

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
November 24, 2015 – Approved January 26, 2016

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Chris Hansen, President, at 6:10 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

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

Board Members absent: Mary Amato, Dave Donelson, Deborah Fay, Hope Furth, Alex Payan

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

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

Guest: Nate Hill, Executive Director, Metropolitan New York Library Council (METRO)

MINUTES

The minutes of the meeting of October 27, 2015, were accepted as submitted without objection. [Ms. Fontanella and Ms. Neale not present for vote.]

FINANCIAL REPORTS

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

Trustee Norm Jacknis, in his role as President of the Metropolitan New York Library Council (METRO), introduced their newly appointed Executive Director Nate Hill. Mr. Hill grew up in upstate New York and began his career with the Brooklyn Public Library. Prior to coming to METRO in June, Mr. Hill worked at the Chattanooga Public Library. Mr. Hill gave an overview of METRO, one of nine library councils in New York State formed in the early sixties to help different types of libraries (corporate, museum, hospital, etc.) with the coordination of various services such as resource sharing, delivery and professional development. METRO is also the Empire State Digital Network, a service hub created explicitly as a means for sharing New York's rich digital cultural heritage with the Digital Public Library of America (DPLA). As a METRO member, WLS also uses their services. Mr. Hill is excited about the potential of working with WLS to extend their leading edge training sessions to Westchester and to act as a gateway to digitization for our member libraries' historical data for the DPLA.

ACTION ITEMS

WLS Relocation: Since WLS's lease with BASF expires as of June 2016, over the past several months, WLS has been working with Jones Lange Lasalle (JLL) and Dennis Noskin Architects (DNA) to explore potential leasing properties. Over 15 different locations were visited, and the option of remaining at the current location is also being considered with certain qualifications. The

field was narrowed down to 5 possibilities that were closest to our requirements both spatially and financially. Finalizations are currently being made to architectural test-fits for the top two contenders that will serve as construction guidelines for needed build outs to the properties. However, the financial data for the build outs of the two properties has not been completed. The pros and cons of both locations were discussed and how the spaces fit into WLS's future plan of service. The highest rent of the two options was included in the proposed FY2016 budget.

The Board voted to approve authorization for the Executive Director to begin lease negotiations with support of an attorney with the understanding that the rent for the chosen property would not exceed the amount proposed in the FY2016 budget on a motion by Dr. Gray and seconded by Dr. Jacknis. The motion passed unanimously.

WLS FY2016 Operating Budget: Ms. Scherer, WLS Budget Committee Chair, reported that the Budget Committee met several times to review various scenarios for the Fiscal Year 2016 operating budget. The budget was developed with input from PLDA and key WLS staff. Several factors for the proposed budget were discussed.

The budget reflects a deficit of \$131,000 with conservative revenue projections of flat funding from the State and County and a .0073% increase in member library fees. The expense side includes a 3% increase for salaries and continuation of the local collection development pilot program requested by PLDA as well as an increase for health benefits, a reduction for pension costs, and an increase for library materials. All expenses will be closely monitored, and additional revenues will be sought through advocacy and development.

The Board approved the WLS FY2016 operating budget as submitted (see attached) on a motion by Ms. Draper and seconded by Ms. Scherer. The motion passed unanimously.

WLS FY2016 Capital Budget: Mr. Caluori gave an overview of the Capital projects being proposed for FY2016 which include: Virtual Desktops (\$350,000); Network Equipment (\$165,000); New Phone System (\$20,000); and equipment for an Innovation Lab (\$20,000).

The Board approved the WLS FY2016 capital budget as submitted (see attached) on a motion by Mr. Vander Linden and seconded by Ms. Scherer. The motion passed unanimously.

Ms. Scherer thanked the Budget Committee and Ms. Feuerman for their hard work. She also complimented WLS on the wonderful Annual Meeting and panel presentation held earlier in November. It was excellent to learn about these fantastic programs and see the role libraries can play in engaging their communities. The WLS Report was well designed and brought to light many features that people may not know about. It was noted that information regarding the Annual Meeting will be posted to the WLS website.

PRESIDENT'S REPORT

Mr. Hansen reported that since only one-third of the trustees submitted their forms regarding the Executive Directors evaluation, a formal report will not be submitted. The WLS Executive Board shared the comments received with Dr. Kirchner. Mr. Hansen also noted that Mr. Jamali's son Naveed wrote an interesting book entitled, *How to Capture a Russian Spy*. The book is available through the WLS catalog.

