

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**June 23, 2016 – Approved September 27, 2016**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, 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, Dave Donelson, Cathy Draper, Hope Furth, Norman Jacknis, Naseem Jamali, Sue Neale, Sean Ryan, Edris Scherer, Luke Vander Linden

Board Members absent: Deborah Fay, LaRuth Gray, Barbara Hickernell, Julie Mills-Worthey, Alex Payan

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

Public Library Directors Association (PLDA) Representative: Brian Kenney, Director, White Plains Public Library; Jill Davis, Director, Hendrick Hudson Free Library (Montrose); Beth Bermel, Director, Scarsdale Public Library, and PLDA President

**MINUTES**

The minutes of the meeting of May 31, 2016, were accepted as submitted on a motion by Ms. Neale and seconded by Mr. Ryan. The motion passed unanimously [Dr. Jacknis not present for vote].

**ACTION ITEMS**

***Revised IT Finance Model:*** Mr. Caluori gave an overview of the IT Finance Model created in conjunction with the PLDA Finance Committee. Members of the PLDA Finance Committee, Ms. Davis and Ms. Bermel, spoke about the process taken to develop the new model and its pros and cons. The revised model is based on the programs and services provided by WLS and their actual costs and was approved by the PLDA membership (27:3 vote) at their June meeting. The new model would be implemented in January 2017. One concern was whether the libraries who would incur an increase from the proposed model would be able to justify it. The fees are part of being in a consortium, and the new model's method of calculating the fees will allow for invoices that are easier to understand and to explain to funding sources. It also incorporates some flexibility for the libraries to modify their costs should they need it.

The Board approved the proposed IT Finance Model as submitted (see attached) on a motion by Ms. Furth and seconded by Ms. Amato. The motion passed with 8 votes for and two votes against [Mr. Donelson; Mr. Ryan]. The board recognized the PLDA Finance Committee for their hard work and their inclusive exercises in formulating the new model.

**FINANCIAL REPORTS**

The financial reports for May 2016 were presented by Ms. Scherer and were accepted as submitted on a motion by Mr. Donelson and seconded by Mr. Vander Linden. The motion passed

unanimously. Ms. Feuerman distributed the WLS Check Register; and Ms. Draper asked a question regarding auditing claims. The most recent audit completed by the NYS Comptroller's Office did not mention any issue with WLS's procedures; but WLS staff will explore the issue further.

## **PRESIDENT'S REPORT**

As a firm believer of trustee development, Ms. Draper has identified a few topics of interest for further review and discussion at future board meetings. One was post-retirement health benefits and the other was Dr. Kirchner's presentation on board and director evaluations that he gave at the Library Trustees Association of New York State (LTA) Trustee Institute. The Strategic Working Group, which is made up of half the board members, met on June 14; and notes from that meeting were shared. Half of the meeting discussed SWOT (strengths, weaknesses, opportunities, threats). This group is not meant to write the required Plan of Service but to help WLS grow as an organization. Various background documents were shared with the Committee; and Ms. Draper will forward them to all board members for their information.

Ms. Draper noted that there was a change to the New York State Open Meetings Law regarding committee meetings. Even if less than a quorum makes up the committee, those meetings are also subject to Open Meetings Law. Trustees were encouraged to make sure that proper notice is given, minutes are taken, and materials are made available for committee meetings. FOIL was also discussed, and trustees were reminded to use their WLS email accounts for WLS board business and not their personal accounts.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner, as President of the Public Library System Directors Organization (PULISDO), met with newly appointed State Education Commissioner Maryellen Elia along with two other PULISDO members, NYS Librarian Bernie Margolis and Carol Desch, Coordinator for Statewide Library Services for Division of Library Development (DLD). Topics discussed covered access to the State Education Department (SED) for regional libraries; an active partnership to serve K-12; adult continuing education at the statewide level; and better channeling of resources.

NYS Regents Advisory Council is seeking new members. If interested, contact DLD by August 1<sup>st</sup>.

New York State Public Library Construction Aid for FY2015-16 is close to being released. Local legislators will notify libraries of their awards; and the next round will be starting shortly.

