to be confined to just one district, especially in the case of the City districts; but the idea is to encourage interaction. Ms. Davis noted that the member library directors had a positive reaction and thought neighboring libraries may benefit from this type of gathering.

COMMITTEE REPORTS

WLS Events Committee: Dr. Mutino reported on the Events Committee meeting that was held prior to the Board Meeting.

The search is on for a venue for WLS's 50th Annual Meeting. Three places are being considered: Pace University, Tappan Hill, and the White Plains Women's Club. Possible speakers are also being sought.

The next Events Committee will take place prior to the May Board Meeting (May 26th).

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner added to the report on the District Meeting held by the Rivertowns. While the member library directors know and work with each other, many of the trustees and friends groups do not; and this was a good opportunity for that type of networking.

Dr. Kirchner completed the majority of the individual meetings with WLS employees. He now has regularly scheduled meetings with the WLS Managers/Assistant Managers; and recently formed a Sirsi Operations Group (of WLS staff) to address circulation system related issues raised during library visits and PLDA meetings. Monthly meetings are held with the WLS Administrative Committee and All Staff following the Board Meetings. From these meetings and the survey done of member library directors, a number of themes have arisen, the main one being communication.

A request was made for more statistics on the Bookmobile services and that of the GoLibrary unit. Dr. Kirchner noted that April was the 6-month benchmark of the GoLibrary unit and July will mark the one-year benchmark for Bookmobile service; more detailed evaluations will be forthcoming.

PLDA REPRESENTATIVE

Ms. Davis reported that PLDA met in April very briefly as that was the day of the Book & Author Luncheon. A Sirsi Workgroup has been formed and the letter regarding the District Meeting was discussed.

OTHER

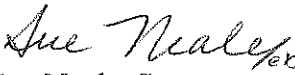
The Bronxville Public Library will be eliminating morning hours as of June 1st. Hendrick Hudson Free Library (Montrose) has received a grant from Entergy for a GoLibrary unit to be placed at the Cortlandt train station. The GoLibrary unit for the Scarsdale train station is still being negotiated.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:15 p.m. on a motion by Ms. Dohrenwend and seconded by Ms. Neale. The motion was approved unanimously.

The next Regular Meeting of the Board of Trustees will be held on Tuesday, May 26, 2009, at 6 p.m.

Respectfully submitted,


Sue Neale, Secretary

Item: Central Library Development Aid Budget

Background: Each year the State of New York requires the submission of a budget proposal for the use of funds set aside for services provided by the system's Central Library. The funding is a designated appropriation as part of Chapter 917 of the State Education Law. For fiscal year 2009 funding of the legislation is expected as regards to the portion of funding which was set forth for this year.

Status: The FY09 anticipated appropriation for Central Library Development Aid (CLDA) is \$326,578. Of that amount, \$54,780 is dedicated to the purchase of non-fiction materials for the Central Library in support of the system.

The FY09 CLDA budget proposal, which was approved by both the Mount Vernon Public Library and the Public Library Directors Association, is as follows:

Salaries & Benefits (WLS)	\$181,026
Library Materials (Mount Vernon)	54,780
ESL Software- <i>ELLIS</i> (system wide)	27,530
Learning Express (system wide)	45,242
Bibliographic Utility Fees (OCLC)	6,000
Training Support (consultants)	12,000
TOTAL CLDA Proposal:	\$326,578

Salaries and benefits for WLS staff are a proportional cost towards the cataloging office for both cataloging and ILL processing on behalf of the Central Library. It also covers Collection Development as well as, Electronic Resources training program. The CLDA grant provides significant support to training programs for the electronic databases at the member libraries. This fund will also cover trainings that will include the following areas:

- Windows XP as well as other software packages as needed
- SirsiDynix – various modules
- Web page design
- Internet searching skills
- Various on-line databases
- Consumer Health Workshops
- Professional development institutes to train staff and managers in positive customer service techniques – institutes will include honoraria to speak on workplace behaviors, working with the problem patron and a number of topics to help improve the library environment for both staff and public.

For FY09 the CLDA grant will support the acquisition of Learning Express Library for the System to assist all libraries in providing employment readiness, resume assistance and information services for job seekers. The grant will also pay for the System ESL software- *ELLIS*, an online program that teaches English.

Recommended

Action: Staff recommends approval of the CLDA budget proposal as presented above.

April 28, 2009