

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 21, 2010 – Approved October 26, 2010

The Regular Meeting of the Westchester Library System (WLS) 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: Patricia Dohrenwend, Patricia Fontanella, Mary Ellen Forte, Hope Furth, Barbara Hickernell, Naseem Jamali, Lawrence Lehman, Sue Neale, John Sorice

Absent: Mary Amato, Dave Donelson, Deborah Fay, LaRuth Gray, Norman Jacknis (called in via phone)

Also present from WLS were: Terry Kirchner, Fran Feuerman

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

Guests: Pat Miller, Director, Somers Library, and member of PLDA Grants Committee; Alvin Reiss

MINUTES

The minutes of the meeting of June 29, 2010, were approved as submitted on a motion by Ms. Hickernell and seconded by Mr. Sorice. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports for August 2010 were presented by Ms. Feuerman. Ms. Feuerman noted that the column to show projections through year end was not added to the financial statements, but a separate sheet showing projections was distributed. After discussion, the reports were approved as submitted on a motion by Hickernell and seconded by Mr. Sorice. The motion passed unanimously.

ACTION ITEMS

State Aid for Public Library Construction Grant Applications FY2010-11: The New York State Legislature provided, for the fifth year in a row, a one-time allocation of \$14 Million for public library construction in the State Budget. WLS's allocation of this amount, based on population, is a total of \$652,251. A total of eleven applications were received.

A question was raised regarding the information distributed about the grant applications, and the grant application process was discussed in general.

Starting with next year's grant cycle, the Board approved the distribution of the Project Narratives for each Construction Grant application along with a report of the PLDA Grants Committee

immediately after their review, and postponement of an announcement of the recommended awards until after the WLS Board's vote on a motion by Mr. Jamali and seconded by Mr. Lehman. The motion passed unanimously.

Pat Miller, a member of the Public Library Directors Association (PLDA) Grants Committee reported that the Committee met on August 31st to review the applications. The PLDA Grants Committee was made up of: Jill Davis, Director, Hendrick Hudson Free Library (Montrose), Chair; Pat Miller, Director, Somers Library; and Tracy Wright, Director, Eastchester Public Library. All applications submitted met the criteria for approval established by the State. The Grants Committee evaluated the applications on the basis of standard guidelines and presented the following recommendations for award:

Applicant Name	Description of Project	Total Cost of Submitted Project	Recommended Award Amount	Rank
The Field Library (Peekskill)	Creation of free public parking for library patrons on Nelson Avenue.	\$226,770	\$113,385	1st
John C. Hart Memorial Library (Shrub Oak/ Yorktown)	HVAC Replacement	\$441,500	\$104,000	2nd
Scarsdale Public Library	HVAC Replacement	\$330,000	\$104,000	3rd
Mamaroneck Public Library District	Building Addition/Expansion: Furnishing and equipment component of building project. [Total Project Cost: \$21.9 Million]	\$324,560	\$101,008	4th
Rye Free Reading Room	Renovation of the Biography Room; creation of a new Meeting/study Room and Teen Area.	\$200,000	\$100,000	5th
New Rochelle Public Library	Creation of a new Teen Space.	\$100,000	\$50,000	6th
Town of Pelham Library	Upgrading of lighting in main library area.	\$56,500	\$28,250	7th
Katonah Village Library	Renovation of Children's Room including new energy efficient lighting, new shelving, sunroom repair, special computer station especially designed for children.	\$43,819	\$21,910	8th
Ardsley Public Library	Renovation of public restroom to improve ADA access and energy efficiency.	\$39,266	\$19,633	9th
Mount Kisco Public Library	New Building: Installation of automatic front doors. [Total Project Cost: \$9.7 Million]	\$12,630	\$6,315	10th
Hastings-on-Hudson Public Library	Installation of fencing to enclose library park area used for library-sponsored programs.	\$7,500	\$3,750	11th
	TOTALS	\$1,782,546	\$652,251	

The WLS Board approved the NYS Construction Grant recommended awards submitted by the PLDA Grants Committee noted above on a motion by Ms. Furth and seconded by Ms. Hickernell. The motion passed unanimously.

WLS's New York State Budget Application: New York State Library Division of Library Development collects budget information on the State Aid received by the System in the form of an online application. The information submitted is based on the budget already approved by the Board but in the expense categories requested by the State.

The Board accepted the WLS New York State Budget Application FY2010 as presented on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed unanimously.

INFORMATION ITEMS

WLS Policies: Dr. Kirchner reported that the WLS Policies call for an annual review and WLS staff are in the process of reviewing the policies for any necessary changes. Two new policies on collection development and social media are being explored. A question was raised whether this annual review would be a function of the WLS Governance Committee. Dr. Jacknis, Chair of the Governance Committee, agreed to have the Committee undertake the review of the policies. It was suggested to have an online process set-up via the WLS webpage for the Committee members to share their comments and be able to edit the policy documents. WLS staff will work to get this organized as soon as possible, so that the Committee can report at next month's meeting.

PRESIDENT'S REPORT

Ms. Dohrenwend introduced Alvin (Skip) Reiss. Mr. Reiss is from Somers and is being recommended as the trustee to fill the vacancy for District IV [Lewisboro/South Salem, North Salem, Somers] which term expires December 31, 2013.

Ms. Dohrenwend attended the opening of the new Technology Center at the Rye Free Reading Room. The renovation of this area of the library was made possible by a donation made by the Rahoe family and matched by a NYS Construction Grant.

The WLS Committee structure was discussed. The WLS Budget Committee has met once and is scheduled to meet on October 14th at 4:30 pm at WLS. The roles of the Events Committee and Funding Committee were discussed.

