

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 28, 2011 – Approved September 27, 2011

The Regular Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:04 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Patricia Dohrenwend, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Norman Jacknis (late), Naseem Jamali, Lawrence Lehman, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Mary Amato, Deborah Fay, Barbara Hickernell

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 May 31, 2011, were approved with one correction on Page 1 to change Mr. Donelson to Ms. Feuerman as the person who presented the April financial reports on a motion by Mr. Reiss and seconded by Mr. Jamali. The motion passed with 11 votes in favor. [Dr. Jacknis not present for vote.]

TREASURER'S REPORT

The financial reports through May 2011 were presented and reviewed by Mr. Donelson. Following discussion, the Treasurer's Report for the month of May was accepted as submitted on a motion by Ms. Furth and seconded by Mr. Jamali. The motion passed unanimously.

ACTION ITEMS

NYS 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 FY2011 as presented on a motion by Mr. Reiss and seconded by Ms. Neale. The motion passed unanimously.

Central Library Development Aid Budget FY2011: Dr. Kirchner explained that the FY2011 CLDA budget proposal was discussed and approved by the Public Library Directors Association at their June meeting. The proposed budget is based on the current estimated figures from New York State, which have not yet been finalized, for a total of \$269,393 including the following: Salaries & Benefits that consist of Cataloging and Collection Development [\$166,638]; Library Materials for Mount Vernon [\$53,100]; and the Bibliographic Utility Fees through OCLC [\$49,655].

The Mount Vernon Public Library Board will review the proposed budget at their next meeting. Any significant changes recommended to the proposed budget will be negotiated through Dr. Kirchner. It was clarified that the WestLaw database was not included in this budget.

The Board approved the Central Library Budget as submitted on a motion by Mr. Hansen and seconded by Dr. Gray. The motion passed unanimously.

Special Committee re Employee Benefits Initial Recommendations: Ms. Dohrenwend reported that the Special Committee re Employee Benefits had four very productive meetings with input from Dr. Kirchner, Ms. Feuerman, and Dorilynn Ferrara.

In the course of the Committee's work, which included review of the *WLS Employee Handbook*, a primary focus became health benefits. The WLS member libraries as well as other Systems were surveyed; and a copy of the comparison of member library benefits will be distributed to the WLS trustees. It is very rare that an institution receiving public funds has a zero percent employee contribution for health insurance. Accordingly, WLS increased its employee contribution to individual health insurance to 10% at the beginning of 2010. While WLS is currently in the middle ground, in light of escalating costs and future trends, the Committee put forth the following recommendations:

Effective 7/1/2011, all newly-hired employees will contribute 25% toward the health insurance premium for individual coverage. For family coverage, employee contribution amount will remain the same.

Effective 1/1/2012, all WLS employees hired prior to 7/1/2011, except those after 7/1/2011, will contribute 15% toward the health insurance premium for individual coverage.

Effective 1/1/2012, spouses of WLS employees who have health insurance through their employment are not eligible for WLS health insurance coverage on a family plan. Other dependents are still eligible to be covered on a WLS family plan.

Effective 1/1/2012, all WLS employees will contribute 10% of the premium for dental insurance.

Discussion followed that included the actual cost savings associated with these recommendations, the potential impact on staff, and the overall decision-making process. It was noted that the Board Committee's role would be to recommend overall policy to the WLS Executive Director, who would then bring forth recommendations on further action to the WLS Board.

The motion to approve the above recommendations was withdrawn on a motion by Mr. Reiss and seconded by Mr. Jamali which passed unanimously.

The Board approved the hiring of a consultant by Dr. Kirchner to review the benefits in the current *WLS Employee Handbook* and to submit a report of recommendations and their impact to the WLS Board at their October Meeting, which will be used in the FY2012 budget preparation process, on a motion by Dr. Jacknis and seconded by Mr. Donelson. The motion was approved unanimously.

