

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**November 29, 2011 – Approved January 31, 2012**

The Regular Meeting of the Westchester Library System (WLS) 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, Dave Donelson, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Norman Jacknis, Naseem Jamali, Lawrence Lehman, Sue Neale, John Sorice

Board Members absent: Deborah Fay, Barbara Hickernell, Alvin Reiss

Also present from WLS were: Terry Kirchner, Francine Feuerman, Patricia Braja

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

## **MINUTES**

The minutes of the meeting of October 25, 2011, were approved as submitted on a motion by Ms. Fontanella and seconded by Dr. Jacknis. The motion passed with 10 votes in favor. [Ms. Amato and Dr. Gray were not present for vote.]

## **TREASURER'S REPORT**

The financial reports through October 2011 were presented and reviewed by Mr. Donelson. The Treasurer's Report for the month of October 2011 was accepted as submitted on a motion by Mr. Jamali and seconded by Ms. Neale. The motion passed with 11 votes in favor. [Dr. Gray was not present for vote.]

## **ACTION ITEMS**

***WLS Employee Handbook Revisions:*** Mr. Jamali, Chair of the Special Committee re Employee Benefits, reported that this Committee had met numerous times to discuss various issues regarding the benefits provided to WLS employees. In the course of the Committee's work, the current *WLS Employee Handbook* was reviewed.

A copy of the revised *Handbook* was forwarded to the WLS lawyer for review and distributed to each Board Member. A number of suggestions were received from the lawyer just prior to the Board Meeting, which were discussed. These included questions about the problem solving section of the *Handbook* and whether the approved WLS Policies have been reviewed in comparison to what is noted in the *Handbook*. The lawyer also suggested adding a blogging/social media component.

Another question was raised as to why the Employee Handbook was being worked on by a Board Committee and not by the Executive Director. The general process for future revisions to the *Handbook* and WLS Policies was discussed as well as the roles of the Board and of the Executive Director in that process. It was noted that the Board has more of an advisory capacity in defining

the broad policy issues, and the Executive Director has authority over the day-to-day operations of the organization. Therefore, it was decided by consensus that the suggestions from the lawyer and from other Board Members will be incorporated by WLS staff into the *Handbook* for approval at the next Board Meeting. The policy related suggestions from the lawyer will also be forwarded to the Chair of the Governance Committee to assist with their annual review of the WLS Policies.

**WLS FY 2012 Budget:** Mr. Lehman, Chair of the Budget Committee, reported on the proposed FY 2012 budget. In addition to Committee meetings, input was also received from key WLS staff. The budget reflects support for continuing the current level of services that focus on WLS's core mission of providing cost-effective, high quality services, and promoting engagement between libraries and their communities.

With regard to the projected revenues, a very conservative forecast was used. The proposed budget assumes that State funding will decrease by 4%. Although the County Executive's budget included the same allocation for WLS as in 2011, a decrease in County funding is still anticipated pending final deliberations by the County Board of Legislators. Increases in revenue projections include the new Institute of Museum & Library Services (IMLS) National Leadership Grant for the *Creative Aging in New York State Public Libraries* project as well as a small increase in projections for contributions.

On the expense side, no changes to the current staffing levels were recommended and an increase in 2012 salaries by 2% over 2011 was included. In the area of fringe benefits, an increase of 10% for the total cost of health insurance has been projected; and starting January 1, 2012, the employee contribution for individual coverage would increase to 15% and contributions for family coverage would remain at 30%.

WLS will continue to provide downloadable e-books for all system cardholders. Per PLDA's recommendation, a portion of the monies that have been allocated for databases in past years has been reallocated to e-books to address the continuing increase in demand for materials in this format.

The overall proposed budget for 2012 was discussed, which forecasts a deficit of approximately \$40,000. There is no current anticipation of using Board Restricted funds to meet the deficit since there is a possibility for receiving greater-than-anticipated revenues and managing expenditures more conservatively.

The approval of the WLS FY 2012 Budget as submitted was moved by Mr. Lehman and seconded by Mr. Sorice.

An amendment to the motion to approve the WLS FY 2012 Budget with no increase to the employee contribution for health insurance was moved by Mr. Hansen and seconded by Dr. Gray. The amendment to the motion was defeated by a vote of 5 in favor to 7 against.

The main motion to approve the WLS FY 2012 Budget as submitted [see attached] was adopted by a vote of 11 in favor and one abstention (Dr. Gray).

## **PRESIDENT'S REPORT**

Ms. Dohrenwend encouraged all Trustees to support the upcoming WLS African-American Literary Tea on January 16, 2012.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner reported on the status of the County 2012 budget and that the WLS allocation was kept at the 2011 level. One of the regional public hearings on the budget was already held; the others are scheduled for November 30<sup>th</sup> and December 6<sup>th</sup>. Ms. Feuerman will also be attending a meeting sponsored by the Business Council of Westchester with County Board of Legislator Chair Ken Jenkins. It was suggested to send a letter to thank the County Executive and Board of Legislators for their continued support.

The New York State Assembly Standing Committee on Libraries and Education Technology held a hearing on Tuesday, November 29<sup>th</sup>, in Albany on Funding Public Libraries in New York State. Dr. Kirchner testified, along with Michael Borges, New York Library Association (NYLA) Executive Director, and many other representatives of the library community from across the state. Dr. Kirchner's testimony focused on the role of libraries in economic growth.

