

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 27, 2016 – Approved October 25, 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: Dave Donelson, Cathy Draper, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Edris Scherer

Board Members absent: Mary Amato, Deborah Fay, Julie Mills-Worthey, Sue Neale, Alex Payan, Sean Ryan, Luke Vander Linden

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

Public Library Directors Association (PLDA) Representative: Brian Kenney, Director, White Plains Public Library

Guests: Angela Groth, Director, Ardsley Public Library, and Chair, PLDA Grants Committee; Robert Webb, USI Consulting Group; Patricia Fontanella, Board President, Library Trustees Association of New York State (LTA)

PRESENTATION

Robert Webb, USI Consulting Group: Mr. Webb gave an overview of WLS's post-employment benefits. He distributed the disclosure information and reviewed the assumptions used in the calculation of WLS's expense figure for FY2015. As retirement benefits have become more substantial, recent accounting standards require that information regarding the cost and liability of these programs must be included on an organization's financial statements.

MINUTES

The minutes of the meeting of June 23, 2016, were accepted with one correction on Page 1 to remove the "late" by Mr. Jacknis's attendance on a motion by Mr. Jamali and seconded by Mr. Donelson. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports for August 2016 were presented by Ms. Scherer and were accepted as submitted on a motion by Ms. Scherer and seconded by Dr. Gray. The motion passed unanimously. Ms. Feuerman distributed the WLS Check Register for June-August.

ACTION ITEMS

WLS Free Direct Access Plan Revision: In preparation for submission of WLS's Plan of Service 2017-2021 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. In accordance with Section 8 of the Free Direct Access Plan, the Plan was first presented to the Public Library Directors Association (PLDA). Suggested edits included the

addition of the following sentence on Page 1 in the second paragraph under Section 1, for clarification purposes: “For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school or (4) own real property.”

This revision was incorporated into the document, shared with PLDA and approved by the WLS Board in March. The attached 4/27/16 Revision was then submitted to the 38 member library boards for their approval and was ratified by a simple majority of member library boards as of August 16th.

The Board approved the revised WLS Free Direct Access Plan as submitted (see attached) on a motion by Dr. Gray and seconded by Ms. Scherer. The motion passed unanimously.

Variance Requests for NYS Minimum Standards: Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. As of 12/31/2015, all WLS member libraries were recorded as being in compliance with the following exceptions: both the Ossining Public Library and Yonkers Public Library did not meet Minimum Standard #2 – Has a board-approved, written long-range plan of service. Variance Request Forms were submitted by the Ossining Public Library and Yonkers Public Library that indicated their current plans to meet the above Standard.

The Board approved both the Ossining Public Library’s and Yonkers Public Library’s Variance Requests on a motion by Ms. Furth and seconded by Ms. Hickernell. The motion passed unanimously.

Central Library Budget 2016-17: 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 1st through March 31st. WLS’s Central Library is the Mount Vernon Public Library. PLDA Central Library/eContent Committee met on 2/18/16 and their recommendations were presented to and approved by the general membership of Public Library Directors Association (PLDA) at their May 19th Meeting; and the Mount Vernon Public Library Board approved the proposed CLDA budget for 4/1/2016-3/31/17 at their 7/20/16 Board Meeting that includes the following:

Central Library Development Aid:

Ancestry.com	\$ 29,372
Aztec	2,500
Flipster	22,828
InstantFlix	20,000
Job and Career Accelerator	15,000
Learning Express	49,565
Lexia	1,000
Library ELF	2,500
Lynda.com	27,500
Morningstar	30,058
Newslea	6,000
NoveList (total cost of product is \$50,000)	6,139

Rocket Languages	14,238
Total BooX	15,000
X-Plain Patient Education Health Tutorials	5,000
Zepheira/BlueCloud Visibility (total cost of product is \$20,000)	<u>7,000</u>
Total Central Library Development Aid Budget:	\$253,700

Central Library Book Aid

Central Library/MTV physical purchases	\$30,000
Partial support of system-wide NoveList software	9,100
Hindi language collection at Tuckahoe Public Library	<u>5,000</u>
Total Central Library Book Aid Budget:	\$44,100

The Board approved the Central Library 2016-17 budget as noted above on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously.