PRESIDENT'S REPORT

Ms. Dohrenwend reminded the board that the next WLS Trustee Institute will be held on Wednesday, June 29th, with Rob Caluori, WLS IT Manager, entitled, *Starting a Successful eReader Lending Program*.

WLS COMMITTEE REPORTS

Budget Committee: Mr. Lehman noted that the Committee met on June 21st. Upon review of aggregated expenses and revenues, approximately 80% of the budget line items are at a relatively fixed point and only 2% of revenues come from fundraising. Because expenses have already been trimmed, an increase to revenue becomes vital.

The status of the Development Director position was discussed. A job listing was advertised in several places with a deadline for applications of July 1st. A number of applications have already been received, and several members of the Development Committee will be involved with secondary interviews of potential candidates.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that a copy of the WLS 990 was distributed to the trustees. The document was prepared by the auditors and is required by law; and any comments/questions about the form should be sent to Ms. Feuerman. Dr. Gray thanked Dr. Kirchner and the WLS staff for distributing this information.

Much work has been done with both the Special Committee re Employee Benefits and the Budget Committee. In addition, the WLS Plan of Service continues to be formulated. The deadline for the Plan of Service was extended one year to October 2012. The WLS Administrative Staff is currently looking at library and world trends regarding virtual formats and how WLS can best address them.

Colleen Carpenter, who has been employed at WLS since 1988, has accepted a position as Head of Circulation with the Mount Kisco Public Library. Ms. Carpenter wore many hats and made many contributions during her tenure at WLS. The Board unanimously approved to express their appreciation of Ms. Carpenter's many years of excellent service.

Dr. Kirchner announced that Barbara Lilley, WLS's Representative from the NYS Library Division of Library Development, will be visiting WLS on July 25th & 26th. She will be visiting the following libraries: Mamaroneck Public Library District and Mount Vernon Public Library on July 25th; and Lewisboro Library and Somers Library on July 26th. In addition, an Open House will be held for other library directors to come and meet Ms. Lilley on July 25th at 4 p.m. at the Mamaroneck Public Library.

Youth Services has been moving forward. Dr. Kirchner commended Robin Osborne for her work with the Children's and Young Adult Librarians. An Advisory Committee was formed and has

met several times; and the librarians are thankful for WLS hearing and meeting their concerns and handling their needed requirements. WLS is partnering more with the Westchester Library Association (WLA); and the next collaboration will be the annual Performer's Showcase.

PLDA REPRESENTATIVE

Ms. Petry reported on the PLDA June meeting, which was held at the New Rochelle Public Library. The directors were taken on a tour of New Rochelle's new Broadband Technology Opportunity Program (BTOP) Computer Center; approved the proposed FY2011 Central Library Budget (as previously noted); spoke about the satellite foreign language collections; and Dr. Kirchner spoke on the Organizational Task Force Report.

OTHER

Ms. Furth noted that she will be volunteering for the GED Initiative, and encouraged anyone who is good in math and who may be interested to speak with Robin Osborne.

Dr. Jacknis noted that it is not too late to respond to the Regents Advisory Council Vision 2020 and encouraged everyone to respond.

Ms. Neale inquired as to the status of the WLS Bookmobile.

The entire Board congratulated Ms. Dohrenwend on her upcoming retirement from the Westchester County Archives & Records Center.

ADJOURNMENT

Having completed all other business, the Board adjourned its meeting at 7:35 p.m. and went into Executive Session at 7:37 p.m. to discuss a matter pertaining to specific personnel. The Board approved referral of the matter to the Executive Director on a motion by Dr. Gray and seconded by Dr. Jacknis. The motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 7:39 p.m. by consensus and the Board adjourned its meeting at 7:40 p.m. on a motion by Dr. Jacknis and seconded by Ms. Furth. The motion passed unanimously.

Respectfully submitted,

Handwritten signature of Naseem Jamali in cursive script, with the initials 'eb' written at the bottom right of the signature.

Naseem Jamali, Secretary