

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
November 29, 2016 – Approved January 31, 2017

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, LaRuth Gray, Norman Jacknis, Naseem Jamali, Julie Mills-Worthey, Sue Neale, Sean Ryan, Edris Scherer

Board Members absent: Deborah Fay, Hope Furth, Barbara Hickernell, Alex Payan

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

Public Library Directors Association (PLDA) Representative: Laura Eckley, Director, Larchmont Public Library

Guests: Karen Zevin, Croton-on-Hudson; Oscar Davis, President, Mount Vernon Public Library; Brian Johnson, Trustee, Mount Vernon Public Library; Tamara Stewart, Mount Vernon Resident

MINUTES

The minutes of the meeting of October 25, 2016, were accepted as submitted on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously. [Dr. Jacknis not present for vote.]

FINANCIAL REPORTS

The financial reports for October 2016 were presented by Ms. Scherer and were accepted as submitted on a motion by Ms. Scherer and seconded by Ms. Neale. The motion passed unanimously. [Dr. Jacknis not present for vote.] Ms. Feuerman distributed the WLS Check Register for October.

ACTION ITEMS

WLS Fiscal Year 2017 Budget: Ms. Scherer, WLS Budget Committee Chair, reported that the Budget Committee met several times to review various scenarios for the Fiscal Year 2017 operating budget, which was developed with input from PLDA and key WLS staff. The proposed budget was reviewed and discussed.

Overall, the budget reflects a deficit of \$234,400 including \$138,000 projected for depreciation and provides continued support of most current WLS programs and services and targeted expansion of some critical activities. The proposed revenue budget is based on conservative projections of flat funding from the State and County. The overall member library fees will also remain flat; however, the implementation of the new IT Finance Model will cause some shifts. The proposed expenses include a 2% increase for salaries as well as an increase for health benefits and a reduction for pension costs; and the final year of the local collection development pilot program requested by PLDA. All expenses will be closely monitored, and additional revenues will be sought through advocacy and development.

The Board approved the WLS FY2017 operating budget as submitted (see attached) on a motion by Dr. Gray and seconded by Dr. Jacknis. The motion passed unanimously.

WLS FY2017 Capital Budget: Mr. Caluori gave an overview of the Capital projects being proposed for FY2017 which include: Virtual Desktops-Phase 3 (\$350,000); Network Equipment (\$175,000); and equipment for an Innovation Lab (\$10,000).

The Board approved the WLS FY2017 capital budget as submitted on a motion by Ms. Scherer and seconded by Ms. Neale. The motion passed unanimously. Ms. Scherer thanked the Budget Committee and Ms. Feuerman for their hard work.

PRESIDENT'S REPORT

Ms. Draper started the process for the WLS Executive Director's evaluation and will share more information when it is available. The WLS staff was thanked for this year's WLS Annual Meeting held on November 17th. The speaker was excellent and enlightened all about privacy for Internet activity, protecting data and helping patrons gain a better understanding of privacy.

Outgoing WLS Trustees, Naseem Jamali [District VI] and Deborah Fay [District I] as well as Luke Vander Linden [District III] were all thanked for their many contributions. Two new trustees were elected at the WLS Annual Meeting—Karen Zevin [District I] and Susan Morduch [District VI]. The search continues for a representative for District III.

There was discussion about whether the Strategic Working Group should be added as a Standing Committee for 2017. The consensus was to keep it as an Ad Hoc Committee, and continue discussion regarding better reporting mechanisms for monitoring and revising the work being done by the current Working Group, that will be meeting on November 30th.

Ms. Draper noted that WLS's E-Rate practices will need to be reviewed in light of some of the privacy issues raised at the WLS Annual Meeting.

The 2017 schedule of WLS Board Meetings was discussed and revised due to a few conflicts in February and October. A revised schedule will be distributed.

COMMITTEE REPORTS

Governance Committee: Dr. Jacknis reminded the Board that all of the WLS policies will be reviewed in January. Any additions or corrections should be reported to Dr. Jacknis.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that at the last PLDA Meeting the topic of the Central Library was discussed, and the idea of exploring a digital Central Library was proposed. A number of issues were discussed: the original purpose and role of the Central Library; the reason this is being raised now; the meaning of a digital Central Library; availability of usage statistics for the current Central Library; and the financial ramifications for any change. It was decided to have a presentation on this topic at the January 2017 Board Meeting.

A call to action was initiated by the American Library Association (ALA) to support the review of the Rule Act (S3475; HR6341), which would delay implementation of changes to Rule 41 of the Federal Rules of Criminal Procedure for 6 months. This rule change, which is set to go into effect

December 1st, will significantly expand the government's ability to conduct remote access searches of electronic storage devices, colloquially referred to as hacking, to further its investigations. The delay is expected to allow time for agencies to review the consequences of this rule change.

Westchester County's 2017 Budget Hearings are taking place on November 30th and December 7th.

WLS is expected to receive the same \$1 Million allocation as in 2016; and trustees were encouraged to contact their County Legislator to ask them to support library funding. The NYS Assembly's Standing Committee on Library Education & Technology is holding a public hearing in Albany on December 13th. Dr. Kirchner will testify in White Plains and Albany and has a meeting scheduled with Assemblyman Tom Abinanti [92nd District] on November 30th. Today is Giving Tuesday; donations can be made to WLS or anyone of the member libraries.