The Board approved combining the Events Committee and the Funding Committee into a new Ways & Means Committee with Mary Ellen Forte as Chair on a motion by Ms. Furth and seconded by Mr. Sorice. The motion passed unanimously. Ms. Forte was asked to schedule a meeting as soon as possible for the new Committee to review the purpose of the WLS Events.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that following the WLS Budget Committee meeting, WLS staff were asked to submit their 2011 budgets based on a 20% gap. Due to the uncertainty of the NYS and County Budgets for 2011, WLS will need to take an aggressive stance.

Dr. Kirchner attended the Mount Vernon Public Library's Board Meeting on September 15th. The Central Library FY2010 budget was discussed. The Mount Vernon Board of Trustees approved the Central Library budget, as had been approved by PLDA, with the understanding that the personnel designated to fill the line item position of cataloging and/or collection development will be stationed at Mount Vernon Public Library at a time that is agreed upon by the Central Library Director and the WLS Director. Ms. Forte thanked Dr. Kirchner for coming to the meeting.

Dr. Kirchner also noted that he was able to do a visual review of the Central Library collection. The items are in good shape, with no signs of water damage. The process to inventory the collection will soon be underway, and a status report will be submitted to the WLS Board by the end of the year.

There has been much activity on the migration of the White Plains Public Library catalog into the WLS Sirsi system. Great accomplishments have been made, and the process is expected to be completed by the end of December.

Barbara Lilley is the new representative for WLS at the NYS Library Division of Library Development as of September 28th.

The Board Presidents Group met on September 18th. Dr. Kirchner attended the meeting and reported that standardization of holds charges, library hours, and governance and funding issues were discussed. The next meeting is scheduled for January 2011 at Ossining Public Library.

Dr. Kirchner encouraged the Trustees to attend the event with Libby Post on October 20th and 21st as well as the WLS Annual Meeting to be held on November 9th at the Mount Kisco Public Library. Planning for the African-American Literary Tea on January 17, 2011, is well underway.

OTHER BUSINESS

Ms. Dohrenwend read a letter received by Frank Musantry, President of the Greenburgh Public Library (see attached). The WLS Board decided no further action was needed.

PLDA REPRESENTATIVE

Ms. Riley noted that due to the earlier WLS Board Meeting date this month, the minutes from the PLDA September 16th meeting were not yet available. Four guest speakers attended the September Meeting: Tomia Amante of the Gatekeepers Program; Mary Edgar Herrera of the Caregivers Program; Rob Karen, WALDO Representative, to discuss the Database Demo Day taking place on October 7th; and Michael Borges from New York Library Association (NYLA) regarding NYLA membership. White Plains Public Library has made changes in coding for different patron types in preparation for the migration to the WLS system; all looks good for the December target date. Ms. Riley will not be able to attend the next meeting, and Maureen Petry, Director of The Warner Library (Tarrytown), will come instead.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:10 p.m. on a motion by Mr. Lehman and seconded by Mr. Sorice. The motion passed unanimously.

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

Respectfully submitted,

Mary Ellen Forte/eb

Mary Ellen Forte
Secretary



Elise Burke <eburke@wlsmail.org>

Fwd: WLS Meeting tonight

Terry Kirchner <tkirchner@wlsmail.org>
To: Elise Burke <eburke@wlsmail.org>

Thu, Sep 30, 2010 at 5:43 PM

----- Forwarded message -----

From: Frank <fmusantry@verizon.net>

Date: Tue, Sep 21, 2010 at 5:25 PM

Subject: WLS Meeting tonight

To: Terry Kirchner WLS <tkirchner@wlsmail.org>

Cc: Francine Feuerman <ffeuerman@wlsmail.org>, Genie <econtrata@greenburghlibrary.org>, Calvin Thomas <calvin@fruitionssystem.com>, Darryl LIBRARY <dswilliams@greenburghlibrary.org>, David Griff <DPGriff4321@gmail.com>, Elaine Braswell <ebraswell30@yahoo.com>, Elizabeth Vickery <elizvickery@yahoo.com>, Lisa Dinon <LMDinon@optonline.net>, Tomas Saez <tomsaez@gmail.com>

Terry,

I received a call earlier for a phone interview at 530. This will prevent me from attending tonight's WLS meeting.

I would appreciate it if you would make a statement on my behalf to the board:

The Greenburgh Public Library is potentially facing a budget in 2011 which will further reduce its ability to provide library services at a level our town has grown accustomed. We have been told to expect a flat budget going into next year.

A flat budget, in conjunction with over \$120,000 of anticipated uncontrolled costs, will cause the Greenburgh Library Board to make more critical decisions when determining service levels for 2011. There is a very good chance we will only be open 5 days per week, Monday through Friday. Our book purchasing ability will be cut much further than 2010. Our part time workers will cease to exist. We have already re-organized our work staff to better control our utility costs. We have already cut our phone lines a third of what they were. We have found that certain aspects of NYS Law prohibits us from contracting with vendors for cleaning or landscaping to lower more of our costs.

I do not know how badly other Westchester libraries are affected by budgets in 2011, but I can tell you that Greenburgh will look for all means to be successful in spite of our loss of funding.

At this time, I am asking that the WLS Board of Trustees please re-visit the implementation of the new Westlynx fee structure. I realize that a new structure which better shares the WLS cost to each library has been long overdue. However, at this time of troubling budgets, libraries such as Greenburgh need to adapt to one more rise to our costs (>\$8K in 2011). Greenburgh Trustee need time to rethink and manage to best serve our patrons and to meet rising costs. Help make our transition, as well as the transition of all Westchester libraries, successful.

Thank you!

R/

Frank G. Musantry

Founder & Consultant

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"Success is simple. Do what's right, the right way, at the right time."