

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
November 27, 2012 – Approved January 29, 2013

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:02 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato (late), Patricia Dohrenwend, Dave Donelson, Patricia Fontanella, Hope Furth, Amanda Goodman, LaRuth Gray, Chris Hansen, Naseem Jamali, Sue Neale (late), John Sorice

Board Members absent: Deborah Fay, Barbara Hickernell, Norman Jacknis, Alvin Reiss

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

Public Library Directors Association (PLDA) Representative: Cynthia Rubino, Director, Lewisboro Library (South Salem)

MINUTES

The minutes of the meeting of September 27, 2012, were accepted as submitted on a motion by Ms. Furth and seconded by Ms. Fontanella. The motion passed with 9 votes in favor. [Ms. Amato and Ms. Neale were not present for vote.]

FINANCIAL REPORTS

The financial reports for September and October 2012 were presented by Mr. Sorice. The board was informed that Dr. Kirchner was able to sell the bookmobile to Twin Falls Public Library in Idaho. The financial reports were accepted as submitted on a motion made by Ms. Dohrenwend and seconded by Mr. Jamali. The motion passed unanimously.

DEPARTMENT PRESENTATION

Patricia Braja, Director of Development: Ms. Braja spoke about the challenges faced throughout the past year, the opportunities they present and the strategies on how to address the issues. WLS's current revenue is made up of 56% from government sources and 44% from membership fees. The goal is to diversify. In seeking new resources, efforts have focused on ongoing communication including enhancements to WLS's website and engagement in social media to promote WLS services and strengths; the formation of a Business Advisory Committee; and fostering ways to look differently at the impact of current events and programs. The foundation for successful fundraising is being put in place—new and renewed funding has been received in 2012 along with a number of commitments for 2013.

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. 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 9/1/2012, with the following exceptions for the 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]. The library is currently open 52.5 hours per week; their minimum requirement for their population served is 55 hours/week. According to the Variance Form submitted, the Library continues to suffer from budget cuts along with increases in fixed costs. In an attempt to save money, staff schedules were altered; however, the union filed a grievance which was upheld, and schedules reverted back to the original configuration. The library continues to show goodwill on their part to work with the Town of Greenburgh to resolve this issue.

The Greenburgh Public Library also did not meet Minimum Standard #2 [has a board-approved, written long-range plan of service]. The Variance Form submitted for this standard included a copy of the long-range plan of service which was approved by the Greenburgh Public Library Board on 10/23/2012.

The Board approved Greenburgh Public Library's Variance Request Form for Minimum Standards #7 and #2 as submitted on a motion by Ms. Fontanella and seconded by Ms. Amato. The motion passed unanimously.

WLS Plan of Service 2012-2016: The New York State Library Division of Library Development requires that each library system submit a five-year plan of service. WLS's Plan of Service officially expired in 2011; however, systems were given an option for a one-year extension. Input was gathered from the WLS trustees, member library staff, WLS staff and others. The goals will help WLS address future ways of supporting the member libraries and their communities.

The WLS Board approved the WLS Plan of Service 2012-2016 as submitted on a motion by Mr. Jamali and seconded by Ms. Furth. The motion passed unanimously. A copy of the WLS Plan of Service is available on the WLS website at:

http://www.westchesterlibraries.org/files/about/WLS_Plan_of_Service_2012-2016.pdf.

Central Library Budget/Plan of Service: Each year the State of New York requires the submission of a budget proposal for the use of funds set aside for services provided by the system's Central Library. The FY2012-13 Central Library Development Aid (CLDA) initial budget proposal was approved by the Public Library Directors Association in April 2012. However, this budget proposal was rejected by the Mount Vernon Public Library Board at their May 2012 meeting. In order to receive the FY2012-13 CLDA funds from New York State, all three entities—the Central Library, PLDA and the WLS Board—need to approve the budget within the State's fiscal period of April 1, 2012 thru March 31, 2013. In addition for this year, the Central Library's Plan of Service is due in conjunction with the System Plan of Service.

Dr. Kirchner noted that he has discussed these issues with the new Director of the Mount Vernon Public Library. The PLDA Central Library Coordinating Committee had been reconstituted and is scheduled to meet on November 28th to discuss a newly proposed FY2012-13 CLDA budget. This

revised FY2012-13 CLDA budget along with the Central Library Plan of Service will need to be voted on and approved by the Mount Vernon Public Library Board at their December meeting in order for both items to be brought before PLDA and WLS at their January 2013 meetings for their approval.