Prior to the board meeting, the 570 Taxter location was available for a tour. The move is expected to take place on June 28, 29 & 30. Telephone numbers and email addresses will remain the same. The budget is within the approved guideline. The staff was thanked for their help with the move; and the WLS Trustee ID Badges from 540 were handed in.

## **PLDA LIAISON'S REPORT**

Mr. Kenney reported that most of the work for PLDA focused around the Finance Model previously discussed.

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Ms. Neale, seconded by Dr. Jacknis, which passed unanimously.

Respectfully submitted,

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

Sean Ryan  
Secretary

**Expense Based Model**  
Version 0.5

Budget Library	Base Membership		Network Conn.		WLS Device Sup. & Maint		Lib-Owned Devices		ILS Maint		Digital Content		Wireless		Mobility & Comm.		Total	2016 Original	Difference		Library	
	Per 100 Sqft	\$	Per Net	\$	Per Dev	\$	Per Dev	\$	Per 1k kite	\$	Per 100 Pop	\$	Per AP	\$	Per FTE	\$	\$	\$	\$	\$	\$	
		<b>\$ 303,518.20</b>		<b>\$ 506,728.42</b>		<b>\$ 534,049.75</b>		<b>\$ 29,411.18</b>		<b>\$ 587,701.50</b>		<b>\$ 293,592.00</b>		<b>\$ 121,164.40</b>		<b>\$ 362,934.55</b>		\$ 2,739,100.00				
ARDSLEY	84	\$ 2,814.00	2	\$ 12,511.80	15	\$ 8,124.60	0	\$ -	64	\$ 9,273.60	92	\$ 2,822.56	1	\$ 1,091.58	6	\$ 3,003.60	\$ 39,641.74	\$ 37,349.37	\$ 2,292.37	6.14%	ARDSLEY	
NORTH CASTLE	190	\$ 6,365.00	3	\$ 18,767.70	23	\$ 12,457.72	2	\$ 358.68	81	\$ 11,736.90	119	\$ 3,650.92	4	\$ 4,366.32	16	\$ 8,009.60	\$ 65,712.84	\$ 52,028.85	\$ 13,683.99	26.30%	NORTH CASTLE	
BEDFORD HILLS	32	\$ 1,072.00	1	\$ 6,255.90	6	\$ 3,249.84	1	\$ 179.34	44	\$ 6,375.60	65	\$ 1,994.20	1	\$ 1,091.58	7	\$ 3,504.20	\$ 23,722.66	\$ 23,716.55	\$ 6.11	0.03%	BEDFORD HILLS	
BEDFORD VILLAGE	62	\$ 2,077.00	1	\$ 6,255.90	10	\$ 5,416.40	5	\$ 896.70	54	\$ 7,824.60	45	\$ 1,380.60	2	\$ 2,183.16	7	\$ 3,504.20	\$ 29,538.56	\$ 28,275.02	\$ 1,263.54	4.47%	BEDFORD VILLAGE	
BRIARCLIFF	89	\$ 2,981.50	2	\$ 12,511.80	13	\$ 7,041.32	3	\$ 538.02	45	\$ 6,520.50	79	\$ 2,423.72	1	\$ 1,091.58	6	\$ 3,003.60	\$ 36,112.04	\$ 35,087.74	\$ 1,024.30	2.92%	BRIARCLIFF	
