

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 29, 2010 – Approved September 21, 2010

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

Board Members present: Dave Donelson, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Hope Furth, LaRuth Gray, Barbara Hickernell, Naseem Jamali, Lawrence Lehman, Sue Neale, John Sorice

Absent: Mary Amato, Patricia Dohrenwend, Norman Jacknis

Also present from WLS were: Terry Kirchner, Fran Feuerman, Rob Caluori

Public Library Directors Association (PLDA) Representative: Susan Riley, Director, Mount Kisco Public Library

Guests: Jill Davis, Director, Hendrick Hudson Free Library (Montrose); Pat Barresi, Director, John C. Hart Memorial Library (Shrub Oak); Sibyl Canaan, Director, The Field Library (Peekskill); Cris Ansnes, Director, North Castle Public Library (Armonk); Pat Miller, Director, Somers Library; Kurt Hadelar, Director, Rye Free Reading Room; and Frank Musantry, President, Greenburgh Public Library

MINUTES

The minutes of the meeting of May 25, 2010, were approved with a correction to the spelling of Ms. Hickernell's name on Page 1 on a motion by Ms. Neale and seconded by Mr. Sorice. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports for May 2010 were presented by Ms. Feuerman. The reports were approved as submitted along with a request to have a list of past due Accounts Received supplied prior to the next meeting and a column to show projections through year end added to the financial statements presented at the next board meeting on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously.

ACTION ITEMS

Central Library Development Aid Budget FY2010: Dr. Kirchner explained that the FY2010 CLDA budget proposal was first discussed by the Public Library Directors Association in April. At that time, they had approved the proposed budget based on a total of \$285,221. One portion of this budget goes toward Salaries & Benefits [\$181,292] that consists of training [\$57,551]; cataloging [\$56,879]; and collection development [\$66,862]—with all of these positions being staffed through WLS. Another portion of the budget goes toward library materials and other

services, including: Library Materials for Mount Vernon [\$51,378]; Bibliographic Utility Fees through OCLC [\$9,500]; Database Research Fees [\$9,000]; and Book Delivery Service [\$34,051].

The Mount Vernon Public Library Board reviewed this proposed budget and did not approve it because they did not agree with the staffing of the Collection Development position, which they preferred be staffed through the Mount Vernon Public Library.

The budget was reviewed again in May by PLDA where they re-affirmed their original vote for the budget as proposed above.

A related discussion ensued concerning the Central Library collection in general. The System has the ultimate power in how the Central Library funds are spent; and while the Central Library collection is shelved at the Mount Vernon Public Library, it is owned by WLS. According to NYS law, the Central Library collection is limited to two types of books: adult nonfiction and foreign language titles. The WLS Board requested a report from Dr. Kirchner regarding the physical condition of the Central Library collection by the end of the year.

The Board approved the Central Library Budget as submitted on a motion by Ms. Fontanella and seconded by Ms. Hickernell. The motion passed by a vote of 10 in favor to one against (Ms. Forte, per the request of the Director of the Mount Vernon Public Library and the President of their Library Board).

Fee Structure for WLS Technology Services to Member Libraries: Kurt Hadel, Director of the Rye Free Reading Room and co-chair of the PLDA Finance Committee, provided the WLS Board with an historical overview of the creation of the fee structure model, as supplied in the report submitted to the Board. Other pricing models used by various library systems and organizations were reviewed, but no preferred method stood out.

The current funding model is based on one element, the number of workstations and the price associated with that particular workstation (determined by the workstation type and the date of purchase). The proposed funding model is based on multiple categories to better reflect actual usage. A number of elements were considered and the member library directors were surveyed before the model was refined to include the following elements:

- WLS-Supported PCs
- Locally-Supported PCs
- Borrowing transactions
- Active cardholders
- Collection size
- Base membership fee
- Number of intra-library loans requested or filled by each library

Preliminary figures for WLS IT services based on this new model were calculated. All libraries were affected with some increase or decrease; and in some cases, the change was substantial. In order to alleviate any hardship for member libraries to incur a large increase, the proposed model incorporated a transitional phase, with the full fees not going into effect until 2014.

Another important development was the interest of the White Plains Public Library to integrate its catalog into the WLS ILS system. This merger would facilitate a number of procedures for both staff and patrons.

The library directors and board president who attended were asked to speak about the potential impact of the new funding model to their library. Discussion followed of the pros and cons of the proposed model.

While this proposed model allows for change and gives more flexibility, it was also noted that the predictability of the fees may be problematic for budgeting. The reliability of the statistics on which the fees would be based was questioned, and a review process for the new model would need to be determined.

A postponement of the vote was suggested to allow for more discussion on the model to gain a better understanding of how it would actually work and for more opportunity to communicate with the member libraries' boards. The WLS Board decided to go ahead with a vote due to the following factors: 1) the PLDA Finance Committee had already committed a number of years of research to this project and a majority of PLDA members had voted in favor of the proposed model; 2) it is the responsibility of the library directors to communicate this information to their boards; and 3) the vote was being taken on the principle of the model, not the hypothetical fees provided in the PLDA Finance Committee's Report.

The Board approved the proposed fee model as presented by the PLDA Finance Committee and supported by the majority of PLDA members on a motion by Mr. Donelson and seconded by Ms. Fontanella. The motion passed by a vote of eight in favor to one against (Mr. Lehman) and two abstentions (Ms. Fay, Mr. Sorice).

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that WLS has signed a 4-year agreement with Sirsi to become a Software-as-a-Service (SaaS) environment. The transition to a SaaS environment provides a different level of service. The online catalog is actually hosted remotely by Sirsi in their Atlanta, Georgia, facility. Advantages include the ability to focus less WLS staff efforts and financial resources on hardware-related activities and certain software maintenance activities. New replacement servers will not need to be purchased, system-wide upgrades and updates will be completed by Sirsi, and many of the "behind the scenes" data back-up and report generation activities will run faster than they do on the current system.

PLDA REPRESENTATIVE

Ms. Riley distributed PLDA minutes from their June meeting, which was mostly devoted to the approved fee structure for WLS technology services.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:35 p.m. on a motion by Dr. Gray and seconded by Mr. Jamali. The motion passed unanimously.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, September 28, 2010, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,

Mary Ellen Forte
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Secretary