

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 22, 2011 – Approved March 29, 2011

The Regular Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:10 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Patricia Fontanella, LaRuth Gray, Chris Hansen, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Lawrence Lehman, Alvin Reiss, John Sorice

Board Members absent: Dave Donelson, Deborah Fay, Hope Furth, Sue Neale

Also present from WLS were: Terry Kirchner, Francine Feuerman

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

MINUTES

The minutes of the meeting of January 25, 2011, were approved as submitted on a motion by Ms. Fontanella and seconded by Mr. Reiss. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through January 2011 were presented and reviewed by Ms. Feuerman. Ms. Feuerman noted that the Division of Library Development issued the Library Aid charts, which is a hopeful sign that the remaining New York State funds due for FY2010 may soon be released. The audit for FY2010 is still in process and is expected to be completed shortly. The Audit Committee will meet separately with the auditors and fully review the audit before presenting it to the Board.

Discussion followed regarding whether the wording of the motion should be to “accept” rather than “approve” the financial reports and the implications of both. Dr. Kirchner will check a few sources to verify which is better to use. The board received the January 2011 financial report as presented by consensus.

ACTION ITEMS

Library Services & Technology Act (LSTA) Mini-Grants for 2011 Summer Reading Program: New York State Library has allocated a total of \$216,000 in LSTA funds to support the 2011 Summer Reading Mini-Grants Program. Of that total, \$12,000 is allocated to WLS.

The 2011 New York Statewide Summer Reading Program themes are ***One World, Many Stories*** for children and ***You Are Here*** for teens. The WLS project will include allocation of mini-grants to our member libraries for special summer programming, kick-off events, and reading support in their libraries for the Summer Reading Program 2011.

The Board approved WLS's LSTA Mini Grants for the 2011 Summer Reading Program on a motion by Mr. Lehman and seconded by Dr. Jacknis. The motion passed unanimously.

WLS Policies: Dr. Jacknis, chair of the Governance Committee, reported that the remaining policies had been reviewed by Mr. Hansen. His suggestions were included in the revised policies distributed prior to the Board Meeting. Since the majority of the board members had completed their review of the policies, and others were ready with their suggestions, it was decided by consensus to bring the remaining individual policies to vote.

Anti-Harassment Policy (#2) and Workplace Violence Policy (#3) were approved as submitted on a motion made by Dr. Jacknis and seconded by Mr. Lehman. The motion passed unanimously.

The following additional corrections to the Electronic Data and Telecommunication Policy (#4) were suggested along with those submitted:

In the last sentence of the second paragraph, the word “insure” should be changed to “ensure.”

In the only sentence of the fourth paragraph, the word “our” should be changed to “its.”

In the only sentence of the fifth paragraph, the word “our” will be deleted.

In the last two sentences of the seventh paragraph, the word “all” will be deleted.

The Electronic Data and Telecommunication (Policy #4) was approved as submitted including all of the above-mentioned corrections on a motion by Mr. Reiss and seconded by Ms. Hickernell. The motion passed unanimously.

The following additional corrections to the Code of Ethics and Conflict of Interest Policy (#7) were suggested along with those submitted:

The paragraph numbered “12. Future Employment” on page 3 should be deleted and the subsequent paragraphs re-numbered.

The Code of Ethics and Conflict of Interest Policy (#7) was approved as submitted including the above-mentioned correction on a motion by Dr. Jacknis and Ms. Amato. The motion passed unanimously.

The following additional corrections to the Record Retention Policy (#8) were suggested along with those submitted:

Change the name of the policy to “Records Retention and Disposition.”

Change the sixth paragraph to read as follows:

To ensure compliance with the Policy, the Executive Director will designate the Records Management Officer, who will be delegated the overall supervision and responsibility for this Policy. He/She will: coordinate education and training of employees to ensure compliance with this Policy; periodically provide updates to employees based on changes in State records retention and disposition requirements; and will ensure the proper storage of records and their orderly destruction. In addition,

the Executive Director will also designate WLS's Records Access Officer and ensure that the system is in compliance with the NYS Freedom of Information Law.