BRONXVILLE	190	\$ 6,365.00	2	\$ 12,511.80	24	\$ 12,999.36	5	\$ 896.70	77	\$ 11,157.30	64	\$ 1,963.52	4	\$ 4,366.32	14	\$ 7,008.40	\$ 57,268.40	\$ 47,306.07	\$ 9,962.33	21.06%	BRONXVILLE	
CHAPPAQUA	262	\$ 8,777.00	2	\$ 12,511.80	17	\$ 9,207.88	4	\$ 717.36	134	\$ 19,416.60	162	\$ 4,970.16	0	\$ -	33	\$ 16,519.80	\$ 72,120.60	\$ 72,918.94	\$ (798.34)	-1.09%	CHAPPAQUA	
CROTON	125	\$ 4,187.50	2	\$ 12,511.80	12	\$ 6,499.68	4	\$ 717.36	84	\$ 12,171.60	96	\$ 2,945.28	3	\$ 3,274.74	14	\$ 7,008.40	\$ 49,316.36	\$ 44,141.00	\$ 5,175.36	11.72%	CROTON	
DOBBS FERRY	160	\$ 5,360.00	2	\$ 12,511.80	15	\$ 8,124.60	2	\$ 358.68	49	\$ 7,100.10	109	\$ 3,344.12	3	\$ 3,274.74	12	\$ 6,007.20	\$ 46,081.24	\$ 38,598.40	\$ 7,482.84	19.39%	DOBBS FERRY	
EASTCHESTER	176	\$ 5,896.00	2	\$ 12,511.80	20	\$ 10,832.80	2	\$ 358.68	97	\$ 14,055.30	197	\$ 6,043.96	1	\$ 1,091.58	17	\$ 8,510.20	\$ 59,300.32	\$ 62,754.40	\$ (3,454.08)	-5.50%	EASTCHESTER	
GREENBURGH	460	\$ 15,410.00	3	\$ 18,767.70	71	\$ 38,456.44	1	\$ 179.34	146	\$ 21,155.40	429	\$ 13,161.72	5	\$ 5,457.90	26	\$ 13,015.60	\$ 125,604.10	\$ 146,583.25	\$ (20,979.15)	-14.31%	GREENBURGH	
HARRISON	230	\$ 7,705.00	3	\$ 18,767.70	25	\$ 13,541.00	2	\$ 358.68	116	\$ 16,808.40	275	\$ 8,437.00	3	\$ 3,274.74	13	\$ 6,507.80	\$ 75,400.32	\$ 58,573.59	\$ 16,826.73	28.73%	HARRISON	
HASTINGS	119	\$ 3,986.50	2	\$ 12,511.80	12	\$ 6,499.68	0	\$ -	60	\$ 8,694.00	79	\$ 2,423.72	0	\$ -	11	\$ 5,506.60	\$ 39,622.30	\$ 39,483.01	\$ 139.29	0.35%	HASTINGS	
IRVINGTON	105	\$ 3,517.50	2	\$ 12,511.80	17	\$ 9,207.88	1	\$ 179.34	70	\$ 10,143.00	65	\$ 1,994.20	3	\$ 3,274.74	10	\$ 5,006.00	\$ 45,834.46	\$ 40,287.68	\$ 5,546.78	13.77%	IRVINGTON	
KATONAH	176	\$ 5,896.00	2	\$ 12,511.80	15	\$ 8,124.60	4	\$ 717.36	74	\$ 10,722.60	63	\$ 1,932.84	4	\$ 4,366.32	12	\$ 6,007.20	\$ 50,278.72	\$ 39,033.06	\$ 11,245.66	28.81%	KATONAH	
LARCHMONT	233	\$ 7,805.50	2	\$ 12,511.80	22	\$ 11,916.08	11	\$ 1,972.74	114	\$ 16,518.60	177	\$ 5,430.36	3	\$ 3,274.74	21	\$ 10,512.60	\$ 69,942.42	\$ 78,230.97	\$ (8,288.55)	-10.59%	LARCHMONT	
LEWISBORO	72	\$ 2,412.00	1	\$ 6,255.90	11	\$ 5,958.04	2	\$ 358.68	45	\$ 6,520.50	125	\$ 3,835.00	2	\$ 2,183.16	7	\$ 3,504.20	\$ 31,027.48	\$ 36,407.03	\$ (5,379.55)	-14.78%	LEWISBORO	