DEVELOPMENT REPORT

Ms. Brigham announced that WLS received a grant from the Westchester Community Foundation that will include training in marketing, media and public relations; photography and video; and building audiences. The focus will be to collect and document patron stories as to why they use the library and use them during National Library Week and library card sign-up campaigns. The mini-grant program for 2016 will focus on STEM (Science, Technology, Engineering, and Math) projects for youth. A workshop on grant writing will be held for Youth Services librarians to help them submit their proposals for this round of mini-grants. Ms. Brigham reminded the Board about year-end giving and the WLS Trustee Award, which will be presented at next year's April 13th Breakfast. WLS is now associated with Amazon Smile. Those who shop at smile.amazon.com can sign up for the program and 0.5% of purchases will be donated to the charitable organization of their choice, hopefully WLS. Prices and selection are the same as when shopping at Amazon.com.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that Westchester County Executive Rob Astorino released his proposed 2016 budget included the 2015 allocation of \$1 Million for WLS. In light of cuts to several other local non-profits, to be identified as an essential service is a major accomplishment. The strong working relationship between WLS and the member libraries in supporting community needs throughout Westchester has been key to maintaining County funding.

Mr. Hansen and Ms. Fontanella's terms are ending as of December 31st. Mr. Hansen served for five years and Ms. Fontanella served for fifteen years. Both were thanked and applauded for their efforts and many contributions made to the library community.

Elena Falcone, Director of Public Innovation & Engagement, has been working with the County Probation and Parole Officers to develop Westchester Connections, a guide for persons formerly incarcerated, those working through probation or parole, and others similarly in need. The guide offers tools and services available to support re-entry into the community that includes providing a six-month temporary Welcome Back Library Card.

Dr. Kirchner attended White Plains Public Library Strategic Planning Day. Dr. Jacknis was also invited to speak at Harrison Public Library's Strategic Retreat and suggested whether WLS will hold something similar. Dr. Kirchner noted that arrangements are being made to discuss the WLS Plan of Service strategies being compiled for submission to New York State next year.

PLDA REPRESENTATIVE

PLDA met on November 19th at which the directors reviewed and recommended approval for the WLS FY2016 budget and elected officers for 2016 as follows: Ms. Bermel (Secretary) as President; Laura Eckley (Larchmont) as 1st Vice President; Brian Kenney (White Plains) as 2nd Vice President and Representative to the WLS Board; Chris Shoemaker (Rye) as Secretary; and Tracy Wright (Eastchester) as Treasurer. The Board thanked Ms. Bermel for her great reporting throughout the past year.

OTHER

Ms. Fontanella reported that the Library Trustees Association of New York State (LTA) 2016 Trustee Institute will be held in Plattsburgh in May. The theme will be *Every Library is a Small Library*. LTA Bylaws were reviewed and revised and trustee terms were affected. Accordingly, Ms. Fontanella's term was extended through December 2016, not June 2016. In addition, Bob Nioga resigned as LTA President, and Ms. Fontanella has become the new President of the LTA Board. She thanked the WLS Board for the last 15 years of service, which she enjoyed; and she will continue to stop by in order to give updates on LTA activity.

Mr. Jamali raised a question regarding the teaching credentials of some of the databases offered through WLS. While some of the databases issue certificates of course completion, none are degree-granting entities. Dr. Kirchner will ensure that a clear disclaimer is given.

At Ms. Furth's request, Dr. Kirchner announced that a \$1 Million gift from anonymous donors was made to the White Plains Library Foundation. This gift will provide the funding to complete the Library's renovation of their first floor and to construct *The Hub*, a new area for adults.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:30 p.m. with no objection. All were wished a Happy Thanksgiving.

