

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 26, 2011 – Approved May 31, 2011

The Regular Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:02 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, Patricia Fontanella, Chris Hansen, Barbara Hickernell, Naseem Jamali, Lawrence Lehman, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Deborah Fay, Hope Furth, LaRuth Gray, Norman Jacknis

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

Public Library Directors Association (PLDA) Representative: Maureen Petry, Director, The Warner Library (Tarrytown)

MINUTES

The minutes of the meeting of March 29, 2011, were approved as submitted on a motion by Mr. Lehman and seconded by Mr. Sorice. The motion passed unanimously.

TREASURER'S REPORT

The financial reports through March 2011 were presented and reviewed by Mr. Donelson. Mr. Donelson also updated the board on the progress made with regard to the suggested revisions for the financial reporting discussed at the March meeting.

Paul Baker from the JMT Consulting Group, the person who worked on the original set-up of WLS's Sage Software, met with Mr. Donelson, Ms. Feuerman, and Dorilynn Ferrara. They reviewed the current system set-up, and new coding procedures were implemented to ensure accuracy for future reporting. However, without re-entry of previous data, some suggestions will not be reflected immediately. It is hoped that this will be in order for the FY2012 budget process.

The Treasurer's Report for the month of March was accepted as submitted on a motion by Mr. Lehman and seconded by Mr. Reiss. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Dohrenwend noted that the WLS Retreat on April 2nd went well and Dr. Kirchner will follow-up on the next steps in the strategic planning.

WLS was honored with a Community Partner Award at the White Plains Library Foundation's Treasures Gala held on April 9th. The award was accepted on behalf of the WLS Board and staff by Dr. Kirchner for WLS's leadership in supporting excellent library service for the County's residents. WLS Trustees Ms. Furth and Ms. Fontanella also attended.

WLS's 20th Annual Book & Author Luncheon was a big success; and author Jennifer Egan [*A Visit From the Goon Squad*] received a Pulitzer Prize following the event.

The Rivertown libraries (Ardsley, Dobbs Ferry, Hastings-on-Hudson, Irvington, and Tarrytown) will be holding their Annual Library Open House on Monday, May 9th. The Library Trustees Association (LTA) will have their Trustee Institute on April 29-30. WLS Trustee Norman Jacknis will be receiving the LTA Distinguished Service Award.

WLS COMMITTEE REPORTS

Benefits Committee: Mr. Jamali, Chair, reported that the Benefits Committee met on April 13th and started to review the *WLS Employee Handbook*. One concern raised was regarding a confidentiality policy; and the Governance Committee will be approached. The next meeting has been scheduled for May 4th.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that 207 people attended the Book & Author Luncheon; and after initial reviews, the event netted approximately \$10,000.

WLS received the remaining 5% of FY2010 County funding after submission of the approved 2010 financial audit report. The contract for FY2011 for \$1 Million was also received. New York State has moved forward with their FY2011-12 budget; and a portion of library aid was restored. The final figures are closer to a 7% decrease vs. the original 10% decrease which was proposed.

The NYS Construction Grant awards for the FY2010-13 program have not yet been approved. WLS will notify the State legislators if nothing is received in the next few weeks. The FY2011-14 Construction Grant applications will be submitted for the first time via an online software; therefore, until the new software is released, deadlines for submission are unknown and may be later than usual.

Dr. Kirchner noted that the event held by the White Plains Library Foundation had over 150 people; and Sandy Miranda, Director of the White Plains Public Library, spoke about the importance of the merger of the White Plains Public Library catalog with WLS's and how libraries interact with various education and community partners. The gift clock was displayed as well as several of the proclamations which were received.

The Irvington Public Library faced a 9.9% budget cut and utilized the WLS Advocacy Network online tool to help get the word to their Village trustees about the importance of the library and how the cut would force the library to close two days a week. There were over 200 people who accessed the online tool to email Village trustees; and over 350 people signed a petition generated by the Friends of the library. Thus, the initial \$25,000 budget cut was reduced to \$7,000.

The WLS Departments have been stepping up to the changing roles due to the personnel layoffs that took effect in January.

The initial rounds of interviews have been completed for the Development Director position. The field was narrowed down; but a suitable fit has not yet been found. New avenues are currently being explored.

Dr. Kirchner noted that the majority of the IT Funding Agreements have been returned.

PLDA REPRESENTATIVE

Ms. Petry reported on the PLDA April meeting. An Organization Task Force was created to follow-up on the issues raised by the March PLDA Retreat. A decision-making calendar was distributed to help determine when discussions on important issues should begin in order to help everyone prepare for when the issue comes up for vote. It was decided to delete all patron accounts expired for over two years that have fines (not lost items) under \$25. There was a discussion of the e-collection proposal to purchase more titles via OverDrive to address the waiting period on some best seller titles. It was determined that additional review of the collection development practices needs to be made. However, WLS staff was asked to review the budget to see if up to \$25,000 could be used to finance additional titles for the e-collection. Mamaroneck Public Library District's newly renovated building is scheduled to open later in June. White Plains Public Library will maintain their summer and winter hours, which means they will be open on Sundays during the summer.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Mr. Lehman and seconded by Ms. Amato. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Naseem Jamali" with a small mark at the end.

Naseem Jamali, Secretary