

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 31, 2017 – Approved March 7, 2017

ORGANIZATION MEETING

The annual Organization Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:06 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Dave Donelson, Cathy Draper, Hope Furth, Barbara Hickernell, Norman Jacknis (via phone), Susan Morduch, Sue Neale, Alex Payan, Sean Ryan, Edris Scherer, Karen Zevin

Board Members absent: LaRuth Gray, Julie Mills-Worthey

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

Public Library Directors Association (PLDA) Representatives: Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem); Laura Eckley, Director of Larchmont Public Library; Angela Groth, Director of Ardsley Public Library; and Brian Kenney, Director of White Plains Public Library

ORGANIZATIONAL MEETING

Ms. Draper asked Sue Neale, Chair of the Nominating Committee, to report on the trustees who have agreed to run for office. Those who served last year are willing to serve again, and with no nominations from the floor, the proposed slate was presented:

President: Cathy Draper
Vice-President: Mary Amato
Secretary: Sean Ryan

Ms. Scherer has also agreed to continue as Treasurer. The slate of officers as noted above was approved on a motion by Ms. Hickernell and seconded by Ms. Scherer. The motion was approved unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the newly-elected trustees Ms. Morduch and Ms. Zevin; and the Code of Ethics and Conflict of Interest Policy was also distributed.

There being no further business, the organizational meeting adjourned at 6:11 p.m. on a motion by Ms. Scherer and seconded by Mr. Donelson. The motion was approved unanimously.

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by President Draper at 6:12 p.m.

MINUTES

The minutes of the meeting of November 29, 2016, were accepted as submitted without objection.

PRESENTATION

WLS Information Technology (IT) Director Rob Caluori gave a presentation on Online Privacy Concepts & Tools. The risks, tools and actions to take regarding privacy were discussed and included the following: the public cloud versus the private cloud; securing plain text information; the TOR browser; shared and generic passwords; and malware, ransomware and virus protection. Increasing digital literacy training for library staff and patrons and setting up WLS as a TOR relay will be explored in 2017. The slides of Mr. Caluori's presentation will be posted to the WLS website; and next month Mr. Caluori will give another talk regarding filtering.

FINANCIAL REPORTS

The pre-audit financial report through December 2016 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Ms. Amato. Ms. Feuerman noted that the WLS auditors are scheduled to start in the next few weeks. The check register was distributed.

ACTION ITEMS

WLS Central Library Plan of Service 2017-2021: Part of WLS's 2017-2021 Plan of Service includes a separate Plan of Service for the System's Central Library that provides an overview of the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) received by WLS in support of central library services for the member libraries. The attached WLS Central Library Plan of Service was developed in conjunction with the Public Library Directors Association (PLDA) Central Library Committee, reviewed and accepted by PLDA, and was accepted by the Mount Vernon Public Library Board of Trustees. At any point in time, the Central Library could be changed; the current options are to create a digital central library; put out a Request for Proposal to change the current designation; or make no change.

The submitted Central Library Plan of Service was approved on a motion by Mr. Donelson and seconded by Mr. Ryan. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Draper noted that the Strategic Working Group did not meet but will reschedule another meeting soon. Outstanding director evaluations should be submitted as soon as possible. Ms. Draper was a guest on Haina Just-Michael's radio show; and Dr. Kirchner and Tom Geoffino were callers to the program that sparked an interesting conversation regarding library issues. The State budget for FY2017-18 was mentioned and a public hearing is scheduled for February 3rd at the Greenburgh Public Library. Mr. Ryan and Mr. Donelson have registered to testify. A current Committee list was distributed and trustees were encouraged to sign-up. A Chair is needed for the Development Committee.

EXECUTIVE DIRECTOR'S REPORT

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

Advocacy efforts are underway by the New York Library Association (NYLA). This year's Library Advocacy Day will be held on Wednesday, March 1st, and pre-Advocacy Day meetings will be held on Tuesday, February 28th. Due to this conflict, the WLS Board Meeting was postponed to March 7th.

A letter was sent to all Board Presidents of the WLS member libraries to remind them of upcoming trustee training opportunities and WLS services.

