

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 26, 2015 – Approved June 30, 2015

REGULAR MEETING

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

Board Members present: Mary Amato, Catherine Draper, Patricia Fontanella, Hope Furth, LaRuth Gray, Chris Hansen, Norman Jacknis, Naseem Jamali, Sue Neale, Edris Scherer, Luke Vander Linden

Board Members absent: Dave Donelson, Deborah Fay, Barbara Hickernell

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

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

MINUTES

The minutes of the meeting of April 28, 2015, were accepted as submitted without objection.

FINANCIAL REPORTS

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

ACTION ITEMS

WLS Policies: Dr. Kirchner noted that the Office of the New York State Comptroller is stepping up its efforts to audit public libraries and library systems in New York State. WLS was contacted regarding scheduling of an audit for the summer 2015. Although WLS has followed specific purchasing guidelines for several years and has basic credit card procedures already in place, WLS currently does not have a formal Purchasing, Credit Card Usage or Gift Acceptance Policy. The WLS Governance Committee reviewed all three policies and distributed them to the WLS Board prior to the meeting.

The Board accepted the attached Purchasing, Credit Card Usage and Gift Acceptance Policies as submitted on a motion by Dr. Jacknis and seconded by Ms. Draper. The motion passed unanimously. The Board also voted to re-adopt all other WLS Policies #1-12 as written on a motion by Dr. Jacknis and seconded by Ms. Furth. The motion passed unanimously.

Extension of Current Borrowing Facility: Ms. Feuerman explained that WLS has an existing Line of Credit with TD Bank, which 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, but there is a \$500 re-application fee. This facility expires on June 30, 2015, and extension for an additional year was recommended, even though no need to borrow is foreseen in the coming year.

The Board accepted the approval of continuing the borrowing facility with any borrowing activity to be approved by the WLS Executive Committee on a motion by Ms. Fontanella and seconded by Ms. Furth. The motion passed unanimously.

University of Fashion: Dr. Kirchner noted that the free 6-month trial to access the University of Fashion online database expires on May 31st. This first-ever online fashion design video library is comprised of professionally produced online fashion how-to videos covering the five fashion design disciplines of draping, pattern making, fashion art, sewing and product development. There are currently just under 1,000 active users.

This online resource will prove invaluable for the member libraries developing makerspace and other creative programs for their communities. The number of users is expected to grow exponentially over the summer because 10 libraries have committed to use WLS mini-grant funds for fashion-related programming, with the University of Fashion database as the core teaching/learning resource. In addition, this product could help build on the Creative Aging experiences that proved very popular with participants.

The proposed cost is \$20,000 for a 19-month subscription that would expire December 31, 2016, and was recommended by the Public Library Directors Association (PLDA) at their May 21st Meeting.

The Board approved extension of the subscription to University of Fashion database for \$20,000 for the period 6/1/2015-12/31/2016 on a motion by Dr. Gray and seconded by Ms. Scherer. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Hansen announced that Mr. Vander Linden is the new Chair of the WLS Development Committee. Mr. Hansen participated in a meeting with SirsiDynix regarding the privacy issues that he had raised: the length of time a person's identity is linked to their check-out records and the ability of library staff to activate patron account history retention. Circulation records are not purged immediately due to need for the data to run various reports. Possible solutions are being explored, and Dr. Jacknis mentioned his availability to be involved with the discussion if needed.

COMMITTEE REPORT

Development Committee: Mr. Vander Linden noted that he will try to schedule a Committee Meeting prior to the June Board Meeting to focus on defining what fundraising means to WLS and its purpose.

Nominating Committee: Ms. Neale has spoken with George Latimer regarding the District X (Port Chester, Rye Brook, Rye City, Rye Town) vacancy.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner discussed WLS development and fundraising in general. He will collaborate with the re-defined PLDA Technology Committee and WLS Development Committee to tie identified short- and long-term goals into the creation of the WLS Plan of Service that is due to the NYS Library Division of Library Development in October 2016.

In connection with the renewal of the Integrated Library System, a Technology Trainer has been hired and will start in early July. Integration of eContent and other discovery tools into the current ILS continues and is expected to be completed soon. Another product called Zepheira is being explored to make WLS catalog records available through the Google and Bing search engines, greatly enhancing the discoverability and visibility of library holdings to the general public.

Information on several commercial properties has been received from Jones Lang LaSalle Americas, LLC (JLL) and is being reviewed. More information will be shared with the Board in the Fall regarding possible WLS office relocation for 2016.

WLS is holding a Trustee Institute on June 3rd at the Greenburgh Public Library with Robert Freeman regarding Open Meetings Law and one on June 24th at the Dobbs Ferry Public Library with Raymond Beeler of Gallin Beeler Design Studio Architects and Judith Lockman, a Public Library Consultant, regarding library construction decision paths.

