

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 29, 2011 – Approved April 26, 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, Chris Hansen, Naseem Jamali, Lawrence Lehman, Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Mary Amato, Deborah Fay, LaRuth Gray, Barbara Hickernell, Norman Jacknis

Also present from WLS were: Terry Kirchner, Francine Feuerman

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

MINUTES

The following correction was noted: deletion of the word “competitive” from the last sentence on page 1 under the LSTA Mini-Grants for 2011 Summer Reading Program section.

The minutes of the meeting of February 22, 2011, were approved as amended on a motion by Ms. Fontanella and seconded by Mr. Sorice. The motion passed unanimously.

TREASURER’S REPORT

The financial reports through February 2011 were presented and reviewed by Mr. Donelson, who also addressed some of the issues that arose at last month’s meeting about the financial reports in general. Two suggestions are being made:

1. The Treasurer will be more active in the preparation of the monthly reports. Part of the problem is that the accounting system needs to be accessed in order to answer many of the questions raised; however, that cannot be done at the time of the meeting. Therefore, Mr. Donelson asked trustees, after their review of the monthly reports, to contact him prior to the board meetings with any questions so that answers can be made available the day of the meeting.
2. Mr. Donelson has asked Ms. Feuerman to revise the monthly reports. The WLS Accounting system (Sage Software) was never customized, and the standardized reports cause some anomalies in how certain revenues and expenses are shown. A consultant from Sage Software will be contacted within the next two months to help set up better reporting.

Volunteers from the board were asked to help with this customization; and Mr. Lehman and Mr. Sorice agreed to help Mr. Donelson.

Mr. Donelson also noted that the proper disposition for these reports is that the board reviews and accepts them. This does not infer that each board member has audited the report; but that the report is accepted to be a true representation of WLS's financial status. There continued to be some discussion of the terminology, and Dr. Kirchner was asked to seek legal counsel about the proper wording.

The Treasurer's Report for the month of February was accepted as submitted on a motion by Mr. Reiss and seconded by Mr. Jamali. The motion passed with one abstention (Hansen).

ACTION ITEMS

Acceptance of the 2010 WLS System Annual Report to New York State: An Annual Report for Library Systems must be submitted each year to New York State's Division of Library Development. The report covers operational and financial statistics and includes a section to document the accomplishments made throughout the year.

The Board reviewed and accepted the WLS System Annual Report as submitted on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Dohrenwend thanked everyone for committing to serve on the various Board Committees.

Ms. Dohrenwend reminded trustees about the NYS Open Meetings laws requirements for proper notification and minutes. Notification of any meeting scheduled should be sent to Elise Burke. Draft minutes should be sent to the committee members first, and a final set of minutes should also be sent to Ms. Burke for the WLS records.

The WLS Board Retreat will start promptly at 9 a.m. on Saturday, April 2nd, at the WLS Headquarters. Dr. Kirchner will lead this preliminary event regarding WLS's strategic planning.

The 20th Annual Book & Author Luncheon is scheduled for Thursday, April 14th. Everyone was encouraged to come and ask others in the community regarding submitting journal entries.

WLS COMMITTEE REPORTS

Audit Committee: The Audit Committee met on March 24th with Andy Silverstein of Dorfman Abrams Music, LLC, for a detailed review of the 2010 WLS Audit. Copies of the most recent reports were distributed. Mr. Sorice reported that two material deficiencies were noted:

1. Historical transactions were posted using the original date (in past fiscal years) other than the occurrence date (in current fiscal year), which caused a misstatement of net assets. It was recommended that the prior fiscal years be locked, and WLS agreed.
2. In several instances, revenue and expense transactions were not recorded in the proper period. Adjustments were made to correct the records, and this will be watched in the future.

The auditors also recommended that WLS maintain a Financial Policy and Procedure Manual. While certain policies and procedures do exist, WLS agreed to expand those procedures and consolidate all into one manual.

The auditors found the WLS financials records to be in conformance with generally accepted accounting principles.

Mr. Sorice thanked everyone on the Committee for their assistance. The next thing the Audit Committee will review is the 990 Form, which the auditors are working on completing.

The Board approved the WLS audit report as submitted on a motion by Mr. Lehman and seconded by Mr. Hansen. The motion passed unanimously.

Special Committee re Employee Benefits: Mr. Jamali, Chair, is working on scheduling a meeting soon for this committee.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that 140 tickets have already been purchased for the Book & Author Luncheon—a good response. The two main sponsors are H.W. Wilson and Entergy, and a silent auction will be held.

A listing of libraries that have returned the signed IT Funding Agreement was distributed to the trustees. Most have signed the agreement, and directors will be contacted if the agreements are not received soon. Dr. Kirchner will let the WLS trustees know if their assistance is required.

Dr. Kirchner noted that initial interviews were held for the Development Director position. More board involvement will be sought for final candidates.

Dr. Kirchner and WEBS Director Elaine Sozzi met with the County's One-Stop program regarding piloting a program where WEBS can work with the One-Stop to assist them with their requirements. The pilot will start on a smaller scale at three library sites: The Warner Library (Tarrytown), North Castle Public Library (Armonk), and Katonah Village Library. The One-Stop staff will be trained on Learning Express, and icons will be put on the One-Stop computers to link to the job resources on the WLS website. Westchester County Executive Rob Astorino and Putnam County Executive Paul J. Eldridge attended the press event to highlight this new initiative.

PLDA REPRESENTATIVE

Ms. Petry reported on the PLDA Retreat held in March in lieu of their monthly meeting. Facilitator Barbara Miller separated the directors into groups representing their library types, budget size and population served. It was a tangible way to see the various factors that influence each director's decision making. Through a series of questions, the group identified several of PLDA's purposes and strengths: a networking vehicle, resource sharing and seamless services. The group also looked at guiding principles for going forward, and the decision-making process

was identified as needing improvement to garner more compliance with decisions made. Future steps include examining the Plan of Service, working more with the WLS Board, and adding an educational component to PLDA Meetings.

NEW BUSINESS

Ms. Fontanella reported on the Library Trustee Association's upcoming Trustee Institute on April 29th & 30th at the Crowne Plaza in Albany. She reported that the LTA is giving their Distinguished Service Award to WLS Trustee Norman Jacknis at their dinner on Friday evening. There will be many exciting programs and library visits.

LTA continues to offer the Certified Trustee program, and Ms. Fontanella distributed material regarding that program. They also have a newly re-designed webpage that is worth exploring.

Ms. Furth reminded the trustees about the White Plains Library Foundation Gala taking place on Saturday, April 9th, where WLS will be honored as one of their community partners.

Dr. Kirchner spoke about the latest issue regarding downloadable e-books. OverDrive is one of the main distributors for e-books. Thus far, there has been no expiration date for libraries on an e-book title. The publisher Harper Collins is looking at their policies for e-books and may limit the amount of time a library would have access to e-book titles. Until final decisions are made, the impact of this is not yet known.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 8:00 p.m. on a motion by Mr. Reiss and seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in blue ink that reads "Naseem Jamali" followed by a small mark that appears to be "cb".

Naseem Jamali, Secretary