

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 25, 2011 – Approved February 22, 2011**

**ORGANIZATION MEETING**

The annual Organization 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 at both the Organizational and Regular Meetings of the WLS Board of Trustees:

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

Board Members absent: Deborah Fay, Hope Furth, Lawrence Lehman

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

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

Guest: Sandra Miranda, Director, White Plains Public Library

Patricia Dohrenwend introduced the newest WLS Trustee Chris Hansen, who is representing District XIII (Mount Vernon) along with Trustee Alvin Reiss, who was appointed in November to represent District IV (North Salem, Somers, and South Salem) and this year's PLDA Representative Maureen Petry and guest Sandra Miranda.

Sue Neale, Chair of the Nominating Committee, reported that the following trustees have agreed to run for office as noted. With no nominations from the floor, the following slate was presented:

President: Patricia Dohrenwend  
Vice-President: Hope Furth  
Secretary: Naseem Jamali  
Treasurer: Dave Donelson

The above slate of officers was approved as submitted on a motion by Ms. Neale and seconded by Ms. Hickernell. The motion passed unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the newly-appointed and re-elected trustees for their terms.

There being no further business, the organizational meeting adjourned at 6:15 p.m. by consensus.

## **REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Ms. Dohrenwend, President, at 6:16 p.m.

## **MINUTES**

Two corrections were required. On Page 3, the second paragraph, first sentence, Ms. Neale was changed to Ms. Fontanella as the person who seconded the motion to accept the appointment of Alvin H. Reiss as the WLS District IV Representative. The approved budget appended was changed to the correct version dated 11/29/2010.

The minutes of the meeting of November 30, 2010, were approved with the corrections noted above on a motion by Mr. Donelson and seconded by Mr. Reiss. The motion passed unanimously.

## **FINANCIAL REPORTS**

The pre-audit financial reports through December 2009 were presented by Ms. Feuerman. An updated version of the report was distributed and reviewed. Ms. Feuerman noted that the 2010 WLS audit was underway and gave an overview of the process. She also reviewed the current situation regarding New York State funds. Approximately \$900,000 has still not been received from NYS for FY 2010, and the implications for the WLS budget were discussed. Ms. Feuerman noted that WLS does have cash on hand to operate through February 2011, and the \$250,000 borrowed from the board-restricted fund in 2010 needs to be repaid. This situation will need to be monitored carefully to see if any further borrowing will be required.

A discussion regarding the current state of the NYS Board of Regents followed. Dr. Jacknis noted that there are several vacancies and a change in the chair. It will be important for library supporters to fill these vacancies and to deliver the message regarding how essential libraries are to the Commissioner of Education—especially in light of the dire funding situations in other states.

The County funding situation was also discussed. The County Executive included \$1 Million allocation for WLS in the FY 2011 budget; however, an additional \$50,000 added by the Board of Legislators is still under question.

A question was raised regarding the Professional Fees line in the financial report. It was requested to have a presentation of financial procedures, accompanied by written documentation of what is included in each budget line. Ms. Feuerman noted that this is currently being developed and will be distributed upon completion.

The pre-audit financial report through December 2009 was accepted as submitted by Mr. Donelson and seconded by Ms. Hickernell and passed unanimously.

## **ACTION ITEMS**

***WLS Policies:*** Dr. Jacknis, chair of the Governance Committee, reported on the review process for the current WLS Policies, and it was requested that the process be started earlier in the future to

allow more time for review. The policies noted below required no substantial principle changes; and the edits made were submitted for grammatical purposes, better expression and clarity: Equal Employment Opportunity (Policy #1); Exempt and Non-exempt Employee Pay (Policy #5); Progressive Discipline (Policy #6); Whistle-Blower Protection (Policy #9); Privacy (Policy #11).

The Equal Employment Opportunity Policy (#1) was approved with the additional correction to include gender identity and expression to the list of anti-discrimination factors noted in the first paragraph on a motion by Mr. Hansen and seconded by Dr. Jacknis. The motion passed unanimously.

All of the following: Exempt and Non-exempt Employee Pay (Policy #5); Progressive Discipline (Policy #6); Whistle-Blower Protection (Policy #9); and Privacy (Policy #11) were approved as amended on a motion by Dr. Jacknis and seconded by Mr. Reiss. The motion passed unanimously.

A number of issues were raised regarding the remaining policies: Anti-Harassment (Policy #2); Workplace Violence (Policy #3); Electronic Data & Telecommunication (Policy #4); Code of Ethics & Conflict of Interest Policy (Policy #7); Record Retention (Policy #8); Internet Use (Policy #10). It was approved by consensus that these policies will be taken under further review by the Governance Committee.

