

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 27, 2011 – Approved October 25, 2011

The Regular Meeting of the Westchester Library System (WLS) 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:

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, Alvin Reiss, John Sorice

Board Members absent: Deborah Fay, Barbara Hickernell

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

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

Ms. Dohrenwend opened the meeting by welcoming Patricia Braja, WLS's first Director of Development. Ms. Braja started on September 26th and she has had experience in Westchester working for organizations such as the Paramount Center for the Arts, Northern Westchester Center for the Arts, United Way of Westchester/Putnam and the Westchester Arts Council. Ms. Braja noted that she is looking forward to working together with the Board to educate people about WLS's wonderful resources and expanding WLS's funding opportunities.

MINUTES

The minutes of the meeting of June 28, 2011, were approved as submitted on a motion by Ms. Fontanella and seconded by Mr. Sorice. The motion passed unanimously.

TREASURER'S REPORT

The financial reports through August 2011 were presented and reviewed by Mr. Donelson. WLS has received more State Aid for FY2011 than budgeted thanks to conservative forecasts and the Supplemental Aid being received. Revisions continue to be made to the WLS accounting system and the monthly reporting. Progress has been made, and several line items on the financial statements were further discussed. The Treasurer's Report for the month of August was accepted as submitted on a motion by Dr. Gray and seconded by Mr. Reiss. The motion passed unanimously.

ACTION ITEMS

Variance Requests for NYS Minimum Standards: Dr. Kirchner noted that the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards as delineated in the NYS Commissioner's Regulation §90.2. This information is supplied by the libraries in the Annual Reports. If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld and ultimately their charter can be revoked, if no action is taken to come into compliance.

Currently, all WLS member libraries are recorded as being in compliance as of 12/31/2010, with the following exceptions noted below, which were all discussed individually.

During the course of the individual library discussions, an overall concern arose with regard to funding levels of library services in this current economic climate. WLS trustees were encouraged to be in communication with the boards of the libraries that they represent to see if they can assist in their efforts to secure appropriate funding and maintain minimum standards.

Somers Library: The Somers Library did not meet Minimum Standard #7 [is open the minimum standard number of public service hours of population served] as of 12/31/2010. In the Variance Form submitted, the Somers Library noted that due to funding cuts, the library had to cut back 1.5 FTE staff positions. Therefore, the library reduced their hours to 38 hours per week for a few months in 2010 in an attempt to maintain Sunday hours at Sunday pay rates. This caused them to fall below the standard of 40 hours per week for their population of 18,346. In 2011, this was rectified by the library completely eliminating Sunday hours and extending their weekday hours to 44 hours per week, which now exceeds the minimum requirement.

The Board approved Somers Library's Variance Request Form as submitted on a motion by Dr. Gray and seconded by Dr. Jacknis. The motion passed unanimously.

Greenburgh Public Library: The Greenburgh Public Library did not meet Minimum Standard #7 [is open the minimum standard number of public service hours of population served] as of 12/31/2010. The library reported a weekly minimum of 52 hours open in 2010; and their minimum requirement for their population served is 55 hours/week. According to the Variance Form submitted, the Library's budget had been reduced over the past several years resulting in a reduction of staff from 28 full-time employees in 2005 to 21 full-time employees in 2011. Part-time staff was cut as well. The library also underwent an extensive renovation in 2008 which doubled the square footage from 23,000 to 46,000; and the bookmobile is no longer in service.

Although some funds were restored to the 2011 budget, a number of expenses such as employee benefits continued to increase significantly. The library is currently in negotiation with the Town for the 2012 budget; and input from the Friends of the Greenburgh Library and the Greenburgh Public Library Foundation is being sought.

The Board approved Greenburgh Public Library's Variance Request Form as submitted on a motion by Dr. Gray and seconded by Ms. Neale. The motion passed with nine (9) votes in favor, two (2) against [Jamali, Hansen] and two (2) abstentions [Jacknis, Sorice].

