

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**October 27, 2015 – Approved November 24, 2015**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Chris Hansen, President, at 6:08 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, Chris Hansen, Norman Jacknis, Naseem Jamali, Edris Scherer, Luke Vander Linden

Board Members absent: Deborah Fay, Hope Furth, LaRuth Gray, Barbara Hickernell, Sue Neale, Alex Payan

Also present from WLS were: Terry Kirchner, Francine Feuerman

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

**MINUTES**

The minutes of the meeting of September 29, 2015, were accepted as submitted without objection.

The following revision to the minutes of the April 28, 2015, was accepted without objection: addition of the following as the next to the last sentence in the last paragraph on page 2 regarding the Central Library Development Aid FY2014-15 Budget, "This budget may also serve as the baseline budget for FY2015-16 until final allocation amounts are received from NYS."

**FINANCIAL REPORTS**

The financial reports for September 2015 were presented by Ms. Scherer and were accepted as submitted without objection. There is a projected year-end operating surplus and a large cash balance in the Capital Fund. Dr. Kirchner noted that WLS is working with PLDA in developing a multi-year strategic plan, and the outcome of that plan will likely have implications for the Capital funds.

**ACTION ITEMS**

***WLS Banking Relationship:*** In 2006, WLS established a relationship with Commerce Bank for cash management services and a \$500,000 Line of Credit. Commerce Bank was acquired by TD Bank in March 2008, and all of WLS's banking has since been done with TD Bank. WLS issued a Request for Proposals (RFP) in June 2015. The two banks that submitted a proposal are: TD Bank and Sterling National Bank (formerly Hudson Valley Bank). The proposals received were reviewed. A question was raised regarding the fees charged by each bank, and Ms. Feuerman noted that compensating balances will offset the proposed fees.

The Board voted to approve the continuation of WLS's banking relationship with TD Bank on a motion by Mr. Jamali and seconded by Mr. Vander Linden. The motion passed unanimously.

## **PRESIDENT'S REPORT**

Mr. Hansen reported that it was time to begin the annual evaluation process of the Executive Director and proposed that the evaluation take place following the November 24<sup>th</sup> Board Meeting. Mr. Hansen is drafting an evaluation form and will send it to the WLS Trustees in the next few weeks, who will need to respond with any comments or edits by November 20<sup>th</sup>.

## **COMMITTEE REPORT**

**Budget Committee:** Committee Chair Ms. Scherer reported that the Committee met on October 6<sup>th</sup> to review a first draft of the 2016 budget and will be meeting again on November 5<sup>th</sup> prior to the WLS Annual Meeting. She reminded Board members that the Annual Meeting will take place at 7 p.m. on Thursday, November 5<sup>th</sup>, at the Westchester Marriott Hotel. Several libraries that have received WLS mini-grants will participate in a panel discussion on the impact of those grants to their libraries and their communities. The presentation of the WLS Trustees Award has been changed to the April Breakfast Event instead of the WLS Annual Meeting.

## **PLDA REPRESENTATIVE**

PLDA met on October 15<sup>th</sup>; there were no specific action items and most of the meeting was spent discussing civil service requirements for various library jobs. Ms. Bermel also noted that the PLDA Technology Committee will meet on November 19<sup>th</sup> to review and finalize their Technology Plan.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner spoke about the status of the current WLS lease, which expires in June 2016. WLS is considering a number of potential spaces (including the current space) for a new lease. A full report will be provided, along with a recommendation for the Board, at the November Meeting.

The New York State Assembly Committee on Libraries and Educational Technology is holding a public hearing on Friday, November 6<sup>th</sup>, at New York Public Library to discuss how public grant funds and NYS monies are being used by library systems.

Westchester County expects to release its draft budget on November 13<sup>th</sup>, and public budget hearings are scheduled for November 19<sup>th</sup> at Yonkers Public School 30, November 24<sup>th</sup> at Horace Greeley High School in Chappaqua, and December 9<sup>th</sup> in the County Board of Legislators chambers in White Plains. The County is projecting a deficit of approximately \$65 Million, so it is likely that funding to non-profits may be flat or may face a cut.

The State Public Library Construction Aid grant 2015-18 applications cannot be posted to the WLS website, as requested last month, because it does not comply with State Education Department protocol. The applications at this time are still under review and may be subject to change until official approval which is expected some time in 2016.

## OTHER

Ms. Fontanella reported on the 125<sup>th</sup> NYLA Annual Conference in Lake Placid on October 21-24. A number of relevant programs for trustees were presented including one on the merging of library foundations and friends groups and another on simple strategic planning. The revised and expanded *Handbook for Library Trustees of New York State* has been published and was available at the NYLA Conference. WLS has ordered copies of the new *Handbook*, which will be distributed to each member library for all of their trustees.

Ms. Fontanella noted that Advocacy Day is scheduled for March 2, 2016. She stressed the importance of participation by library trustees.

Dr. Jacknis announced that Jeff Cannell, Deputy Commissioner of State Education Department, is leaving his position. Meryl Tisch is stepping down as Chancellor of the NYS Board of Regents at the end of March. Dr. Jacknis will be rotating off of the Regents Advisory Council on Libraries at the end of his 2015 term.

## ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 6:46 p.m. with no objection.

Respectfully submitted,

Handwritten signature of Mary Amato in cursive script.

Mary Amato  
Secretary