State Aid for Public Library Construction \$19 Million Program FY2016-2019: A total of \$19 Million for public library construction was included in the State Budget. The allocation for WLS, which is based on population, totaled \$888,790; and 19 applications were received for the 2016-19 Grant Program.

The definition of an economically disadvantaged community as set up by WLS remained the same as last year, and this allows for approval of state aid for up to 75% of the total project costs instead of the regular 50% maximum.

The PLDA Grants Committee was made up of Chair Angela Groth, Director of Ardsley Public Library ; Beth Bermel, Director of Scarsdale Public Library; Kathryn Feeley, Director of Mount Kisco Public Library; Karen LaRocca-Fels, Director of Ossining Public Library; and Greg Wirszyła, Director of Bronxville Public Library. Ms. Groth reported that the Committee met on 9/8/2016 with Terry Kirchner and Elise Burke to review the applications based on accepted guidelines and criteria required by New York State and presented the recommendations noted below.

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Recommended Award Amount
North Castle Public Library (Armonk) -- Main Library	Dedicated Program Space for Adult & Youth Services: Project will add dedicated programming space to enable increased programming offerings without negatively impacting patron quiet study or reading.	\$153,306	\$153,306	\$76,653	\$40,000 WITHDRAWN
North Castle Public Library (Armonk) -- North White Plains Branch	Expansion & Renovation: Project will double the inside space and deck space of the library enabling growth of programming and collection and addition of an innovation center.	\$248,050	\$248,050	\$124,025	\$25,000 \$27,648
Bedford Free Library	Roof Replacement: The Bedford Free Library is requesting partial funding of a roof replacement.	\$75,700	\$75,700 \$90,460	\$37,850	\$25,000 \$27,647
Bedford Hills Public Library	HVAC Replacement Technical Systems Upgrade: BDH will replace our HVAC, electrical/digital wiring, and security systems for greater efficiency, safety, comfort, and accessibility.	\$57,125	\$57,125 \$52,335	\$42,844	\$20,000 \$22,647
Croton Free Library	Makerspace: Create a separate room within the existing library by building an interior wall and door to enclose a space to serve as Makerspace and program area.	\$27,660 REVISING	\$27,660	\$13,830	\$5,000 \$7,647