### **PRESIDENT'S REPORT**

Ms. Dohrenwend asked the board members to reconsider their Committee assignments for 2011. The Governance Committee was asked to review the WLS By-Laws.

The need to reach out to elected officials and create a common message for all was discussed. Ms. Dohrenwend encouraged the trustees to make appointments with their elected officials and invite the president of their represented libraries to join them. Dr. Gray agreed and noted the importance of also reaching out to the State Board of Regents.

It was suggested that the Events Committee look at a more aggressive approach to the sale of Journal ads for WLS's two fundraising events (the African-American Literary Tea and Book & Author Luncheon). The idea of having the WLS trustees contact potential vendors was raised; and Mr. Donelson offered to draft a script for trustees to use for the upcoming Book & Author Luncheon.

### **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner noted that the WLS African-American Literary Tea was a great success with 215 in attendance and very positive survey responses received. There were many last-minute reservations. Revenue levels have improved in 2010; and Kate Meyer was thanked for all her efforts with this event.

Planning for the Book & Author Luncheon is going well. The date will be April 14<sup>th</sup>. Dr. Gray noted the importance of a strong presence of the Board at this event as with all events. Ms.

Dohrenwend requested that any information about the Book & Author luncheon be sent to the Board as early as possible so that arrangements can be made for a good presence. Also, all book and reading clubs at the libraries should be included in invitations.

Steven Pisani, Head of Cataloging and Inter-Library Loan, retired effective 1/14/2011. Dr. Kirchner is currently evaluating what roles can be absorbed with existing staff and what are the current and future needs.

A Youth Services Meeting was held on January 18<sup>th</sup> for all Children's and Young Adult Librarians along with Library Directors. Led by Robin Osborne, the meeting addressed future youth services at WLS. Dr. Kirchner also attended and gave an overview of the circumstances that precipitated the decisions made and expressed WLS's commitment to supporting and continuing youth services operations. The different types of support services were evaluated in terms of importance, and an advisory committee for youth services was formed.

PLDA is planning a retreat to discuss strategic planning, and outcomes from this meeting will help shape components of WLS's own strategic plan and guide how to best to align our efforts with those of the member libraries.

A job description for a development officer for WLS is in progress; and discussion followed on how this position will tie into WLS's future strategic planning.

Dr. Kirchner has been asked to serve on the New York Library Association (NYLA) Legislative Committee.

Dr. Kirchner spoke about the White Plains Public Library migration. Overall it went very well. While not unanticipated, a number of issues still need to be worked through. Sandy Miranda, Director of White Plains Public Library, also expressed to the board how well the transition went. It was quite a learning experience for both her staff and WLS IT Department. Consultant Michael Koehn was an excellent resource and continues to work on the remaining issues.

The main concern is the number of holds at White Plains and adjusting to this process, which is scheduled to diminish as the system adjusts to the addition of this new collection. Mr. Caluori explained the holds process and how this related to the issues faced by White Plains. While not unique to White Plains, this issue is part of bringing a new member library collection into the system. (Other examples given were those collections brought in from storage after construction projects—i.e. Mount Kisco, Briarcliff Manor and Greenburgh.) It was suggested to have a more in-depth discussion of the holds process at the next board meeting, and Mr. Caluori will prepare a statistical analysis.

#### **PLDA REPRESENTATIVE**

Ms. Petry noted at their January meeting, PLDA discussed the following: planning of a strategic retreat for PLDA; WLS Salary Survey; holds issues; Library Advocacy Day scheduled for March 1<sup>st</sup> and a Legislative "postcard" program; and welcome to new director Kitty Little at Rye Free Reading Room.

**NEW BUSINESS**

Mr. Reiss noted the need for a long-range plan for marketing and advocacy. The Big Read was brought up. Dr. Kirchner noted that the Big Read does not work well within Westchester since our libraries are independent and not branches. Other opportunities to expand the constituency of WLS and attract legislative and public attention include: reading summits, author support groups, legislative awards. The need to incorporate these ideas into a comprehensive long-range plan was noted. It was suggested that the WLS Board have a retreat to parallel the PLDA retreat and discussion followed on how to reach those goals. The Board decided to meet on a full day, preferably on a Saturday, and the WLS Executive Committee will coordinate the event.

Mr. Donelson raised the issue of starting the review of the WLS employee health benefits for FY 2012 in a timely manner.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 8:04 p.m. on a motion by Mr. Sorice and seconded by Ms. Fontanella. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Naseem Jamali" with a small "eb" written below the name.

Naseem Jamali, Secretary