

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
October 27, 2009 – Approved December 1, 2009

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:01 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, Patricia Fontanella, Mary Ellen Forte, Hope Furth, Barbara Hickernell, Norman Jacknis (arrived late), Naseem Jamali, Lawrence Lehman, Marie Grace Mutino, Sue Neale, John Sorice

Absent: LaRuth Gray

Also present from WLS were: Terry Kirchner, John Smith

MINUTES

The minutes of the meeting of September 29, 2009, were approved as submitted on a motion by Ms. Hickernell and seconded by Mr. Donelson. The motion passed unanimously.

FINANCIAL REPORTS

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

ACTION ITEMS

Mr. Smith reported that our existing service contract with Select Express (Select) expires on December 31, 2009. Select dedicates two trucks and six people to perform pick up and delivery of books/DVDs/CDs to 44 libraries in Westchester, Monday through Friday, and performs all internal sorting at WLS. Saturday delivery service is limited to 22 libraries with two trucks and a sorter. Annually, over 2.5 million items are processed through the delivery system by Select.

Three years ago, Select and WLS staff created the existing route structure. A number of modifications to enhance the efficiency of the delivery process have been incorporated and the current arrangement is working well. In order to have a fair basis of comparison, all vendors were asked to submit their proposals based on the existing route structure. Four prospective vendors—Urban Express, Book Express, Exclusive, and Bohren—as well as Select were asked to submit proposals.

All proposals received were submitted on a weekly price structure for a three-year period. Most proposals incorporated a fuel surcharge and an annual increase tied to the Consumer Price Index. The estimated three-year cost was obtained by factoring in certain assumptions on annual inflation and gas prices to have a consistent basis of comparison over the contract period.

No one company stood out as being able to provide better service capabilities than what now exists. It was recommended to continue our relationship with Select Express for an additional three years under their new terms and conditions. This recommendation was also supported by the member library directors at the October PLDA meeting.

The Board approved the renewal of the Select Express contract for the 2010-2012 period based on Monday-Friday delivery to 44 libraries, Saturday delivery to 22 libraries, and an annual fuel surcharge based on price of gas as submitted in their proposal on a motion by Ms. Hickernell and seconded by Ms. Amato. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Fontanella attended the Westchester Disabled on the Move's Spirit of Independence Awards Ceremony held on October 16th in White Plains, where Robin Osborne accepted their 2009 Corporate Citizenship Award, which was given to Westchester Library System's Office of Community Connections. Several other awards were presented, and the heartwarming accomplishments of this organization and those working with them were uplifting to see.

WLS District VII [Harrison, Purchase] met on October 20th at the Harrison Public Library. Trustees engaged in discussion on a number of issues. Ms. Fontanella asked trustees to encourage broadening communication beyond one's own library board.

Ms. Fontanella distributed information regarding the Certified Trustee Program sponsored by the New York State Association of Library Boards (NYSALB). This program recognizes trustees who make the effort to educate themselves about libraries, library issues and the responsibilities of trustees by giving them credit for their participation in various activities.

The annual review process of the Executive Director will take place at next month's meeting. Ms. Fontanella will email the evaluation form to the WLS trustees.

WLS COMMITTEE REPORTS

Events Committee: Dr. Mutino reminded all trustees that the 50th Annual Meeting will be held on Thursday, November 12th. The Events Committee met prior to the Board Meeting to finalize the details. There has been an overwhelming response for attendance, and there were 49 nominations received for the Innovation, Support and Service Awards.

Budget Committee: Mr. Smith noted that the Budget Committee will meet on October 29th and November 5th at 8 a.m.

EXECUTIVE DIRECTOR'S REPORT

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

A New York State Senate Budget Hearing is scheduled for November 5th at the Greenburgh Public Library regarding the Governor's recently proposed Deficit Reduction Plan for the current

fiscal year. Dr. Kirchner will attend and Michael Borges, Executive Director of the New York Library Association (NYLA), will give testimony.

Dr. Kirchner, along with Patricia Dohrenwend, WLS Vice-President, and Patricia Fontanella, WLS President, met with County Executive Andy Spano, Budget Officer Anne Reasoner, and Deputy County Executive Susan Tolchin to discuss WLS's 2010 County budget request. At this point, County Executive Spano has stated that the County will fund WLS at the 2009 level.

Dr. Kirchner has been reviewing WLS services, especially with regard to Sirsi. While the various aspects of Sirsi (collection development, acquisitions, Interlibrary Loan, statistical analysis) work together well, each has very distinct features and often operate in a silo. Dr. Kirchner has met with Gary Rauchenstock, Chief Executive Officer of Sirsi, and is looking for ways to better blend these services and create a more effective system for the coming year.

The African-American Literary Tea is scheduled for January 18, 2010. The format for this year's event will reflect more of a celebratory occasion. It will start with a welcome reception for all, and there will be live music. Only one author, Pearl Cleage [*Song for Corretta*] will speak, followed by a question and answer period. Regional Internet advertising will also be used to try to reach a new audience.

Library Lobby Day is scheduled one week earlier for 2010 and will take place on Tuesday, March 2nd. We anticipate working again with Mid-Hudson and Ramapo-Catskill Library Systems in arranging the bus transportation.

Dr. Kirchner gave a brief report on behalf of PLDA and spoke of the incident at Hendrick Hudson Free Library (Montrose) of the possible viewing of child pornography by a patron. There was an issue with the wording of the consent form to allow the search of the PC in question, which was later resolved. This incident raised questions regarding the ownership of the public access PCs at the libraries and the need for policies and procedures for the future.

ADJOURNMENT

Having completed its agenda, the Board adjourned the meeting at 7:40 p.m. on a motion by Dr. Jacknis and seconded by Ms. Amato. The motion passed unanimously.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, December 1, 2009, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,



Sue Neale, Secretary