

**Call to Meeting
May 30, 2023**

The next Regular Meeting of the Westchester Library System (WLS) is **Tuesday, May 30, 2023, at 6:00 p.m.** PLEASE NOTE: This meeting will take place at the WLS Headquarters, 570 Taxter Rd, Ste 400, Elmsford, NY 10523. (Masks may be required.)

Regular Meeting Agenda

Minutes: April 25, 2023

Finances

President's Report

WLS Committee Reports

Executive Director's Report

PLDA Report – Yvonne Cech, Director, John C. Hart Memorial Library (Yorktown)

NEXT MEETING: The next Regular Meeting will be held on Tuesday, June 27, 2023, at 6:00 p.m.

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 25, 2023 – Approval Pending

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Karen Zevin at 6:06 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Andrea Bober, Robert Cartolano, Nishat Hydari, Alice Joselow, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthy, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Diane Tabakman, Karen Zevin

Board Members absent: Wes Iwanski

Also present from WLS were: Terry Kirchner, Rob Caluori, Wilson Arana, Pat Brigham, Kate Meyer, Allison Midgley

Public Library Directors Association (PLDA) Representative: Yvonne Cech, Director, John C. Hart Memorial Library

Karen Kelley, Chair of the Nominating & Board Education Committee, introduced Anthony Amiano, a candidate to fill the vacancy for District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge].

MINUTES

The minutes of the April 25, 2023 Board Meeting were approved on a motion by Mr. Puglia and seconded by Ms. Morduch. The minutes were accepted unanimously.

FINANCIAL REPORTS

The financial report through March 23 was presented by Mr. Caluori and an overview of the check signing and voucher/payment process was provided. Mr. Caluori noted that the Audit Committee recently met with the auditors. The auditors discussed in detail the entry – use of space – that has been redefined by the updated accounting standards. He also noted that the next check register will reflect many stale checks which were voided so the account reconciliation is more accurate. The Board accepted the financial report on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

ACTION ITEM

System Annual Report: Dr. Kirchner circulated highlights of the 2022 WLS System Annual Report to the Board. He noted that all library systems in New York State must complete this report to receive funds, and the report looks at the funds received from the state and asks systems how the funds were utilized. Some of the figures in the report are system figures, and some of them are library-wide figures. The Board approved the System Annual Report on a motion by Ms. Scherer and seconded by Ms. LeBlanc. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Zevin spoke about ALA’s Right to Read Day, April 24, 2023, and she noted that it is important that Board members protect the freedom to read. Ms. Zevin also noted that Old Business and New Business is not required but has been added as part of the Call to Meeting. She reminded Board members to review the Mission, Vision and Goals and that we will be looking at the strategic goals at the May Meeting. The Board Sexual Harassment Training will take place in June.

COMMITTEE REPORTS

Finance Committee: Ms. LeBlanc reported that the committee met before this meeting and that some policies need to be updated and these policies will be forwarded to the Governance Committee. The Committee reviewed the most recent Standby Letter of Credit used by TD Bank to collateralize WLS's deposits. She also encouraged others to join the finance committees and budget meetings.

Nominating & Board Education: Ms. Kelley, Chair, re-introduced Mr. Amiano, a potential candidate to fill the District V [Armonk, Bedford Village, Mount Pleasant, Pound Ridge] vacancy. Mr. Amiano has experience as a Board of Education trustee.

Governance Committee: Ms. Morduch reminded the Board that all trustees should review the existing policies and by-laws. Suggestions for edits or updates would be welcomed. The committee expects the employee handbook to be finalized in May or June 2023, following review by WLS’s attorney.

EXECUTIVE DIRECTOR’S REPORT

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

Dr. Kirchner stated that The Mount Vernon Public Library (MVPL) Board of Trustees has updated most of the policies and bylaws as required by the Division of Library Development. The MVPL Board of Trustees is in the process of conducting a forensic audit as part of the registration review process. He also noted that the Mount Vernon Library Board of Trustees has hired a new treasurer.

Dr. Kirchner stated that New York State’s 2023-2024 budget was due on April 1st but is still under discussion by legislators. It is unclear if there will be any more budget extensions. He also noted that Annual Reports for the individual libraries are almost complete, except for a few libraries who still need to submit their reports.

Wilson Arana, Director of IT, stated that Aspen Discovery will have its soft launch on April 26, 2023, and will go-live for patrons on May 1, 2023, through the WLS website only. In June/July the member libraries will have their own sites. Training is still ongoing for Aspen Discovery. Friday, April 7th was the first Discover the New Catalog virtual demonstration that was attended by 37 staff members from 18 libraries, and the recording has 200 views on YouTube. A second virtual demo is being offered at the end of April, with 42 staff members signed up from 15 libraries. WLS hosted two in-person round table discussions where library staff had the opportunity to browse the new patron catalog and share their feedback. Feedback from staff has been generally positive, with a mix of excitement for the integration of e-content, NYT Bestseller lists, event calendars, and opportunities to promote programs, as well as expected anxiety on how the patrons will react to a new product. Training will continue to be ongoing.

PLDA LIASON’S REPORT

Ms. Cech reported on the March 2023 PLDA meeting where the following was discussed:

- PLDA met in-person on April 20, 2023, at the John C. Hart Memorial Library. PLDA will meet in person four times a year.
- The PLDA E-Content Committee is exploring the possibility of systemwide purchases for additional products.
- WLS is exploring the costs of a systemwide partnership with the American Heart Association to provide blood pressure monitors that could be loaned out at participating libraries.
- Happy National Library Week!

NEW BUSINESS

Mr. Cartolano inquired about the audit cycles for IT.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:44 p.m. on a motion by Ms. Murdoch and seconded by Ms. Scherer that passed unanimously.

Respectively submitted,

Andrea Bober
Secretary