PLDA REPRESENTATIVE REPORT

Ms. Eckley reported on the following from the November PLDA Meeting:

- Approval of recommendations from the eContent Committee to change from Rocket Languages to Mango and from Flipster to Press Reading.
- Proposed slate of officers for 2017, which will be formally be voted on in January 2017, is as follows: Laura Eckley as President; Beth Bermel, Director of Scarsdale Public Library, as 1st Vice President; and Carolyn Reznick, Director of Ruth Keeler Memorial Library in North Salem, as 2nd Vice President.
- Jill Davis will be the new chair and Karen LaRocca Fels is a new member of the Finance Committee.
- The directors thanked WLS for their proposed 2017 Budget and its support of the extension of the local collection development pilot program; continuation of training in publicity and SirsiDynix; the Mini-grant program; and flat overall IT fees during this year of transition with the new IT finance model.
- The Central Library conversation was seen as an opportunity to explore potential digital possibilities based on Westchester County's reputation as a change agent.

OTHER

Ms. Draper asked the guests from Mount Vernon Public Library if they would like to make any comments. Mr. Johnson noted that the Library board members are very interested in participating in the conversation about the Central Library. The library has made a lot of strides over the past few years to stabilize their governance and financial structure; and the board is very dedicated toward strengthening the library through community partnerships.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:51 p.m. on a motion by Dr. Gray, seconded by Dr. Jacknis, which passed unanimously.

Respectfully submitted,



Sean Ryan, Secretary

APPROVED @ 11/29/16 WLS Board Meeting

Westchester Library System
Budget Summary 2015-2017 - DRAFT



	2015 Final	2016 Adopted	2016 Projected	2017 Proposed	\$ change over 2016 Projected
REVENUES:					
General Library Aid	1,465,472	1,485,900	1,540,668	1,550,000	9,332
Supplementary Aid	205,471	197,500	203,957	206,000	2,043
Local Library Support revenue	267,984	268,000	279,542	279,600	58
Local Library Support pass-thru payments	(267,984)	(268,000)	(279,542)	(279,600)	(58)
Local Services Support Aid	182,354	184,900	190,875	192,800	1,925
Central Library Aid	218,798	272,400	281,222	284,200	2,978
Central Library Book Aid	52,095	64,100	64,094	66,900	2,806
Central Library Book Aid pass-thru payments	(52,095)	(64,100)	(64,094)	(66,900)	(2,806)
Westchester County	1,000,000	1,000,000	1,000,000	1,000,000	0
Erate	2,047	0	2,168	0	(2,168)
Member Library Fees	2,692,097	2,695,700	2,697,196	2,695,700	(1,496)
Enhanced Services to Libraries	24,700	9,000	27,700	15,000	(12,700)
Special Events	16,955	10,000	14,141	12,000	(2,141)
Investments/Interest Income	3,750	3,000	4,400	4,800	400
WEBS, Non-Resident Cards, Misc	42,715	39,500	43,326	41,300	(2,026)
Coordinated Outreach	147,593	149,200	154,052	155,700	1,648
Correctional Facilities	38,457	39,000	40,719	41,300	581
Westchester Comm Coll pass-thru revenue	328,602	315,000	315,000	315,000	0
Westchester Comm Coll pass-thru payments	(328,602)	(315,000)	(315,000)	(315,000)	0
Other grants	266,067	293,900	236,783	95,500	(141,283)
Contributions/To Be Raised	101,216	107,000	60,700	100,000	39,300
Total Revenues:	6,407,692	6,487,000	6,497,907	6,394,300	(103,607)
EXPENSES:					
Personnel					
Salaries & Hourly Wages	2,256,245	2,341,700	2,324,345	2,388,300	63,955
Employee Benefits	867,449	897,200	830,769	905,100	74,331
Retiree Health Benefits	246,905	244,000	234,500	244,000	9,500
Subtotal Personnel	3,370,599	3,482,900	3,389,614	3,537,400	147,786
Other Than Personnel					
Professional Fees	28,623	25,400	29,225	26,100	(3,125)
Equipment	230,411	178,600	175,908	218,200	42,292
Library Materials	655,090	687,300	655,016	685,050	30,034
Rent & Utilities	268,445	301,000	288,681	335,100	46,419
Repairs & Maintenance	356,510	378,300	377,444	419,700	42,256
Supplies	39,126	37,400	34,338	30,900	(3,438)
Telephone & Internet	294,045	322,000	312,247	368,800	56,553
Printing & Postage	50,539	60,200	59,211	63,300	4,089
Bibliographic Fees	73,826	65,000	69,358	70,000	642
Professional Development	45,221	79,500	53,182	53,100	(82)
Travel, Conferences & Meetings	30,142	39,000	37,370	38,150	780
Memberships	12,514	17,500	16,344	16,900	556
Contractual Services	334,822	392,200	321,889	185,100	(136,789)
Delivery Service	371,033	382,500	382,680	393,500	10,820
Special Events	18,059	10,000	15,733	12,000	(3,733)
Insurance	20,437	22,000	21,779	23,000	1,221
Interest expense	445	500	500	500	0
Miscellaneous	7,188	25,700	15,507	13,900	(1,607)
Subtotal Other Than Personnel	2,836,476	3,024,100	2,866,412	2,953,300	86,888
TOTAL EXPENSES	6,207,075	6,507,000	6,256,026	6,490,700	234,675
Net Revenue before Depreciation	200,617	(20,000)	241,881	(96,400)	
Depreciation	145,477	0	103,665	138,000	
TOTAL EXPENSES with Depreciation	6,352,552	6,507,000	6,359,691	6,628,700	
Net Revenue	55,140	(20,000)	138,216	(234,400)	