PLDA REPRESENTATIVE

Ms. Bermel reported that at the May PLDA Meeting, decisions were made regarding the University of Fashion database as well as some administrative items regarding the Sunshine Fund and Survey Monkey account. The PLDA Finance Committee reviewed the current IT model in light of the renewal of the SirsiDynix contract renewal and overall core services and had a philosophical discussion around databases. The Technology Committee will look at overall goals relating to infrastructure, services, and anything else technology might touch. SirsiDynix representatives were present and reviewed issues for over an hour.

OTHER

Ms. Fontanella reported that the New York State Library Trustees Association (LTA) Trustee Institute held in Syracuse was a great success. The theme was *Crucial Connections* and 150 trustees attended. Next year's LTA Trustee Institute will be held in Plattsburgh. New York Library Association (NYLA) will be holding their 125th Annual Conference on October 22-24 in Lake Placid.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:05 p.m. with no objection.

Respectfully submitted,

Handwritten signature of Mary Amato in blue ink, with the initials 'eb' written below the name.

Mary Amato
Secretary

Subject: Purchasing

Application: Employees

The Westchester Library System (WLS) is committed to promoting a responsible procurement process based on receiving the highest-quality goods and services while assuring the prudent and economical use of revenues. The intent of this policy is to maximize the use of the WLS funds by employing efficient and professional procurement practices and providing sound safeguards against favoritism, extravagance, fraud and corruption, while allowing appropriate decision-making flexibility for WLS staff to function effectively. This policy controls the procurement of goods and services with WLS funds. Procurement of goods and services shall be subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by any WLS staff member with the approval of the appropriate Department Head and/or the Executive Director. Large hardware and software purchases are the responsibility of the Director of Information Technology and/or Network Administrator, in consultation with and approval of the Executive Director. In the absence of the Executive Director, the Chief Financial Officer shall consult on and approve purchases.

Competitive Bidding

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to lowest responsible bidder may include, but are not limited to: (1) vendor cannot comply with the full specifications set forth in the bid; (2) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by WLS; (3) vendor's after-purchase support services are deemed inadequate; (4) vendor's terms of payment are disadvantageous to WLS.

No purchase of goods or services shall be made from any vendor in which Board members or staff hold a full or partial interest.

Quotes

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds, as noted below. This process allows WLS to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which there are fewer than the required number of competitors who offer a given product or service or for purchases for which a "sole source" makes good business sense (see below).

Sole Source Suppliers or Fewer-than-Required Number of Vendors:

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer's product is compatible with products already owned by the system, where a specific vendor may have special expertise related to a specific project or initiative or in a situation where it is determined that seeking competitive quotes is

not advantageous to WLS. In situations where a sole source or fewer vendors will be sought, approval of the Executive Director must be obtained in advance of any purchase being made.

Dollar Amount Of Purchase	Quote Requirements	Purchase Order (PO) required?	Payment Options
Less than \$2,000	No quotes	No	1. Vendor invoice 2. Corporate credit card
\$2,000 - \$4,999	Minimum of 2 verbal quotes	No	Vendor invoice
\$5,000 - \$24,999	Minimum of 2 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$25,000 - \$99,999	Minimum of 3 written price quotes	Yes	Invoice, PO & supporting delivery documents
\$100,000 and up	Formal bid process	Yes	Invoice, PO & supporting delivery documents

Office and Other Supplies

Office supplies are purchased on a monthly basis. Employees make requests on a form located in the supply room. Requests include the item description, name of requestor, requesting department and date. The Administrative Assistant for Information Technology compiles these requests and enters an online order for these items. The order is then routed to the Executive Assistant for approval and submission. When the ordered items are received, the Administrative Assistant for Information Technology reviews the order for accuracy and completeness, distributes the items to the various requestors, and submits back-up information on the order to the Operations Manager.

For purchases other than office supplies, the requestor first explores the possibility of purchasing through a New York State government agency contract or any other recognized government agencies or national discount programs for libraries which offer the potential for economies of scale.

Exclusions

These guidelines do not apply to the following:

- Real property
- Insurance
- Dues and memberships in trade or professional organizations
- Library materials, including periodical subscriptions
- Advertisements
- Postage
- Petty cash purchases

- Utility services
- Copyrighted materials, patented materials, art and artistic services
- Employee benefits
- Legal services
- Fees and costs of job-related travel, seminars, registration and training

Last approved: _____

DRAFT

Subject: Credit Card Usage

Application: Employees

The Board of Trustees permits the issuance and usage of a credit card for authorized, reimbursable Westchester Library System (WLS) business-related expenses that are incurred in the performance of work-related duties for the System. Credit cards may only be used for legitimate business-related expenditures that meet all legal and Library requirements, and to the greatest extent possible, use of the card must follow the WLS Purchasing Policy.

The type of card obtained and the number of authorized cardholders/signers for the account will be determined jointly by the Executive Director and the Chief Financial Officer, with the approval of the Board Treasurer. The criteria for choosing the card will be acceptability, annual fees, monthly payment and interest terms. Any benefits derived from the use of the credit card are the property of WLS.