Applicant Name	Title / Abstract of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Recommended Award Amount
Eastchester Public Library	Repurposing of Space & Electrical Upgrades: Project includes renovations to the current building that will allow the library to improve and re-purpose existing space on 2 levels of the library.	\$68,335	\$68,335 revised \$45,987	\$34,167	\$40,000 \$12,647
Harrison Public Library -- Main Library *	Halperin Building Roof Replacement: Replacement of the roof including code compliant insulation-will reduce energy costs and increase conservation of resources.	\$679,778	\$679,778	\$339,889	\$120,000 \$122,647
Hastings-on-Hudson Public Library	Kitchen: Re-construct new kitchen facility in the Hastings Public Library.	\$19,300	\$19,300	\$9,650	\$6,000 \$7,647
Katonah Village Library	Library Accessibility: Installation of automatic doors at all patron entrances, allowing accessibility for disabled individuals, seniors and those with strollers.	\$29,800	\$29,800	\$14,900	\$40,000 \$12,647
Hendrick Hudson Free Library (Montrose)	Solar Panel: The library will install 275 solar panels to both existing and newly constructed portions of the roof to offset electrical costs for the building.	\$1,551,000	\$304,466	\$152,233	\$32,000 \$34,647
Mount Vernon Public Library *	Capital Construction - Phase I: Project Activity includes Phased exterior and interior building infrastructure system upgrades in order to comply with current code.	\$888,316	\$877,316	\$657,987	\$150,000 \$152,647
New Rochelle Public Library -- Main Library *	MAIN Theater HVAC Project: Project to install efficient HVAC system-new roof top unit-fans,ducts (heating & cooling) pumps, piping, electrical, fire alarm, minor archit. work.	\$415,000	\$415,000	\$311,250	\$75,000 \$77,647
New Rochelle Public Library -- Huguenot Children's Branch *	Library Window Replacement: The Huguenot Children's Library (HCL) grant will allow for the replacement of all interior windows in the HCL facility.	\$55,978	\$55,978	\$41,983	\$25,000 \$27,647
Town of Pelham Public Library	Upgrading & Automating Access to the Library: We seek to make significant exterior safety, accessibility, usability and cost saving improvements for Library patrons.	\$36,494	\$36,494 Revised \$25,574	\$18,427	\$40,000 \$12,647
Rye Free Reading Room *	Quiet Study Space & Small Group Meeting Room: Creating quiet study space for individuals and small groups by renovating existing spaces.	\$177,037	\$177,037	\$88,518	\$11,790 \$14,437
John C. Hart Memorial Library (Shrub Oak)	Bathroom Renovation/Accessibility: The John C. Hart Memorial Library is renovating its 3 public bathrooms to improve accessibility, conserve water and reduce energy consumption.	\$149,179	\$149,179	\$74,589	\$36,000 WITHDRAWN
The Warner Library (Tarrytown) *	Third Floor Meeting Room Renovation: The Warner Library Third Floor Meeting Room Renovation Project will update the library program and community meeting space built in 1979.	\$260,162	\$260,162	\$195,121	\$20,000 \$22,647
White Plains Public Library *	Main Floor Renovation: The Hub: Funding is sought for renovation of the first floor, creating a new adult library -- The Hub, cafe plus a new energy-efficient lobby entrance.	\$2,400,000	\$2,104,920	\$1,578,690	\$150,000 \$152,647
Yonkers Public Library -- Grinton I. Will Branch *	Façade Project - Phase I: The larger project entails the replacement of the entire facade of the branch. This grant focuses on a large window system on the west elevation.	\$2,095,585	\$600,000	\$450,000	\$150,000 \$152,647
	* Eligible for Economically Disadvantaged Community				
	TOTALS	\$9,387,805	\$6,316,308	\$4,262,606	\$888,790

The Board approved the recommended award amounts as noted above on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Draper reminded all that committee meetings are also subject to Open Meetings Law. At the last Strategic Working Group Meeting, reports on library trends and a SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis were discussed in detail. The group is getting close to the stage of completing a document for the entire Board's review.

COMMITTEE REPORTS

Budget Committee: Ms. Scherer reported that the committee will have their first meeting on October 6. Another meeting will be scheduled shortly thereafter.

Development Committee: Dr. Kirchner noted that several grants had been received, and Ms. Braja and Mr. Vander Linden will review initiatives for 2017.

Nominating Committee: On Ms. Neale's behalf, Dr. Kirchner noted that 3 trustees' terms will be ending as of 12/31/2016: Ms. Fay (District I), Mr. Jamali (District XI) and Mr. Vander Linden (District III). Ms. Fay and Mr. Jamali have served two consecutive 5-year terms and cannot renew. Libraries represented by these districts have been contacted regarding potential candidates to fill these terms.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that this is the first board meeting in our new location. The move went well and was within budget.

The WLS Annual Meeting will be held on Thursday, November 17, from 9-10:30 am. A morning format is being tested. The guest speaker will be Alison Macrina, Library Activist and Director of the Library Freedom Project. She will focus on privacy in the digital age.

