

**Item:** Election of WLS Officers

**Background:** According to the Bylaws of the Westchester Library System, a slate of officers – President, Vice President, and Secretary – must be presented annually to the Board of Trustees by the Nominating Committee.

**Status:** The Nominating Committee, led by Chair Sue Neale, has finalized the 2018 slate of officers for President, Vice President and Secretary. The following slate will be presented at the Board Meeting:

**President – Sean Ryan**  
**Vice President – Susan Morduch**  
**Secretary – Bernie Seiler**

The term of office of all elected officers shall be one year and no member of the Board may serve as President for more than two consecutive years. Article III of the WLS Bylaws contains the Duties of Officers.

The office of Treasurer is appointed, and Edris Scherer has agreed to continue as Treasurer.

**Recommended  
Action:**

The Nominating Committee recommends election of the proposed slate of officers for the 2018 term.

January 30, 2018

**Item:** WLS Procedures for Delinquent Accounts

**Background:** The WLS Budget Committee met on November 28, 2017, and discussed the issue of delinquent account procedures for invoices issued by WLS for services rendered. Non-profits are being held more accountable for ensuring the use of best practices for internal controls. The Office of the State Comptroller along with the New York State auditor recommend applying interest and penalties on delinquent accounts according to law to encourage prompt payment. It also allows the organization to have a more reliable expectation for the receipt of revenues.

The current terms for WLS invoices including the semi-annual invoices to member libraries for IT fees and all other invoices for services rendered are net 30 days with no late fee.

**Status:** The Budget Committee recommends that beginning February 1, 2018, all WLS invoices that are delinquent by more than 60 days be assessed a late fee of 1% per month. Including the current terms of net 30 days, this late fee would be applied starting 90 days from the original invoice date.

**Recommended**

**Action:** WLS Budget Committee recommends approval of a late fee for WLS invoices as noted above.

January 30, 2018