WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 30, 2015 – Approval Pending

REGULAR MEETING

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

Board Members present: Catherine Draper, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Norman Jacknis, Naseem Jamali, Edris Scherer, Luke Vander Linden

Board Members absent: Mary Amato, Dave Donelson, Deborah Fay, Barbara Hickernell, Sue Neale

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

Public Library Directors Association (PLDA) Representative: Beth Bermel, Director, Scarsdale Public Library

Guest: Alex Payan, Port Chester resident

MINUTES

The minutes of the meeting of May 26, 2015, were accepted as submitted without objection.

FINANCIAL REPORTS

The financial reports for May 2015 were presented by Ms. Scherer and were accepted as submitted without objection.

ACTION ITEMS

NoveList Plus, NoveList Select and Zepheira: Dr. Kirchner noted that the following criteria were part of last year's approval of the contract renewal with SirsiDynix: 1) To improve the customer experience on the SirsiDynix product by investing in a discovery layer program to enhance the user experience; and 2) To add enriched content to make the catalog more engaging.

To address the overall discovery and to enrich content, a 6-month trial (for the period of July 1-December 31, 2015) to NoveList Plus and NoveList Select was recommended. These products will upgrade the current standalone product NoveList, a Reader's Advisory product which provides coverage of adult and K-8 fiction titles, series and authors. Upgrading to an enhanced version will allow for full product integration into the WLS online catalog. A trial period is being recommended to ensure that the product will do what it is intended to. The total cost of the 6-month trial is $12,520; and at the end of the period, the product will be evaluated as to renewal. Anticipated cost for 2016 is $50,000.

To expand the public's awareness of public library materials, an upgrade to the catalog records to BibFrame/Linked Data formats was recommended. This upgrade will allow WLS catalog records to appear as top search results in Google and Bing and provide a direct link back to the WLS

catalog where individuals can sign in and download or place holds on the materials. Zepheira has introduced the Libhub Initiative to create a focus on the collective visibility of libraries and their resources on the Web. Zepheira's Libhub Initiative aims to publish and use data with non-proprietary web standards so that our catalog records can then communicate in a way that Web applications understand and display for Web users. The proposed cost for Year 1 is $24,500 for training of WLS cataloging staff and enhancement, testing and exporting of our 1 Million original bibliographic records in the WLS catalog. Anticipated annual recurring cost for Years 2+ is $20,000.

All products have been researched by WLS staff and were recommended for approval by the Public Library Directors Association (PLDA) at their June 19th Meeting. WLS funding for these options were included in 2015 budget and is available for all products.

The Board approved the purchase of the 6-month trial of NoveList Plus and NoveList Select for $12,520 and Zepheira for Year 1 for $24,500 on a motion by Ms. Scherer and seconded by Dr. Jacknis. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Hansen spoke about the status of the privacy issues he had raised. Positive steps are being taken to better control the ability of library staff to activate patron account history retention. Regarding the length of time a person's identity is linked to their check-out records, 30 reports were identified as needing the circulation records for data in order to be run. In reviewing these reports with Rob Caluori, Director of Information Technology, it was discovered that the majority were individual reports requested by member libraries. Only two WLS system-wide statistical reports remain in question. WLS will continue to work with SirsiDynix to resolve this issue. Dr. Jacknis offered to participate in the next meeting to discuss other possible solutions.

COMMITTEE REPORT

Development Committee: Committee Chair Mr. Vander Linden reported that the Committee met on June 29th to discuss the purpose of development activities in general and specifically for WLS. It was decided that a clearly identified plan is needed. The Committee, along with Dr. Kirchner and Ms. Braja, will work toward creating a plan.

Nominating Committee: On behalf of Ms. Neale, Dr. Kirchner welcomed Alex Payan, a potential candidate for the District X (Port Chester, Rye Brook, Rye City, Rye Town) vacancy.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that the Maintenance of Effort Waiver for FY2012-13 for the Mount Vernon Public Library was denied because the library was unable to get the needed information from the City of Mount Vernon. Only 75% of the FY2014-15 Central Library Aid will be received. Since the Mount Vernon Public Library budget vote has been instituted and passed, there should not be any maintenance of effort issues going forward.

A Request for Proposal for banking services has been drafted and will be issued over the summer.

The Office of the State Comptroller has scheduled their audit of WLS, but their findings may not be available until January 2016.

Nominees for the NYS Regents Advisory Council are being sought. If anyone is interested, contact Dr. Kirchner who will forward the nominations by the deadline of August 1st.

SirsiDynix staff attended the May PLDA Meeting and helped clarify outstanding issues and spoke about enhancements to privacy and security. The first release will include one sign-on for Active Directory, and the second release will include an email notification to patrons should there be a changed to the toggle regarding patron history.

WLS is looking into digitizing the organization's meeting minutes as well as the NYS Annual Reports for the member libraries. Dr. Kirchner met with the Westchester Historical Society to discuss storing the physical copies of these documents as well as other archives at their facilities.

Nate Hill is the new Executive Director of METRO (Metropolitan New York Library Council), and Dr. Kirchner has met with him to explore how WLS and METRO can work together on potential projects.

Work continues with Jones Lang LaSalle Americas, LLC (JLL) regarding possible WLS office relocation for when the current lease expires in June 2016.

PLDA REPRESENTATIVE

Ms. Bermel reported that at the June PLDA Meeting, decisions were made regarding recommendations for NoveList Plus/NoveList Select and Zepheira products previously discussed and approved. A speaker from the State Comptroller's Office came to discuss the audit process. The summer luncheon was held following the meeting, and the next meeting will be held in September.

OTHER

Ms. Fontanella reported that the New York State Library Trustees Association (LTA) and the Southern Tier Library System will be presenting a mini-Trustee Institute: *Continuing Crucial Connections—A Look at Trustee Roles and Responsibilities, Policy Development and Legal Issues,* at the Fred & Harriet Taylor Memorial Library, Hammondsport, NY, on July 13th. A few WLS member libraries have not renewed their LTA membership.

Ms. Feuerman noted that the 990 Form was distributed to and reviewed by the board members, and she will notify the auditors to go ahead with submission.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:00 p.m. with no objection.

Respectfully submitted,

Elise Burke

Elise Burke
Recording Secretary