

## WESTCHESTER LIBRARY SYSTEM

### Trustee Meeting

April 28, 2015 – Approved May 26, 2015 – Revised & Re-approved 10/27/2015

#### REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Chris Hansen, President, at 6:04 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Dave Donelson, Catherine Draper, Patricia Fontanella, LaRuth Gray, Chris Hansen, Norman Jacknis, Naseem Jamali, Sue Neale, Edris Scherer

Board Members absent: Deborah Fay, Hope Furth, Barbara Hickernell, Luke Vander Linden

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

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

#### PRESENTATION

**Norman Jacknis, Trustee:** At the request of Mr. Hansen, Dr. Jacknis repeated the presentation he gave at both the Library Trustees Association of New York State (LTA) Trustee Institute held in May 2014 and WLS Trustee Institute held in October 2014. Entitled, *Looking Forward: How Can Libraries Respond to Technology Trends*, Dr. Jacknis identified and illustrated the following technology trends: 1) Digitization of Written, Oral and Visual Materials; 2) Artificial Intelligence and Robotics; 3) High Quality Visual Communications; 4) Ubiquitous Internet; and 5) Billions of People who Produce and Consume Content – the “Pro-Sumer.” In addition, the role of the librarian and how librarians can be the leaders of this information revolution was discussed.

#### MINUTES

The minutes of the meeting of March 31, 2015, were accepted as submitted without objection.

#### FINANCIAL REPORTS

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

#### OTHER

Dr. Kirchner noted that a WLS library patron recently expressed frustration regarding difficulties experienced when searching the SirsiDynix catalog. In particular, the searching process as currently configured by the vendor forces a preset time out for inactivity and does not permit the user to reset a longer period before the time out occurs. As it currently functions, the SirsiDynix

catalog does not fully support ADA compliance. The patron participated in the board meeting via Skype.

Mr. Caluori, WLS Director of IT, noted that SirsiDynix was contacted regarding this issue. The SirsiDynix catalog does have an “accessibility mode” option; but that option does not extend the time out period, which is a feature needed for individuals who are not able to enter their search commands into the system within the preset time allotted. SirsiDynix was strongly urged to make the resolution of this issue a top priority as it affects all users of their product. SirsiDynix is now in the process of creating a patch to address this issue. The resident was pleased with this pending solution and offered to test the patch once it is created. Mr. Caluori was thanked for handling the technology to make it possible for this patron to participate in the Meeting.

### INFORMATION ITEM

**WLS Policies:** WLS was informed by the Office of the New York State Comptroller that they will be scheduling an internal process audit of WLS at some point over the summer. In light of that audit, WLS’s current policies were reviewed by WLS staff. Although WLS has followed specific purchasing guidelines and basic credit card procedures, formalized policies are not in place. Drafts of a Purchasing Policy and a Credit Card Usage Policy were shared with the Governance Committee and distributed to the Board for their review. In addition, a Gift Acceptance Policy will be drafted and distributed. Comments regarding these proposed policies can be sent to Dr. Jacknis, Chair of the Governance Committee, by May 15<sup>th</sup> and the policies will be presented as an Action Item at the May Board Meeting.

### ACTION ITEM

**Central Library Development Aid FY2014-15 Budget:** Dr. Kirchner noted that each year the State of New York requires the submission of a budget proposal for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds set aside for Central Library services for the State’s fiscal period of April 1<sup>st</sup> through March 31<sup>st</sup>.

The PLDA Central Library Committee/Database Committee met in December and their recommendations were presented to and approved by the general membership of PLDA at their December 2014 Meeting. The Board of the Central Library (Mount Vernon Public Library) approved the proposed budget for 4/1/2014-3/31/15 at their 3/18/15 Board Meeting. The amounts included in the FY2014-15 Budget reflect full funding for this period, pending successful completion of the FY2013-14 Maintenance of Effort Variance that is currently being processed by the Mount Vernon Public Library. This budget may also serve as the baseline budget for FY2015-16 until final allocation amounts are received from NYS. The proposed budget is as follows:

<i>Central Library Development Aid</i>	
Ancestry.com	\$ 28,242
Bookletters	26,000
Flipster	24,522
Job and Career Accelerator	15,000
Learning Express	47,500
Library ELF	2,500
Lynda.com	27,500

Morningstar	29,183
NoveList	24,960
Rocket Languages	14,300
Training	10,000
Additional e-content/e-book purchases	4,393
<i>Total Central Library Development Aid Budget:</i>	<i>\$254,100</i>
<i>Central Library Book Aid</i>	
Central Library/MTV print materials	\$30,300
Support system-wide e-book purchases	30,300
<i>Total Central Library Book Aid Budget:</i>	<i>\$60,600</i>

The Board accepted the FY 2014-2015 Central Library Development Aid and Central Library Book Aid Budget as submitted above on a motion by Ms. Neale and seconded by Dr. Gray. The motion passed unanimously.