The last sentence of the last paragraph on Page 3 entitled "Destruction/Deletion" should be revised to read as follows:

If there are any questions on a record that you do not know how to destroy, ask for advice from the Records Management Officer.

The title of the Appendix on page 4 should be changed to "Document Retention & Disposition Schedule."

The retention period for payroll records and summaries on page 6 should be changed from "Seven Years" to "Permanent."

The Records Retention and Disposition Policy (#8) was approved as submitted including the above-mentioned corrections on a motion by Mr. Lehman and Mr. Reiss. The motion passed unanimously.

Internet Use Policy (#10) was approved as submitted on a motion made by Mr. Lehman and seconded by Mr. Sorice. The motion passed unanimously.

INFORMATION ITEMS

Acceptance of the WLS System Annual Report to New York State: Dr. Kirchner noted that all public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report of operational and financial activities. Data is currently being compiled for the 2010 System Annual Report. A few factors have delayed the process. The New York State Library did not release the online software for use with this report until early February, and recent layoffs have delayed the information gathering process. The report will be completed to meet the March 1st deadline with the Board's acceptance scheduled for the March Board Meeting.

PRESIDENT'S REPORT

Ms. Dohrenwend is working with board members to finalize their Committee assignments for 2011. Mr. Lehman has agreed to chair the Budget Committee; and a special committee has been formed to review the WLS Benefits as well as the Employee Handbook with Mr. Jamali as chair. The Audit Committee will be scheduling a meeting soon with the auditors.

A WLS Board Retreat to begin the Strategic Planning process is scheduled for Saturday, April 2nd, from 9 a.m. to 1 p.m. at the WLS Headquarters. This will be the first-phase to explore ideas, get organized and think out loud about areas to address.

A suggestion was made to devote 5-10 minutes at each board meeting under new business to discuss new developments here and abroad within the library field to get an understanding of the bigger picture and future trends.

The 20th Annual Book & Author Luncheon is scheduled for Thursday, April 14th. Everyone was encouraged to invite friends and add people to the invitation list. Tickets are \$75 per person and \$100 includes a journal entry. Information regarding journal ad sponsorship will be distributed to the trustees.

Ms. Dohrenwend and Dr. Gray met with Dr. Kirchner to discuss the possibility of setting up a meeting with NYS Regent Harry Philips from Westchester.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that the ad for the Development Position has been posted to the WLS webpage. A few applications have already been received.

WLS is still awaiting the remaining funds from NYS for FY2010. There is a Public Library Directors Organization (PULISDO) Meeting scheduled on February 28th, just prior to Library Advocacy Day on March 1st. WLS is once again coordinating the bus trip with the Ramapo-Catskill and Mid-Hudson Library System, and the response thus far has been similar to that of last year.

WLS staff has been adjusting to the layoffs made and are now looking at the physical layout of the office to see if any changes could be made to enhance the workflow.

Dr. Kirchner reported that the number of items on the holds pick-up lists for White Plains Public Library and the rest of the member libraries are being frequently reviewed for irregularities. The system appears to be running within normal parameters at this time.

The deadline for the return of the signed IT Funding Agreements is February 28th. Trustees requested knowing who did not return a contract so that a letter could be sent to the appropriate Board President.

PLDA REPRESENTATIVE

Ms. Petry noted reported on the February PLDA meeting. WLS purchased a subscription to Lynda.com, which is a self-paced training website with detailed training videos on many popular software products, including programming languages, websites and more. Discussions were held on the following topics: circulation statistics and how they were compiled for use with the NYS Annual Report; best approaches for deleting inactive library cards with fines attached; wireless statistics compilation; and OverDrive Advantage.

OLD BUSINESS

Mr. Lehman's term as the WLS representative to District X [Port Chester, Rye Brook, Rye City, Rey Town] was renewed through December 31, 2015; and he was administered the Trustee Oath.

NEW BUSINESS

Dr. Jacknis commended Dr. Kirchner for the excellent job he did on the METRO Search Committee for an Executive Director.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:40 p.m. on a motion by Mr. Lehman and seconded by Mr. Reiss. The motion passed unanimously.

Respectfully submitted,

Naseem Jamali_{cb}

Naseem Jamali, Secretary