The credit card is to be used to make purchases when a purchase order or a check is unacceptable or unavailable for an expense which requires immediate payment, to facilitate purchasing materials online, for professional development and travel costs, buying supplies in bulk, and other library-related purposes jointly approved by the Executive Director and the Chief Financial Officer. Unauthorized use or misuse of the card(s) is the personal responsibility of the cardholder(s). Under no circumstances may the card(s) be used for any personal expenses.

All transactions are to be accounted for in accordance with WLS purchasing policies and procedures for authorized library purchases, and require submission of the original receipt(s).

When the monthly statement is received, the charges must be reviewed and approved following the library expense approval policy. All charge receipts are to be attached to the monthly statement and the individual expenses must be allocated to the proper expense categories for accounting purposes. Payment of the invoice requires an itemized voucher which has been approved in accordance with WLS accounts payable procedures.

The credit card is to be surrendered immediately when the cardholder leaves the employ of WLS.

Last approved: _____

Subject: Gift Acceptance

Application: WLS trustees, employees, donors

The Westchester Library System (WLS) is a 501(c) (3) entity whose mission is to ensure that all residents have seamless access to excellent library service throughout Westchester County.

This policy will guide WLS staff and trustees when discussing gifts with donors.

WLS solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. All contributions and bequests made to the WLS are tax deductible to the extent allowed by law. WLS urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to WLS for the benefit of any of its operations, programs or services.

The WLS Gift Acceptance Policy is guided by the following principles:

- WLS solicits and accepts gifts that are consistent with its mission.
- Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
- WLS may seek the advice of legal counsel in matters relating to acceptance of gifts, including deferred and non-cash gifts such as but not limited to: life insurance, annuities, real property, gifts of personal property, stock and in-kind services when appropriate.

Restrictions on Gifts

WLS will not accept gifts that (a) would result in WLS violating its corporate charter, (b) would result in WLS losing its status as an IRS 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for WLS or (e) are for purposes outside WLS's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee in consultation with the Executive Director.

Gifts Generally Accepted Without Review

- *Cash:* Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- *Marketable Securities:* Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by the WLS Executive Committee. In some cases

marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee.

- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans:* Donors are encouraged to make bequests to WLS under their wills, and to name WLS as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- *Charitable Remainder Trusts:* WLS will accept designation as a remainder beneficiary of charitable remainder trusts.
- *Charitable Lead Trusts:* WLS will accept designation as an income beneficiary of charitable lead trusts.

Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- *Tangible Personal Property:* The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
 - Does the property further the organization's mission?
 - Is the property marketable?
 - Are there any unacceptable restrictions imposed on the property?
 - Are there any carrying costs for the property for which the organization may be responsible?
 - Is the title/provenance of the property clear?
- *Life Insurance:* WLS will accept gifts of life insurance where WLS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- *Real Estate:* All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, WLS shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Payment for the cost of any environmental review and/or audit shall be the responsibility of the donor. Criteria for acceptance of gifts of real estate include:
 - Is the property useful for the organization's purposes?
 - Is the property readily marketable?
 - Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
 - Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
 - Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

Donation Processing

WLS recognizes that the accurate and timely processing of gifts is important to both WLS and the donor. WLS assumes the responsibility of ensuring that gifts are recorded and acknowledged appropriately. WLS will provide a donation receipt in accordance with IRS guidelines. The donor is informed of any quid pro quo arrangements in the gift transaction or lack thereof. The 1996 IRS regulations identify the substantiation requirements for charitable gifts as follows:

- Information on how much of a charitable gift is deductible;
- Instructions on how to substantiate gifts of \$250 or more;
- Disclosure requirements for quid pro quo contributions of more than \$75.

Recognizing Gifts

Gifts of cash are recognized when received. The date of a gift is the date that the asset ceases to be in the donor's control and, instead, is with the control of WLS. WLS adheres to the rules of gift acceptance required by the IRS as follows:

- Mail: postmark date;
- Hand delivery: date of physical receipt;
- Wire transfer: date received in the WLS account;
- Journal entry: date of transfer into the WLS account;
- Online: date of transaction.

Pledges are recognized and recorded when they are unconditional and there is sufficient evidence or documentation that the promise was made and received.

Processing a Cash Gift

Any representative of WLS who receives a check or cash that is or may be a contribution shall immediately notify the WLS Executive Director, Chief Financial Officer, or Director of Development of the matter by e-mail, telephone or facsimile, and shall forward such check or cash to WLS. All such gifts shall be promptly deposited into the WLS bank account, and appropriately recorded in the fund accounting and donor management systems. The Executive Director, Chief Financial Officer or Director of Development shall inform all interested parties in the manner and procedure of acknowledging and receiving the donor's gift and recognizing the donor.

Last approved: _____