In order to increase WLS's visibility without additional monetary expense, WLS is partnering with the Jacob Burns Film Center (JBFC) to foster potential promotion of JBFC and the libraries' programs as well as professional development. WLS has also been working with the League of Women Voters (LWV) with National Voter Registration Day and distribution of Voter Guides.

The Board was encouraged to share any local library concerns, frustrations, future plans, ideas, etc., so that potential emerging trends or issues could be identified and addressed.

Work continues on the mobile app, but it is taking a longer time to implement. The final product will increase access to the Integrated Library System (ILS) and the numerous resources available through the System website.

PLDA LIAISON'S REPORT

Mr. Kenney reported that at the September PLDA Meeting, the eContent Committee recommended to migrate content from OverDrive to the Cloud Library (3M/Biblioteca), an e- and

audio-book platform. This interface is easier to use and allows libraries to share content in a way similar to that of print materials. Eight libraries are currently running a pilot to assess the advantages and disadvantages of the program.

OTHER

Ms. Fontanella gave a general overview of the work being done by LTA, the statewide organization that represents, assists, educates and honors public library trustees as providers of free and universal library service, and spoke of the importance of membership to support their efforts.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:50 p.m. on a motion by Dr. Jacknis, seconded by Ms. Scherer, which passed unanimously.

Respectfully submitted,



Elise Burke
Recording Secretary



**Westchester Library System
Free Direct Access Plan for 2017-2021
to Fulfill Commissioner's Regulation
90.3 (a) through (d)(4)**

1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

The Westchester Library System's (WLS) service area is Westchester County. To be eligible for a system-wide borrower's card, individuals must live, work, go to school or own real property within a member library's chartered service area or a community that has contracted with a WLS member library.

Individuals should register for their borrower's card at the local library that serves the address where they live, work, go to school or own real property. For individuals meeting more than one of the eligibility requirements, the local library status will be determined based on the priority order of where they: (1) live, (2) work, (3) go to school, or (4) own real property. Member libraries shall require proof of eligibility before issuing a system-wide borrower's card.

The person to whom the borrower's card is issued, or their designated parent/guardian, assumes financial responsibility for its use, including all materials borrowed on that card. In no case shall more than one active system-wide borrower's card be issued to an individual.

Individuals residing in Westchester County but outside a member library's chartered service or contracted service areas will receive:

- Walk-in access to on-site materials at any member libraries;
- State-funded Central Library services;
- WLS website and online catalog services that do not require a library card.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitations may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.

An individual who lives outside of Westchester County and does not work, go to school or own property in Westchester may purchase a card from WLS.

The entitlement to library services and borrowing privileges outlined in this Free Direct Access Plan shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of WLS member libraries and/or the Westchester Library System.

2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

- In the event a library withdraws from WLS, residents of the affected area will continue to be entitled to on-site access as defined in Commissioner's Regulation §90.3 (a)(8) with the limitations specified in #1, above. Residents of such areas may continue on-site borrowing of WLS Central Library circulating materials purchased with state or federal funds.
- All registered and chartered public libraries in Westchester County are members of WLS.

3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

In addition to excessive borrowing as described in #4 below, additional factors contribute to the inequitable overuse of a library by cardholders of other libraries and are considered serious inequities and hardships. Those factors which may be grounds for the request of a hardship waiver by the Commissioner include, but are not limited to, the following:

- A significant difference/shift in hours of operation, or any decrease that causes library hours to fall below the state-mandated minimum hours of operation;
- The failure of a nearby library to adequately serve its local users (i.e. lack of facilities such as parking, ongoing construction or chronic budgetary constraints);
- The defeat of a proposition in an untaxed/unserved area to establish a library pursuant to Section 255 of the Education Law, or other pertinent legislative act, to establish or maintain a library;
- The defeat of a proposition in an untaxed/unserved area to contract for library services with a registered member library in accordance with Section 256 of the Education Law.
- When an unserved community has a population over 10,000 and has no equitable contract for library services.

