

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
December 1, 2009 – Approved 1/26/2010

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:00 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, Deborah Fay (arrived late), Patricia Fontanella, Mary Ellen Forte, LaRuth Gray, Norman Jacknis, Naseem Jamali, Lawrence Lehman, Sue Neale, John Sorice

Absent: Hope Furth, Barbara Hickernell, Marie Grace Mutino

Also present from WLS were: Terry Kirchner, John Smith

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

AGENDA

The Board approved amending the agenda to include an Executive Session to discuss personnel issues following the regular business of the meeting on a motion by Ms. Neale and seconded by Ms. Dohrenwend. The motion passed unanimously.

MINUTES

The minutes of the meeting of October 27, 2009, were approved as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Forte. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through October 2009 were approved as presented, with a correction noted to the Net Revenue line found on the bottom on page 4, on a motion by Mr. Sorice and seconded by Ms. Amato. The motion passed unanimously.

ACTION ITEMS

WLS Fiscal Year 2010 Budget: The WLS Budget Committee reviewed a number of options in developing a budget proposal for the 2010 fiscal year. The proposed FY2010 budget was distributed and reviewed in detail.

The proposed FY2010 Baseline budget includes revenues from all sources of more than \$6.1 million, a 7.2% decrease from that projected for FY2009. A very conservative approach was taken in forecasting revenues for FY2010 since the full impact of Governor Paterson's

proposed cuts to the current fiscal year's budget was still unknown. Therefore, a decrease of 10% was anticipated for NYS Library Aid and the Supplemental Aid is not being anticipated. Funding from the County of Westchester will remain the same. Member Library contributions for IT support will not increase. Investments/Interest Income will remain the same due to the low interest rate environment forecasted in FY2010.

The FY2010 expense budget includes staff reductions, a 5% increase in anticipated health benefit costs, and a 2% decrease to database contracts. Overall, the WLS FY2010 budget projects a deficit of \$130,012 and would not significantly reduce the level of service to our members or the community.

It was suggested that the Budget Committee meet periodically to assess the budget situation. Board attendance at the upcoming County Budget Hearings was emphasized, and several Trustees agreed to attend and/or testify.

The Board approved the FY 2010 Budget as submitted (see attached) on a motion by Ms. Dohrenwend and seconded by Mr. Lehman. The motion passed unanimously. The WLS Budget Committee consisting of Ms. Furth, Chair; Ms. Dohrenwend; Mr. Donelson; Ms. Fontanella; Mr. Lehman; Ms. Neale; and Mr. Sorice were thanked for their hard work.

PRESIDENT'S REPORT

Ms. Fontanella noted that 2009 has been a challenging and productive year, and she thanked the WLS Trustees for getting in touch with their represented library boards and for their participation in WLS activities. Communication is improving. The Trustee Institute held in August had the largest attendance yet, and the response to the 50th Annual Meeting was extremely successful. All those involved—WLS Staff, Marie Grace Mutino, Chair, and the Events Committee—were thanked for their efforts in planning the 50th Annual Meeting.

EXECUTIVE DIRECTOR'S REPORT

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

The invitations have been sent for the African-American Literary Tea being held on Monday, January 18, 2010.

Dr. Kirchner gave an update on the incident at Hendrick Hudson Free Library (Montrose) and noted that the public access computers used in the member libraries are owned by the libraries. A set of procedures for future law enforcement inquiries is currently being reviewed by the WLS lawyer and will be distributed upon completion. The contracts between WLS and the member libraries for the computers will also be reviewed.

The shift in leadership in the WLS IT Department was discussed. Dr. Kirchner will be acting manager temporarily. Meetings with Sirsi have been scheduled to evaluate the current system.

Dr. Kirchner served on a panel discussion held by the Mid-Hudson Library System regarding a general finance model for Systems. A Sun V880 server was donated to WLS by Columbia University.

PLDA REPRESENTATIVE

Ms. Davis reported that at the November Meeting of PLDA, John Smith presented the proposed FY2010 WLS Budget. Directors were asked for feedback on the most and least important services should further reductions be needed. The PLDA Finance Committee gave an update on their search for a more realistic model for member library funding of IT services. Kurt Hadelor, Director of the Rye Free Reading Room, reported on the statistics he gathered from 24 of the 38 member libraries. The Committee is seeking a model that will not cause a large fluctuation. If this is not possible, the changes may need to be phased in over a period of time.

The 2010 slate of PLDA officers was approved as follows:

President: Tom Geoffino, Director, New Rochelle Public Library
1st Vice-President: Jill Davis, Director, Hendrick Hudson Memorial Library (Montrose)
2nd Vice-President: Susan Riley, Director, Mount Kisco Public Library
Treasurer: Susan Benton, Director, Mamaroneck Public Library District
Secretary: Tracy Wright, Director, Eastchester Public Library

Ms. Fontanella thanked Ms. Davis for attending the WLS Board Meetings throughout the year and for her great reports.


ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:05 p.m. and went into Executive Session at 7:07 p.m. to discuss personnel matters on a motion by Mr. Lehman and seconded by Ms. Neale; the motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 7:42 p.m. by consensus. The Board approved by consensus the recommendations by the Executive Director to reduce WLS staff by 2 full-time equivalent positions and 2 part-time positions. Having completed its agenda, the regular meeting adjourned at 7:43 p.m. by consensus.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, January 26, 2010, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,


Sue Neale, Secretary

WESTCHESTER LIBRARY SYSTEM

Comparative Data Analysis
FY2006 - FY 2010 Adopted Budget

	FY2006	FY2007	FY2008	FY2009	FY2009	FY2010
<u>Headcount Analysis</u>	Final	Final	Final	Adopted	Projection	Proposed
WLS Staff (FTE)	25	26	25	25	22	22
IT Staff (FTE)	11	10	11	11	11	11
Total Headcount	36	36	36	36	33	33

	FY2006	FY2007	FY2008	FY2009	FY2009	FY2010	% change	Overall %
<u>Funding by Revenue Source</u>	Final	Final	Final	Adopted	Projection	Proposed	over '09 Project.	of budget
Member Libraries	2,195,471	2,352,090	2,365,763	2,383,034	2,461,626	2,441,749	-0.8%	39.9%
New York State Aid	2,607,110	2,810,277	2,720,214	2,373,887	2,552,002	2,120,959	-16.9%	34.6%
Westchester County	1,000,000	1,260,000	1,177,000	1,172,000	1,147,250	1,147,250	0.0%	18.7%
E-Rate & other Grants	288,590	336,840	521,127	290,558	340,181	297,400	-12.6%	4.9%
Special Events	80,504	98,123	75,390	106,250	75,185	85,250	13.4%	1.4%
Contributions (Private)	13,292	4,813	6,813	49,531	9,747	15,000	53.9%	0.2%
Investments/Interest Income	103,536	141,881	55,433	47,917	14,277	17,340	21.5%	0.3%
Total Operating Revenues	6,288,503	7,004,024	6,921,740	6,423,177	6,600,268	6,124,949	-7.2%	100%
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	FY2006	FY2007	FY2008	FY2009	FY2009	FY2010	% increase	Overall %
<u>Budget by Major Expense</u>	Final	Final	Final	Adopted	Projection	Proposed	over '09 Project.	of budget
Salaries and Benefits	3,175,271	3,378,503	3,398,610	3,455,214	3,402,664	3,270,663	-3.9%	52.3%
Delivery Service Contracts	396,292	342,217	356,318	365,537	351,175	353,600	0.7%	5.7%
Database Contracts	465,761	498,402	436,314	342,801	324,759	331,301	2.0%	5.3%
Building Operations	657,398	276,337	294,161	307,802	300,139	307,802	2.6%	4.9%
Equipment/Repair/Maintenance	250,566	448,683	611,752	571,500	628,673	646,500	2.8%	10.3%
Contingency				100,000	-	70,000	0.0%	1.1%
Member Payments	292,285	291,226	283,569	271,743	262,638	237,413	-9.6%	3.8%
Events	31,597	41,865	40,922	28,350	39,829	54,600	37.1%	0.9%
Telephone/Internet	246,668	322,753	310,605	326,682	332,953	380,850	14.4%	6.1%
Professional Fees, Contracts, Other	938,499	811,946	1,300,052	764,909	819,219	602,232	-26.5%	9.6%
Expense Budget	6,454,337	6,411,932	7,032,303	6,534,538	6,462,049	6,254,961	-3.2%	100.0%
Total Expense Budget	6,454,337	6,411,932	7,032,303	6,534,538	6,462,049	6,254,961		
	(165,834)	592,092	(110,563)	(111,361)	138,219	(130,012)		

	FY2006	FY2007	FY2008	FY2009	FY2009	FY2010	% increase	Overall %
<u>Budget by Major Function</u>	Final	Final	Final	Adopted	Projection	Proposed	over '08 ADT	of budget
Administration	1,111,036	1,139,972	1,226,782	1,207,795	1,292,410	1,133,867	-6%	18%
Delivery Services Contract	396,063	342,292	356,318	365,537	351,175	353,600	-3%	6%
System Technology Services	2,121,717	2,235,745	2,574,684	2,622,307	2,362,986	2,581,749	-2%	41%
Cataloging/ILL				711,620	709,683	652,228	-8%	10%
Consultant Services	2,825,521	2,693,923	2,874,519	1,627,279	1,745,796	1,533,517	-6%	25%
Total Functional Budget	6,454,337	6,411,932	7,032,303	6,534,538	6,462,049	6,254,961	-4%	100%