White Plains Public Library: The White Plains Public Library did not meet Minimum Standard #7 [is open the minimum standard number of public service hours of population served] as of 12/31/2010. The library reported a minimum of 50 hours open in 2010; and their minimum requirement for their population served is 55 hours per week. According to the Variance Form submitted, the Library's budget was decreased 8.9% in 2010 over 2009 and costs for pension, medical, utilities and self-insurance have increased. There are more full-time vacancies and part-time staffing has also increased. The union contract also dictates additional compensation for summer Saturdays and Sundays, which limited those hours to 4.

Ms. Furth noted the many efforts made on behalf of the library to stretch their resources. The library is currently open 7 days per week and is working with the new City Mayor to achieve compliance to be responsible and responsive within budget allocations.

The Board approved White Plains Public Library's Variance Request Form as submitted on a motion by Mr. Reiss and seconded by Dr. Gray. The motion passed with eleven (11) votes in favor and two (2) abstentions [Jacknis, Sorice].

Mount Kisco Public Library: The Mount Kisco Public Library did not meet Minimum Standard #2 [has a board-approved, written long-range plan of service] as of 12/31/2010. A letter was received from Director Susan Riley noting that the library's board has met several times to discuss the Lange Range Plan of Service and a finalized document should be completed within the next year. However, the Mount Kisco Public Library Board Meeting, at which they were to discuss the long-range plan of service, was scheduled for the same night as the WLS Board Meeting. Therefore, the Variance Request Form was yet unsigned but would be forwarded after their meeting.

The Board approved Mount Kisco Public Library's Variance Request Form on a motion by Dr. Gray and seconded by Ms. Furth. The motion passed with twelve (12) votes in favor and one (1) abstention [Jamali].

State Aid for Public Library Construction Grant Applications FY2011-13: The New York State Legislature has again provided an allocation of \$14 Million for public library construction in the State Budget. WLS's portion of this amount, based on population, is a total of \$652,251.

A total of nine (9) applications were received. The PLDA Grants Committee was made up of: Patricia Barresi, Director, John C. Hart Memorial Library (Yorktown), Chair; Angela Groth, Director, Ardsley Public Library; and Susan Riley, Director, Mount Kisco Public Library. All applications submitted met the criteria for approval established by the State. The Grants Committee met on September 7th, along with Elise Burke of WLS, to evaluate the applications on the basis of standard guidelines and presented the following recommendations for award:

Applicant Name	Description of Project	Total Project Cost	Recommended Award Amount
Eastchester Public Library	The ADA door upgrades will improve access to the library for senior citizens, parents with strollers and young children and handicapped patrons.	\$11,600	\$5,800
Katonah Village Library	Sidewalks surrounding the library have broken. New stones will be installed, all stones re-grouted, new septic pipe installed and landscaping replaced.	\$48,075	\$24,038
Hendrick Hudson Free Library (Montrose)	Renovate to create more study space, increase office, storage and custodial space, offer patrons vending options and increase energy efficiency.	\$212,439	\$86,532
Mount Pleasant Public Library	The Library's roof is past its useful life and has had numerous leaks over the past three years. We will be replacing it with a new roof.	\$550,000	\$200,000

Applicant Name	Description of Project	Total Project Cost	Recommended Award Amount
New Rochelle Public Library	Purpose of project is to bring the Library's Theater into code compliance. Scope of work addresses: seating, fire suppression, egress, assistive listening, HVAC.	\$427,565	\$200,000
Ossining Public Library	Upgrade air conditioning and replace system components for maximum energy savings and preservation of the Geothermal wells and their pumps.	\$50,000	\$25,000
Town of Pelham Public Library	Remove and replace original Vermont slate roof that dates from 1935 and is over 76 years old. Improve insulation in attic.	\$107,000	\$53,500
Rye Free Reading Room	This grant request carries two essential phases, replacement of aging air conditioning systems and replacement of sewage ejector pumps.	\$103,090	\$51,545
The Warner Library (Tarrytown)	Warner Library's Secure Library Project is for the installation of Security Cameras throughout the public areas of the library to increase safety.	\$11,672	\$5,836
	TOTALS	\$1,521,441	\$652,251

The WLS Board approved the NYS Construction Grant recommended awards submitted by the PLDA Grants Committee noted above on a motion by Dr. Gray and seconded by Mr. Reiss. The motion passed with twelve (12) votes in favor and one (1) abstention [Jamali].