4. Describe what constitutes excessive out of chartered service area borrowing in the system.

Excessive out of service area borrowing occurs when 15% or more of the net difference of an on-site library's circulation is from non-residents, individuals not residing within the library's chartered or contracted service areas. Net difference is based on the number of "home library" items checked out at the circulation desk and does not include "intransit" items received from other member libraries.

5. Unserved and Underserved Populations

a. Describe the unserved and the underserved populations within the system.

Unserved areas in Westchester County include the Village of Elmsford, portions of the Town of Mamaroneck and the Town of Cortlandt (Lakeland School District). A member library currently contracts with each of these communities. The Ardsley Public Library serves the Village of Elmsford; The Larchmont Public Library serves the Town of Mamaroneck; and The Field Library of Peekskill, the Hendrick Hudson Free Library in Montrose, The John C. Hart Memorial Library in Yorktown and the Croton Free Library serve the Town of Cortlandt. Fire Protection District #1 in the Town of Bedford remains an unserved area and the Bedford Hills Free Library provides service to those residents.

At present there are no underserved areas. Residents living within chartered or contracted service areas are served by a member library that exceeds the minimum standards for service as defined in Commissioner's Regulation §90.2 or has been granted a waiver from specific standards by the State Education Department.

b. Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

The criteria used are compliance with the minimum standards contained in New York State Education Law and New York State Commissioner's Regulation §90.2 as reported by member libraries on their annual report to the state.

c. Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

WLS provides ongoing outreach services to encourage and promote library usage to populations that do not typically use public libraries. WLS sponsors trustee training sessions that focus on advocacy techniques to gain increasing funding for their library and the communities they serve.

d. Provide a timetable for such action:

Ongoing

e. Identify who will be responsible for carrying out these actions.

WLS and the member libraries

6. Describe the conditions under which modifications to the free direct access plan can be made: (a) without the approval of the Commissioner; (b) with the prior approval of the Commissioner.

a. Libraries that experience excessive out-of-chartered service area borrowing as defined in Section 4 above may, upon appropriate public notice and without further approval from WLS or the Commissioner of Education, may:

(1) Place restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds; and,

(2) Place restrictions on attendance at library programs *due to lack of space or staffing to accommodate non-residents*, provided such programs are supported entirely by local funds;

(3) Place restrictions on new or experimental collections;

(4) Place restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high demand materials;

b. Further proposed restrictions to library service or access must be approved by a simple majority of member libraries and by the Westchester Library System Board of Trustees before transmission to the Commissioner of Education for approval. The request for restrictions must be accompanied by the following, in a form acceptable to the Division of Library Development:

- Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- A clear description of the proposed restrictions and modifications to this direct access plan being requested provided such modifications do not include charging for library services;
- Description of the anticipated impact on resident and non-resident borrowers after modification are approved and implemented;
- Provision of a time frame for the beginning and end of such restrictions and modifications to this direct access plan.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

WLS and its member libraries are obligated to comply with this Free Direct Access Plan. The Plan of Service for WLS, of which this Free Direct Access Plan is a part, is a contract between the State Education Department and the Westchester Library System. As a condition of

System membership, the member libraries have agreed to comply with all Regulations of the Commissioner of Education.

8. Describe how the system obtained member library input to the plan for free direct access.

A draft of the Plan was submitted by WLS to the Public Library Directors Association (PLDA) and the WLS Board of Trustees. PLDA was solicited for feedback on the Plan at their 2/18/16 meeting. The one suggested edit received was incorporated into the Plan and this revision was shared with PLDA at their 3/17/16 meeting. The WLS Board of Trustees approved the draft plan to be submitted to PLDA on 3/29/16. The Plan was then submitted to the Boards of the 38 member libraries. A simple majority of the 38 member libraries approved the Plan on 8/16/2016. The WLS Board of Trustees approved the Plan on ____ tbd ____ and the Plan was submitted to Division of Library Development for approval by the Commissioner of Education.