## **PLDA REPRESENTATIVE**

Ms. Petry reported on the PLDA November meeting. The directors discussed the uniform fine fee which 20 libraries are currently ready to use. The 2012 databases were approved as follows: *The New York Times* Historical and Novelist will be dropped and Ancestry, Tumblebooks, LexisNexis, Literary Reference Center and BookLetters will be renewed. Susan Riley has been appointed as the new Director of the Mamaroneck Public Library District.


## **ADJOURNMENT**

Having completed all other business, the Board adjourned its meeting at 7:55 p.m. and went into Executive Session at 7:56 p.m. to discuss the annual performance appraisal of the Executive Director on a motion by Mr. Donelson and seconded by Dr. Jacknis. The motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 8:25 p.m. by consensus. The Board approved a salary adjustment for the Executive Director in accordance with the employment contract on a motion by Ms. Dohrenwend and seconded by Mr. Donelson. The motion passed unanimously. The regular meeting was adjourned at 8:30 p.m. by consensus.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, January 31, 2012, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,

  
Naseem Jamali, Secretary

Westchester Library System  
FY-2012 Proposed Budget

	2010 Final	2011 Projected	2012 Proposed	\$ change over 2011 Projected
<b>REVENUES:</b>				
General Library Aid	1,468,800	1,315,000	1,225,800	(89,200)
Supplementary Aid	61,300	141,900	163,700	21,800
Local Library Support revenue	241,400	228,400	219,300	(9,100)
Local Library Support payments	(241,400)	(228,400)	(219,300)	9,100
Local Services Support Aid	166,200	159,500	152,500	(7,000)
Central Library Aid	244,400	234,500	224,300	(10,200)
Central Library Book Aid	59,100	56,700	54,300	(2,400)
Westchester County	996,500	1,000,000	800,000	(200,000)
Erate	131,200	125,000	100,000	(25,000)
Member Library Fees	2,457,000	2,497,500	2,497,700	200
Enhanced Services to Libraries	10,900	36,900	7,000	(29,900)
Special Events	49,800	53,700	56,700	3,000
Investments/Interest Income	7,400	5,000	4,500	(500)
WEBS, Non-Resident Cards, Misc	79,700	159,400	106,000	(53,400)
Coordinated Outreach	134,800	129,400	123,800	(5,600)
Correctional Facilities	35,100	33,900	32,500	(1,400)
Westchester Comm Coll pass-thru revenue	204,800	212,000	200,000	(12,000)
Westchester Comm Coll pass-thru payments	(204,800)	(212,000)	(200,000)	12,000
Westchester County Restricted	39,900	36,000	0	(36,000)
Other grants	176,300	41,800	237,000	195,200
Contributions/To Be Raised	0	0	150,000	150,000
<b>Total Revenues:</b>	<b>6,118,400</b>	<b>6,026,200</b>	<b>5,935,800</b>	<b>(90,400)</b>
<b>EXPENSES:</b>				
<b>Personnel</b>				
Salaries	2,253,800	1,909,300	2,003,300	94,000
Employee Benefits	931,800	710,400	801,400	91,000
Retiree Health Benefits		211,300	219,900	8,600
<b>Subtotal Personnel</b>	<b>3,185,600</b>	<b>2,831,000</b>	<b>3,024,600</b>	<b>193,600</b>
<b>Other Than Personnel</b>				
Professional Fees	118,500	36,400	30,500	(5,900)
Equipment	98,700	237,700	295,900	58,200
Library Materials	65,500	72,900	188,700	115,800
Periodicals	5,800	12,000	8,100	(3,900)
Rent & Utilities	219,500	302,800	300,800	(2,000)
Repairs & Maintenance	391,900	408,500	382,000	(26,500)
Supplies	45,900	27,500	41,700	14,200
Telephone & Internet	335,000	338,600	430,000	91,400
Printing & Postage	32,700	20,100	25,700	5,600
Databases	345,900	343,800	270,600	(73,200)
Conferences & Meetings	23,100	40,600	33,300	(7,300)
Travel	14,200	16,700	26,400	9,700
Memberships	5,100	7,500	12,800	5,300
Contracts Processing	217,000	183,600	355,400	171,800
Delivery Service	360,900	388,400	414,800	26,400
Special Events	46,000	35,700	37,900	2,200
Insurance	30,300	13,200	34,000	20,800
Interest expense	2,000	5,300	5,000	(300)
Miscellaneous	12,500	38,100	57,800	19,700
<b>Subtotal Other Than Personnel</b>	<b>2,370,500</b>	<b>2,529,400</b>	<b>2,951,400</b>	<b>422,000</b>
<b>TOTAL EXPENSES</b>	<b>5,556,100</b>	<b>5,360,400</b>	<b>5,976,000</b>	<b>615,600</b>
<b>Revenue vs. Expenses:</b>	<b>562,300</b>	<b>665,800</b>	<b>(40,200)</b>	
<b>Depreciation</b>	<b>346,300</b>	<b>319,900</b>	<b>310,000</b>	<b>(9,900)</b>