MAMARONECK	330	\$ 11,055.00	2	\$ 12,511.80	44	\$ 23,832.16	17	\$ 3,048.78	107	\$ 15,504.30	190	\$ 5,829.20	4	\$ 4,366.32	19	\$ 9,511.40	\$ 85,658.96	\$ 88,500.59	\$ (2,841.63)	-3.21%	MAMARONECK	
MONTROSE	172	\$ 5,762.00	2	\$ 12,511.80	17	\$ 9,207.88	5	\$ 896.70	81	\$ 11,736.90	175	\$ 5,369.00	3	\$ 3,274.74	13	\$ 6,507.80	\$ 55,266.82	\$ 54,545.19	\$ 721.63	1.32%	MONTROSE	
MOUNT KISCO	180	\$ 6,030.00	2	\$ 12,511.80	20	\$ 10,832.80	5	\$ 896.70	80	\$ 11,592.00	109	\$ 3,344.12	4	\$ 4,366.32	13	\$ 6,507.80	\$ 56,081.54	\$ 47,502.38	\$ 8,579.16	18.06%	MOUNT KISCO	
MOUNT PLEASANT	249	\$ 8,341.50	3	\$ 18,767.70	23	\$ 12,457.72	17	\$ 3,048.78	111	\$ 16,083.90	315	\$ 9,664.20	4	\$ 4,366.32	22	\$ 11,013.20	\$ 83,743.32	\$ 90,468.54	\$ (6,725.22)	-7.43%	MOUNT PLEASANT	
MOUNT VERNON	480	\$ 16,080.00	2	\$ 12,511.80	35	\$ 18,957.40	41	\$ 7,352.94	359	\$ 52,019.10	673	\$ 20,647.64	8	\$ 8,732.64	45	\$ 22,527.00	\$ 158,828.52	\$ 114,677.72	\$ 44,150.80	38.50%	MOUNT VERNON	
NEW ROCHELLE	619	\$ 20,736.50	3	\$ 18,767.70	35	\$ 18,957.40	0	\$ -	259	\$ 37,529.10	771	\$ 23,654.28	6	\$ 6,549.48	32	\$ 16,019.20	\$ 142,213.66	\$ 136,580.05	\$ 5,633.61	4.12%	NEW ROCHELLE	
NORTH SALEM	65	\$ 2,177.50	2	\$ 12,511.80	12	\$ 6,499.68	0	\$ -	41	\$ 5,940.90	52	\$ 1,595.36	2	\$ 2,183.16	6	\$ 3,003.60	\$ 33,912.00	\$ 28,743.20	\$ 5,168.80	17.98%	NORTH SALEM	
OSSINING	480	\$ 16,080.00	3	\$ 18,767.70	88	\$ 47,664.32	0	\$ -	146	\$ 21,155.40	343	\$ 10,523.24	6	\$ 6,549.48	37	\$ 18,522.20	\$ 139,262.34	\$ 151,781.55	\$ (12,519.21)	-8.25%	OSSINING	
PEEKSKILL	160	\$ 5,360.00	2	\$ 12,511.80	27	\$ 14,624.28	8	\$ 1,434.72	103	\$ 14,924.70	256	\$ 7,854.08	3	\$ 3,274.74	19	\$ 9,511.40	\$ 69,495.72	\$ 69,599.30	\$ (103.58)	-0.15%	PEEKSKILL	
PELHAM	65	\$ 2,177.50	2	\$ 12,511.80	12	\$ 6,499.68	5	\$ 896.70	45	\$ 6,520.50	124	\$ 3,804.32	1	\$ 1,091.58	9	\$ 4,505.40	\$ 38,007.48	\$ 37,545.02	\$ 462.46	1.23%	PELHAM	
PORT CHESTER	187	\$ 6,264.50	2	\$ 12,511.80	24	\$ 12,999.36	4	\$ 717.36	78	\$ 11,302.20	384	\$ 11,781.12	3	\$ 3,274.74	20	\$ 10,012.00	\$ 68,863.08	\$ 64,956.45	\$ 3,906.63	6.01%	PORT CHESTER	