Respectfully submitted,

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

Mary Amato
Secretary

Westchester Library System
Budget Summary 2014-2016 - DRAFT v.3

	2014 Final	2015 Adopted	2015 Projected	2016 Proposed	\$ change over 2015 Projected
REVENUES:					
General Library Aid	1,400,607	1,404,300	1,458,600	1,485,900	27,300
Supplementary Aid	193,672	186,700	201,700	197,500	(4,200)
Local Library Support revenue	253,263	253,300	268,000	268,000	0
Local Library Support pass-thru payments	(253,263)	(253,300)	(268,000)	(268,000)	0
Local Services Support Aid	174,343	174,700	182,400	184,900	2,500
Central Library Aid	213,526	238,300	218,800	272,400	53,600
Central Library Book Aid	35,128	56,800	52,100	64,100	12,000
Central Library Book Aid pass-thru payments	(35,128)	(56,800)	(52,100)	(64,100)	(12,000)
Westchester County	1,017,460	1,000,000	1,000,000	1,000,000	0
Erate	1,934	1,700	1,700	0	(1,700)
Member Library Fees	2,626,697	2,676,200	2,691,200	2,695,700	4,500
Enhanced Services to Libraries	31,575	9,500	10,600	9,000	(1,600)
Special Events	35,491	10,000	17,000	10,000	(7,000)
Investments/Interest Income	3,773	3,000	3,000	3,000	0
WEBS, Non-Resident Cards, Misc	48,002	40,500	42,600	46,500	3,900
Coordinated Outreach	140,674	141,000	147,600	149,200	1,600
Correctional Facilities	36,690	36,900	38,500	39,000	500
Westchester Comm Coll pass-thru revenue	286,991	250,000	315,000	315,000	0
Westchester Comm Coll pass-thru payments	(286,991)	(250,000)	(315,000)	(315,000)	0
Other grants	275,587	270,700	307,500	293,900	(13,600)
Contributions/To Be Raised	63,216	95,000	100,000	100,000	0
Prior Year Revenues		1,900	1,900		(1,900)
Total Revenues:	6,263,247	6,290,400	6,423,100	6,487,000	63,900
EXPENSES:		26,121			
Personnel					
Salaries & Hourly Wages	2,103,800	2,288,700	2,253,600	2,341,700	88,100
Employee Benefits	843,200	888,700	885,100	897,200	12,100
Retiree Health Benefits	239,700	233,200	233,200	244,000	10,800
Subtotal Personnel	3,186,700	3,410,600	3,371,900	3,482,900	111,000
Other Than Personnel					
Professional Fees	27,434	29,000	30,100	25,400	(4,700)
Equipment	303,199	238,100	201,900	178,600	(23,300)
Books, Films, etc.	660,068	623,200	633,000	687,300	54,300
Periodicals	0	0	0	0	0
Rent & Utilities	286,169	292,200	278,000	301,000	23,000
Repairs & Maintenance	469,442	385,300	364,800	378,300	13,500
Supplies	30,373	36,800	36,000	37,400	1,400
Telephone & Internet	316,026	334,100	291,800	322,000	30,200
Printing & Postage	51,051	49,000	50,100	60,200	10,100
Bibliographic Fees	60,109	60,000	69,800	65,000	(4,800)
Professional Development	90,932	47,900	51,400	79,500	28,100
Travel, Conferences & Meetings	29,676	30,300	30,600	39,000	8,400
Memberships	11,596	13,400	13,000	17,500	4,500
Contractual Services	346,338	399,000	316,300	392,200	75,900
Delivery Service	364,000	374,000	372,700	382,500	9,800
Special Events		10,000	18,100	10,000	(8,100)
Insurance	20,225	22,000	21,500	22,000	500
Interest expense	1,093	500	500	500	0
Miscellaneous	18,191	27,200	5,700	25,700	20,000
Subtotal Other Than Personnel	3,085,922	2,972,000	2,785,300	3,024,100	238,800
TOTAL EXPENSES	6,272,622	6,382,600	6,157,200	6,507,000	349,800
Net Revenue before Depreciation	(9,375)	(92,200)	265,900	(20,000)	
Depreciation	96,472	147,500	97,400	111,000	
TOTAL EXPENSES with Depreciation	6,369,094	6,530,100	6,254,600	6,618,000	
Net Revenue	(105,847)	(239,700)	168,500	(131,000)	

Westchester Library System
2016 Proposed Capital Budget

	2016 Proposed	Description
REVENUES:		
Capital Fund	555,000	
EXPENSES:		
Computer Equipment & Software	350,000	Virtual desktop infrastructure
Network Equipment	165,000	Network equipment & "traffic shaper"
New phone system	20,000	To replace current phone system
Innovation lab	20,000	For demonstration of state-of-the-art technologies
TOTAL EXPENSES:	555,000	
Revenue vs. Expenses:	0	