Discussion followed including concerns regarding consequences if the budget or Plan of Service is not approved; role and designation of the Central Library; current status of Mount Vernon Public Library; and next steps of action.

The Board authorized the Executive Director to inform the Mount Vernon Public Library Board President of the deadline for a decision on the FY2012-13 CLDA budget and Plan of Service by December 31, 2012, on a motion by Dr. Gray and seconded by Ms. Dohrenwend. The motion passed unanimously.

WLS Delivery Request for Proposal: The existing service contract with Select Express (Select) expires on December 31, 2012. Monday through Friday, Select performs pick up and delivery of books/DVDs/CDs to 44 libraries in Westchester and performs all internal sorting at WLS. Saturday delivery service is limited to 22 libraries with two trucks and a sorter. Annually, over 2.5 million items are processed through the delivery system by Select, which has provided delivery service for the last six years.

Eleven prospective vendors and Select were asked to submit proposals and were invited to an information session and tour of the current delivery operations. In order to have a fair basis of comparison, all vendors were asked to submit their proposals based on the existing route structure for a three-year period; and they were given sufficient time to study the existing structure and were encouraged to offer any recommendations for improvements. Most proposals incorporated a fuel surcharge and an annual increase tied to the Consumer Price Index.

All proposals were reviewed, and three vendors providing the strongest proposals were: All Island Courier, Select, and Urban Express. These proposals were discussed in detail.

The Board authorized the Executive Director to enter into negotiations to contract with All Island Courier for the next three years on a motion by Ms. Dohrenwend and seconded by Ms. Fontanella. The motion passed with 10 votes in favor and 1 abstention (Mr. Sorice).

A ten-minute break was approved by consensus. The meeting reconvened at 6:55 p.m.

WLS FY2013 Budget: Mr. Sorice, WLS Budget Committee Chair, reported that the Committee met prior to the Board Meeting for a final review of the proposed 2013 budget. There was a split decision of the Committee—2/3 recommended approval of the FY2013 budget as submitted; 1/3 felt that asking a 3% increase of member library fees was not appropriate in light of current budget cap restraints. The budget was then reviewed in detail.

The budget reflects conservative revenue projections including flat funding from the State and County, 3% increase in member library fees, and increases in grant funding and other sources. The expense side includes a 2.5% increase for salaries and increases for pension and health benefits, and at the request of the member libraries, books and database acquisitions.

The Board approved the WLS FY2013 budget as submitted on a motion by Ms. Jamali and seconded by Ms. Neale. The motion passed with 9 votes in favor and 2 against (Mr Hansen, Mr. Sorice).

PRESIDENT'S REPORT

Mr. Donelson requested a brief Executive Session following the completion of the regular business. Trustees were asked to consider their 2013 Committee assignments. The current WLS Committees are: Audit, Budget, Governance Issues and Nominating. Mr. Donelson would like to bring back a Development Committee. The Nominating Committee is currently working on the roster of 2013 officers, which will be voted on in January, and searching for a candidate to replace Ms. Dohrenwend, whose term ends in December as the District IX Representative [Bronxville, Eastchester, Pelham, Tuckahoe]. Ms. Dohrenwend was applauded for her excellent efforts as a WLS Trustee. She served as Treasurer, Vice President and President and was a tireless advocate at all levels for the library community.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner thanked the Board and all those who assisted with the development of the Plan of Service.

PLDA REPRESENTATIVE

Ms. Rubino noted that this was also her last meeting as the PLDA Representative. There was not a quorum at the November PLDA General Membership Meeting; however, the slate of officers for 2013 was announced as follows: Maureen Petry, President; Cindy Rubino, 1st Vice President; Ed Falcone, 2nd Vice President; Tracy Wright, Secretary; Jeffrey Ault, Treasurer.

OTHER

Ms. Fontanella gave an update on the activities of the Library Trustees Association of New York State (LTA). Their website has recently been updated with many helpful materials. Mary Ellen O'Connor, President, and John Eberhardt, Trustee from Suffolk County Library System, will be attending the NYS Assembly Budget Hearing on 11/29/12; and Dr. Kirchner and Mr. Donelson will also be attending and representing WLS. The 2013 LTA Trustee Institute will be held in May and is being hosted by three different systems: Chautauqua-Cattaraugus Library System; Buffalo and Erie County Library System, and Nioga Library System. It is the first time this event will be held in the western part of the State.

