

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 31, 2011 – Approved June 28, 2011

The Regular Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:08 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Deborah Fay (late), Patricia Fontanella, Hope Furth, LaRuth Gray (late), Norman Jacknis, Naseem Jamali (late), Sue Neale, Alvin Reiss, John Sorice

Board Members absent: Dave Donelson, Chris Hansen, Barbara Hickernell, Lawrence Lehman

Also present from WLS were: Terry Kirchner, Francine Feuerman

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

Guest: Leon Chin, White Plains resident

MINUTES

The minutes of the meeting of April 26, 2011, were approved as submitted on a motion by Mr. Sorice and seconded by Ms. Amato. The motion passed with 8 votes in favor. [Ms. Fay, Dr. Gray, and Mr. Jamali not present for vote.]

TREASURER'S REPORT

The financial reports through April 2011 were presented and reviewed by Ms. Feuerman. Mr. Sorice and the board members thanked Ms. Feuerman for the expanded notes accompanying this month's financial statements. A mid-year project column was requested to be included with next month's reports.

The Treasurer's Report for the month of April was accepted as submitted on a motion by Mr. Reiss and seconded by Ms. Amato. The motion passed with 10 votes in favor. [Dr. Gray not present for vote.]

ACTION ITEMS

WLS Current Borrowing Facility: Ms. Dohrenwend explained that WLS has an existing Line of Credit with TD Bank, which allows WLS to borrow up to \$500,000 unsecured for a period of one year with neither facility fees nor covenants for this loan agreement. This facility expires on June 30, 2011, and extension of the facility for an additional year is recommended.

The Board approved the extension of the borrowing facility with TD Bank for an additional year, with an understanding that Ms. Feuerman will explore a lower interest rate than the current 4%, on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed with 10 votes in favor. [Dr. Gray not present for vote.]

PRESIDENT'S REPORT

Ms. Dohrenwend noted that the Rivertown libraries (Ardsley, Dobbs Ferry, Hastings-on-Hudson, Irvington, and Tarrytown) held their Annual Library Open House on Monday, May 9th. The main topic was meeting the demand for e-books in a transition period. Guest speaker Seth Godin, author and marketing guru, addressed the role of libraries as non-sectarian community centers.

A focus group including Ms. Dohrenwend, Mr. Donelson, Ms. Furth and Mr. Reiss met with a representative from The Osborne Group regarding the recruitment of a Development Director.

WLS Committees have been busy. The WLS Budget Committee Meeting will be meeting on Tuesday, June 14th, and the Special Committee on Employee Benefits met in May and is scheduled to meet in June.

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

Benefits Committee: Mr. Jamali, Chair, reported that the Special Committee on Employee Benefits Committee met on May 25th. The Committee is reviewing the *WLS Employee Handbook* and is looking to simplify it and make it easier to understand. The next step will focus on review of the actual costs of present employee benefits. Ms. Amato and Ms. Ferrara were thanked for their expertise.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that Barbara Lilley, Westchester's recently-appointed representative from the New York State Library Division of Library Development, will be coming to Westchester for a visit on July 25th-26th. Tentative plans include tours of the libraries in Mamaroneck, Mount Vernon, Lewisboro and Somers as well as an open house at Mamaroneck Public Library for others to come and meet Ms. Lilley.

The New York Library Association (NYLA) Legislative Committee will be meeting with key legislators on June 1st to discuss several library-related topics including pending legislation for the public library construction grants and the tax cap.

In addition to the June 29th Trustee Institute program on eReaders, a second Trustee Institute will be held on Thursday, September 8th, with James Keller, Chief Marketing Officer of the Queens Library. His presentation will focus on strategic planning and how to identify and evaluate the target audience; how to create a strategic positioning statement; how to develop tactics for execution; and how to set realistic goals.

Dr. Kirchner announced a number of events taking place at the member libraries including upcoming retirements and the grand opening of the Mamaroneck Public Library.

PLDA REPRESENTATIVE

Ms. Petry reported on the PLDA May meeting. The directors approved the transfer of OverDrive funds into the database budget line. The idea of consolidating the e-books and database budget lines into an e-content budget line was discussed to bring more flexibility to meeting demands. The Policy Committee will reconvene to review the issue of fines and create a shared resource for circulation policies and other PLDA decisions made throughout the year.

OTHER

Dr. Jacknis met with the Board of Regents. Commissioner David Steiner has resigned, and his deputy is now taking over his duties.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:06 p.m. on a motion by Mr. Jamali and seconded by Mr. Reiss. 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