## COMMITTEE REPORTS

**Audit Committee:** Ms. Scherer reported for Ms. Hickernell, Chair. The Committee met with the WLS Auditors Dorfman, Abrams Music on April 6<sup>th</sup> and reviewed in detail the Financial Statements and Report to Those Charged with Governance for the year ending December 31, 2014. WLS received a clean, unmodified report, and both documents that had been distributed were discussed.

The Board approved acceptance of the Financial Statements and Report to Those Charged with Governance for FY2014 (see attached) on a motion by Mr. Donelson and seconded by Ms. Draper. The motion passed unanimously.

## EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted the Mount Vernon Public Library is holding an Open House on May 13<sup>th</sup> at 6:30 p.m.

Dr. Kirchner and Mr. Caluori participated in a conference call with New York State Librarian Bernie Margolis to discuss recent e-rate and broadband initiatives and the effect of these new initiatives on filtering requirements as they apply to the Children's Internet Protection Act (CIPA). WLS does not accept e-rate funds for internet services due to the filtering requirements. Assessment will continue to see whether there is any possibility for WLS to apply for e-rate funding without filtering.

On April 9<sup>th</sup>, WLS received Westchester County's 2015 Distinguished Public Health Service Award at a ceremony held at the Greenburgh Public Library. The presenters highlighted the important role that the distribution of clear, objective information plays in promoting health literacy – a role that the member libraries and WLS have actively embraced in unique ways. Sarah Ilany received the J.R. Tesone Youth Public Health Service Award for her advocacy for young people with Type 1 diabetes.

Numerous site visits of commercial properties along the I-287 corridor have been made with the commercial real estate firm Jones Lang LaSalle Americas, LLC (JLL). WLS's current lease does not expire until the end of June 2016, and several properties have been identified as having high potential and additional research is underway to analyze cost and design factors.

The vote regarding the eviction of the Purchase Library by their landlord, the Purchase Community House (PCH) is scheduled for the April 29<sup>th</sup>. Mr. Donelson will attend the meeting when all ballots will be counted and keep us informed of the results.

WLS and the member libraries will be participating in Mental Health Awareness Month (May 2015), which is being hosted by the National Alliance on Mental Illness of Westchester (NAMI). This initiative also ties into the goals of the Westchester Board of Legislators Taskforce on Families and other community organizations. One of the goals is to destigmatize people's efforts to seek help. WLS will help promote the event via social media.

The Library Trustees Association of New York State (LTA) is holding their Annual Trustee Institute on May 1-2 in Syracuse, NY. Dr. Kirchner and Ms. Fontanella will be attending. Dr. Kirchner noted the WLS Trustee Institutes coming up on June 3<sup>rd</sup> with Robert Freeman regarding Open Meetings Law and the re-schedule of the March 10<sup>th</sup> event on June 24<sup>th</sup> with Raymond Beeler, Gallin Beeler Design Studio, and Judith Lockman, Public Library Consultant, regarding Renovation or New Construction.

### **PLDA REPRESENTATIVE**

Ms. Bermel reported that the April PLDA Meeting was held following the great event, *Breakfast with Bruni*. The Finance Committee is looking at the financial model and the effects of having more books available systemwide and the Desktop Virtualization Infrastructure (DVI) project. The Database Committee is being re-structured; formation of a new eContent Committee will include members of the Executive, Finance, Technology and Central Library/Database Committees.

### **DEVELOPMENT REPORT**

Ms. Braja reported on the *Celebrating Westchester's Libraries: Breakfast with Bruni* event held April 15<sup>th</sup>. There were 180 attendees; and everyone loved the speaker, Frank Bruni. This was a big increase in attendance over last year, and there was positive feedback regarding the morning time slot. Final reports are being issued for grants received, and WLS is still waiting to hear regarding the Impact 100 grant.

### **OTHER (continued)**

Ms. Fontanella noted that someone from the Office of the State Comptroller was scheduled to present at the upcoming LTA Trustee Institute; however, they couldn't make it. Instead booklets issued by the Office of the State Comptroller regarding the audit process will be distributed to all LTA members.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:35 p.m. with no objection.

Respectfully submitted,

*Mary Amato<sub>eb</sub>*

Mary Amato  
Secretary