ADJOURNMENT

Having completed all other business, the Board adjourned its meeting at 7:55 p.m. and went into executive session at 7:56 p.m. to discuss the evaluation of the Executive Director on a motion by Ms. Dohrenwend and seconded by Dr. Gray. The motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 8:15 p.m. by consensus. The Board approved a salary adjustment concerning the Executive Director on a motion by Mr. Sorice and seconded by Ms. Dohrenwend. The motion passed unanimously. The regular meeting was adjourned at 8:17 p.m. by consensus.

Respectfully submitted,

A handwritten signature in blue ink that reads "Chris Hansen" with a stylized flourish at the end.

Chris Hansen, Secretary

Westchester Library System
FY-2013 Proposed Budget

	2011 Final	2012 Projected	2013 Proposed	\$ change over 2012 Projected
REVENUES:				
General Library Aid	1,288,335	1,309,300	1,324,500	15,200
Supplementary Aid	171,991	174,300	176,100	1,800
Local Library Support revenue	228,426	238,900	238,900	0
Local Library Support pass-thru payments	(228,426)	(238,900)	(238,900)	0
Local Services Support Aid	160,009	162,900	164,800	1,900
Central Library Aid	235,187	239,900	242,800	2,900
Central Library Book Aid	41,961	56,900	57,100	200
Central Library Book Aid pass-thru payments	(41,961)		(57,100)	(57,100)
Westchester County	1,000,000	1,050,000	1,000,000	(50,000)
Erate	126,800	120,000	120,000	0
Member Library Fees	2,500,200	2,497,700	2,572,300	74,600
Enhanced Services to Libraries	33,828	16,300	12,000	(4,300)
Special Events	53,411	39,300	64,800	25,500
Investments/Interest Income	4,541	2,600	2,600	0
WEBS, Non-Resident Cards, Misc	84,051	68,000	53,000	(15,000)
Coordinated Outreach	129,913	131,700	133,000	1,300
Correctional Facilities	33,884	34,100	34,300	200
Westchester Comm Coll pass-thru revenue	212,813	200,000	200,000	0
Westchester Comm Coll pass-thru payments	(212,813)	(200,000)	(200,000)	0
Westchester County Restricted	36,500	36,000	36,000	0
Other grants	118,588	251,100	329,400	78,300
Contributions/To Be Raised		18,200	105,000	86,800
Unspent Prior Year revenues			277,300	277,300
Total Revenues:	5,977,239	6,208,300	6,647,900	439,600
EXPENSES:				
Personnel				
Salaries	1,932,114	2,018,600	2,096,600	78,000
Employee Benefits	692,080	760,900	870,400	109,500
Retiree Health Benefits	216,871	218,000	233,000	15,000
Subtotal Personnel	2,841,065	2,997,500	3,200,000	202,500
Other Than Personnel				
Professional Fees	34,042	28,200	31,000	2,800
Equipment	136,662	325,100	249,800	(75,300)
Books, Films, etc.	58,018	171,900	410,800	238,900
Periodicals	11,208	9,300	9,000	(300)
Rent & Utilities	262,653	292,500	313,700	21,200
Repairs & Maintenance	433,697	404,500	368,800	(35,700)
Supplies	23,763	24,100	29,800	5,700
Telephone & Internet	379,488	410,000	458,500	48,500
Printing & Postage	21,050	30,100	48,700	18,600
Databases	341,136	258,900	422,000	163,100
Professional Development	31,899	28,400	65,600	37,200
Travel, Conferences & Meetings	20,763	18,100	41,400	23,300
Memberships	8,018	9,300	10,500	1,200
Contracts Processing	217,866	344,400	458,500	114,100
Delivery Service	385,269	409,100	370,000	(39,100)
Special Events	35,700	44,900	29,000	(15,900)
Insurance	13,009	18,000	20,000	2,000
Interest expense	2,806	2,200	3,000	800
Miscellaneous	12,964	21,800	66,300	44,500
Subtotal Other Than Personnel	2,430,011	2,850,800	3,406,400	555,600
TOTAL EXPENSES	5,271,076	5,848,300	6,606,400	758,100
Revenue vs. Expenses:	706,163	360,000	41,500	
Depreciation	324,900	232,200	40,000	