PRESIDENT'S REPORT

Ms. Dohrenwend reminded WLS Trustees to invite their represented library boards to the WLS Annual Meeting on November 1st. Ms. Dohrenwend requested a meeting of the Nominating Committee regarding those terms that are scheduled to end as of 12/31/2011.

WLS COMMITTEE REPORTS

Special Committee re Benefits: Mr. Jamali reported that this Committee met twice in September and are continuing to make progress, which they will report on at next month's Board Meeting.

The Budget Committee has done some preliminary work and will be meeting soon. The Development Committee will be meeting in a few months.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported on a number of recent personnel changes. WLS is pleased to have Pat Braja as our new Director of Development; and Douglas Wray was promoted to the Manager of Cataloging Services. A part-time hourly cataloger is also scheduled to be hired shortly. There are two new member library directors: Galina Chernykh at Harrison Public Library and Melinda

Greenblatt at Briarcliff Manor Public Library. Sandra Miranda, Director of White Plains Public Library, and Susan Benton, Director of Mamaroneck Public Library District, will be retiring; and the director positions remain unfilled at the Larchmont Public Library and Purchase Free Library.

A revision to the legislation regarding the New York State Public Library Construction Grants [S4101/A113] has been signed into law. This allows for libraries to purchase vacant land with these grant funds and allows for the 50% match to be lowered to 25% for economically disadvantaged areas in the 2012 grant cycle.

Dr. Kirchner will be attending a New York Library Association (NYLA) Legislative Committee Meeting on October 12th.

Michael Borges, Executive Director of NYLA, will be coming to WLS on Wednesday, November 9th, from 11 a.m. to 12 noon, to give an overview on the 2% Tax Cap and its impact on libraries. Mr. Borges will also be meeting with NYS Assemblyman Tom Abinanti, member of the Assembly's Libraries and Education Technology Committee.

Progress on WLS's Plan of Service continues. The complete Plan of Service is due to NYS Library Division of Library Development by October 2012. The Free Direct Access Plan, one component of the Plan of Service, has been revised. Due to the lengthy approval process required, this document was given priority. The main change to the document is the deletion of the 2-mile radius given for unserved areas to contract with other libraries. The next steps for the Free Direct Access Plan include review by the WLS Governance Committee; approval by PLDA and the individual member library boards. Once a simple majority of boards approve the Free Direct Access Plan, it comes back to the WLS Board for its approval and goes onto the NYS Assistant Commissioner for Libraries & State Librarian along with the Plan of Service for final approval.

WLS has received an Institute of Museum and Library Services (IMLS) National Leadership Grant for Libraries in the amount of \$450,000. The proposal entitled, *Creative Aging in New York Public Libraries: A Regional Model*, is being coordinated with Lifetime Arts, Inc.; New York Public Library; Brooklyn Public Library; and Clinton Essex Library System to promote a demonstration project of Creative Aging models in urban, suburban and rural areas.

PLDA REPRESENTATIVE

Ms. Petry reported on the PLDA September meeting. The directors approved combining the databases and eContent (ebooks) expense lines in the WLS IT Budget. The PLDA Policies Committee presented recommendations for a standardized fines structure in order to streamline the library online system and to make it clearer to patrons who use more than one library.

OTHER

Ms. Fontanella noted that the Library Trustees Association of New York State (formerly known as NYSALB-New York State Association of Library Boards) has a newly revised website, which has additional information for new trustees and a section on library policies. Libraries have been encouraged to include a link to this site on their own webpages.

Dr. Jacknis noted he has worked with WLS Annual Speaker David Weinberger on the Regional Scholars on the Internet. Dr. Weinberger is an excellent presenter, and Dr. Jacknis encouraged all to attend. Dr. Jacknis also thanked Dr. Kirchner for his work with the search committee for the new Executive Director of METRO.

ADJOURNMENT

Having completed all other business, the Board adjourned its meeting at 8:35 p.m. on a motion by Dr. Jacknis and seconded by Dr. Gray. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Naseem Jamali".

Naseem Jamali, Secretary