POUND RIDGE	72	\$ 2,412.00	1	\$ 6,255.90	5	\$ 2,708.20	2	\$ 358.68	47	\$ 6,810.30	52	\$ 1,595.36	0	\$ -	5	\$ 2,503.00	\$ 22,643.44	\$ 28,869.77	\$ (6,226.33)	-21.57%	POUND RIDGE	
PURCHASE	14	\$ 469.00	1	\$ 6,255.90	4	\$ 2,166.56	1	\$ 179.34	14	\$ 2,028.60	66	\$ 2,024.88	1	\$ 1,091.58	5	\$ 2,503.00	\$ 16,718.86	\$ 14,497.79	\$ 2,221.07	15.32%	PURCHASE	
RYE	219	\$ 7,336.50	2	\$ 12,511.80	38	\$ 20,582.32	3	\$ 538.02	68	\$ 9,853.20	158	\$ 4,847.44	4	\$ 4,366.32	16	\$ 8,009.60	\$ 68,045.20	\$ 77,930.92	\$ (9,885.72)	-12.69%	RYE	
SCARSDALE	250	\$ 8,375.00	2	\$ 12,511.80	48	\$ 25,998.72	1	\$ 179.34	146	\$ 21,155.40	172	\$ 5,276.96	3	\$ 3,274.74	32	\$ 16,019.20	\$ 92,791.16	\$ 106,893.03	\$ (14,101.87)	-13.19%	SCARSDALE	
SOMERS	149	\$ 4,991.50	2	\$ 12,511.80	21	\$ 11,374.44	0	\$ -	74	\$ 10,722.60	205	\$ 6,289.40	4	\$ 4,366.32	11	\$ 5,506.60	\$ 55,762.66	\$ 58,392.41	\$ (2,629.75)	-4.50%	SOMERS	
TARRYTOWN	220	\$ 7,370.00	2	\$ 12,511.80	18	\$ 9,749.52	2	\$ 358.68	101	\$ 14,634.90	212	\$ 6,504.16	3	\$ 3,274.74	15	\$ 7,509.00	\$ 61,912.80	\$ 63,506.90	\$ (1,594.10)	-2.51%	TARRYTOWN	
TUCKAHOE	62	\$ 2,077.00	2	\$ 12,511.80	12	\$ 6,499.68	3	\$ 538.02	53	\$ 7,679.70	65	\$ 1,994.20	2	\$ 2,183.16	7	\$ 3,504.20	\$ 36,987.76	\$ 31,341.22	\$ 5,646.54	18.02%	TUCKAHOE	
WHITE PLAINS	820	\$ 27,470.00	1	\$ 6,255.90	28	\$ 15,165.92	0	\$ -	283	\$ 41,006.70	569	\$ 17,456.92	0	\$ -	45	\$ 22,527.00	\$ 129,882.44	\$ 128,259.20	\$ 1,623.24	1.27%	WHITE PLAINS	
YONKERS	1,303	\$ 43,650.50	7	\$ 43,791.30	114	\$ 61,746.96	0	\$ -	401	\$ 58,104.90	1960	\$ 60,132.80	8	\$ 8,732.64	96	\$ 48,057.60	\$ 324,216.70	\$ 310,391.39	\$ 13,825.31	4.45%	YONKERS	
YORKTOWN	200	\$ 6,700.00	2	\$ 12,511.80	33	\$ 17,874.12	1	\$ 179.34	105	\$ 15,214.50	477	\$ 14,634.36	2	\$ 2,183.16	26	\$ 13,015.60	\$ 82,312.88	\$ 109,985.50	\$ (27,672.62)	-25.16%	YORKTOWN	
<b>Total</b>	<b>9061</b>	<b>\$ 303,543.50</b>	<b>81</b>	<b>\$ 506,727.90</b>	<b>986</b>	<b>\$ 534,057.04</b>	<b>164</b>	<b>\$ 29,411.76</b>	<b>4056</b>	<b>\$ 587,714.40</b>	<b>9569</b>	<b>\$ 293,576.92</b>	<b>111</b>	<b>\$ 121,165.38</b>	<b>725</b>	<b>\$ 362,935.00</b>	<b>\$ 2,739,131.90</b>	\$ 2,695,743.05	\$ 43,388.85			

3.82% Avg. Change