

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**April 27, 2021 – Approval Pending**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Denise Matthews-Serra, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: None

Also present from WLS were: Terry Kirchner, Wilson Arana, Rob Caluori, Joe Maurantonio

Public Library Directors Association (PLDA) Representative: Karen LaRocca-Fels, Director, Ossining Public Library

**MINUTES**

The minutes of the meeting of March 30, 2021, were revised as follows:

Page 3, under Strategy Committee, in Item 4 correction of typographical error of “ILS strategy proposal” to “WLS strategy proposal”.

Page 4, under Other, the fourth sentence of the first paragraph should read as follows: “The Board ~~is~~ has been made aware that there are differing viewpoints *and that not all directors agree that there is a strained relationship.* ~~and~~ Ms. Mills-Worthey requested a video or transcript from that meeting.”

The Board approved the minutes with the above revisions on a motion by Mr. Puglia and seconded by Mr. Iwanski. The motion was approved with 12 in favor and 2 abstentions [Ms. Morduch, Ms. Matthews-Serra].

**FINANCIAL REPORTS**

The financial report through March 2021 was reviewed in detail by Mr. Caluori. Mr. Caluori reminded the board that the next Finance session will be held April 28<sup>th</sup> on the Income Statement. Discussion included e-Rate funding and whether monies received are reflected in the invoices that are sent to the member libraries. In addition, a question was raised as to what the current WLS cybersecurity insurance policy covers.

The financial report was accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

## ACTION ITEMS

**WLS System Annual Report to New York State:** Dr. Kirchner reported on WLS's System Annual Report to New York State. The overall format remained basically the same as in 2019, with the addition of a new section regarding services provided during the COVID-19 pandemic.

The Board accepted the 2020 WLS System Annual Report as submitted on a motion by Ms. Zevin and seconded by Mr. Marshall. The motion passed unanimously. Elise Burke was thanked for her efforts in completing the Report.

**Extension of Current Borrowing Facility:** WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The current facility is due to expire on August 31, 2021, and 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. There have been no borrowings under this facility in prior years. At this time, there are no expectations to borrow for the coming year, although it is unclear when State funds will be released; therefore, the extension of the borrowing agreement for one year was recommended to allow for financial flexibility.

The Board approved the extension of the borrowing facility with TD Bank for an additional year on a motion by Ms. Draper and seconded by Ms. LeBlanc. The motion was approved unanimously.

## PRESIDENT REPORT

Dr. Morduch noted that Mr. Seiler is continuing to work on the Board to Board survey. A total of 79 responses were received and have given a good sense of how WLS connects with the member library boards. Work continues on a district-by-district report as well as an aggregated report of all comments.

## COMMITTEE REPORTS

**Audit Committee:** Ms. LeBlanc, Chair, noted that the preparation of the audit reports are in the final stages, and another committee meeting will be scheduled in a week or two.

**Budget Committee:** Ms. Scherer, Chair, noted that there are no new developments.

**Governance Committee:** Dr. Kirchner reached out to Ms. Draper, Chair, regarding the WLS Bylaws.

**Strategy Committee:** Mr. Okelo, Chair, noted that the Committee met on April 12<sup>th</sup> and looked at the following:

- 1) What other libraries are doing; the role of community engagement; and how to protect the tangible assets of WLS.
- 2) WLS Strategic Priorities: Following a Socratic method to review priorities led to discussion of the WLS mission statement—in light of understanding what others think WLS's mission should be—as well as the vision statement, which does need to be revised. Ideas on how to revise the vision statement can be sent to Dr. Kirchner.
- 3) Shared Goals: In the broadest terms, WLS and the member libraries have to have the same shared goals. Yet is it the task of the committee just to support the member libraries or is

there a portion of our role to support other activities that are unique to WLS? It is important to understand what is unique to WLS and what is unique to the member libraries.

**Nominating & Board Development Committee:** Ms. Zevin, Chair, noted that the committee is waiting to see the results of the Board survey and is moving forward with a candidate to represent District 5.

## EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that the Service Level Agreement (SLA) continues to move forward, and a working session on the IT billing structure will be held for the WLS trustees on May 18<sup>th</sup> at 6 p.m. Documents for that meeting will be shared later this week. Since funding for 2021 was not reduced, the PLDA Central Library/e-Content Committee is exploring an option with PLDA to use funds to support systemwide access to the digital magazine platform available on OverDrive, which costs approximately \$45,000 for 3,308 titles. An Action Item on this recommendation will be presented at the May WLS Board Meeting.

Dr. Kirchner followed up with PLDA President Andrew Farber about sharing copies of the PLDA minutes; but the PLDA Executive Committee meeting where it would be discussed had to be rescheduled.

The WLS Trustee Institute held on April 21<sup>st</sup> regarding Design Thinking for Libraries was well received. The next event is entitled, *Social Poetics: Coronavirus Haiku*. This conversation with Prof. Mark Nowak and the Worker Writers School will be held on May 13<sup>th</sup> at 7 pm via Zoom and will share a selection of haiku written by "frontline workers" during the COVID-19 crisis.

## PLDA LIAISON'S REPORT

Ms. LaRocca-Fels reported on the following topics discussed at the March PLDA General Membership Meeting:

- Preliminary draft of the IT Finance Model;
- E-Content information; and
- Libraries have been very good at sharing information regarding their services during the COVID-19 pandemic. Quarantine is a recent topic of discussion, and libraries are lowering their quarantine time period and increasing hours open, etc.

## OTHER

Dr. Kirchner reminded trustees of upcoming events including: Finance Workshop on April 28<sup>th</sup>, the SLA/IT Finance Structure on May 18<sup>th</sup>, and the next Regular Board Meeting on May 25<sup>th</sup>.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:23 p.m. on a motion by Mr. Iwanski and seconded by Ms. Zevin that passed unanimously. [Ms. LeBlanc not present for the vote.]

Respectfully submitted,

*/s/ Bernie Seiler*

Bernie Seiler  
Secretary