Dr. Kirchner met with NYS Librarian Bernie Margolis and Regent Judith Johnson at the Pound Ridge Library at a public discussion regarding future directions for library services in their community. Mr. Margolis and Ms. Johnson expressed interest in coming to Westchester to hold a similar countywide program.

Dr. Kirchner thanked Mr. Caluori for his presentation and for explaining a very technical issue in non-technical terms for all to understand. Mr. Donelson also thanked Mr. Caluori for going to Harrison Public Library to review the new WLS IT Model. WLS staff are available to give presentations at the libraries. Dr. Kirchner also attended the Katonah Village Library's Annual Meeting and was thanked for his assistance in helping them find a new director.

COMMITTEE REPORTS

Governance Committee: Mr. Jacknis, Chair, reminded trustees to send him any suggested revisions for the WLS Policies.

Development Committee: Ms. Brigham spoke about the 2017 Celebrating Westchester Libraries Breakfast which will be held on April 7th at the Doral Arrowwood. Regina Calcaterra, author of *Etched in Sand* and *Girl Unbroken*, is a strong advocate for libraries and their effect on children. Ms. Brigham distributed information about the event and ways trustees can help to make the event successful. Ticket prices are \$75 for the public and \$50 for library staff and should be purchased early; and a Journal will also be produced. This event will highlight WLS's outreach services and the theme *Libraries Transform*.

The second part of Marketing Boot Camp will take place on February 4th. Offered through a grant from Westchester Community Foundation, this program will assist library staff in implementing a patron story campaign and related marketing strategies to enhance library awareness in their community.

PLDA LIAISON'S REPORT

Ms. Resnick, the 2017 1st Vice President and PLDA Board Meeting Representative, introduced herself and noted that most of what took place at the January PLDA Meeting was already discussed. She also noted that \$2,000 was pledged to support *Early Literacy Makes a Difference...when the whole library is involved*. This program will include an orientation for directors after the March PLDA Meeting as well as training by Elena Falcone presented at the Youth Services Meeting in May.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:23 p.m. on a motion by Ms. Scherer and seconded by Mr. Ryan that passed without objection.

Respectfully submitted,

Sean Ryan
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Sean Ryan
Secretary

Central Library Plan of Service Westchester Library System (WLS)

January 1, 2017 – December, 31, 2021

This plan describes the use of the Central Library Development Aid (CLDA) and Central Book Aid (CBA) state aid funds received by WLS in support of central library services for the member libraries.

Digital Collection Development

- 1. Goal Statement**
Expansion of the system-wide digital collection in response to member libraries' needs
- 2. Years 1-5 (2017-2021) Intended Result(s)**
 - Acquisition of and/or access to digital collections that support patrons' educational, informational and recreational needs through the use of CBA and/or CLDA funds
- 3. Evaluation Method(s)**
 - Ongoing analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee
 - Annual member library survey and/or feedback opportunities to gauge member library satisfaction with the selected digital resources and to identify potential resources for the forthcoming year

Public Service Staff Training and Education

- 1. Goal Statement**
Expansion of member library staff training and professional development offerings in growing fields such as digital literacy, e-reading, mobile technologies and social media
- 2. Years 1-5 (2017-2021) Intended Result(s)**
 - Provision of digital and in-person learning opportunities for member library staff to develop the skills and understanding required to help patrons meet their educational, informational and social media needs through the use of CLDA funds
- 3. Evaluation Method(s)**
 - Ongoing analysis and review of training topics offered, the number of sessions and participants, and participants' evaluation data
 - Surveys of participants for selected sessions to determine the levels of change in participants' behaviors, skills or knowledge as a result of attending a training or professional development activity

Collection Management and Use Analysis

- 1. Goal Statement**
Member libraries will have access to training and tools to assist with collection analysis
- 2. Years 1-5 (2017-2021) Intended Result(s)**

- Provision of learning opportunities for member library staff in the areas of analyzing, evaluating, and managing collections through the use of CBA and/or CLDA funds

3. Evaluation Method(s)

- Surveys of participants for selected sessions to determine the levels of change in participants' behaviors, skills or knowledge as a result of attending a training or professional development activity

Supplemental Adult Non-Fiction Collections

1. Goal Statement

Member libraries will have access to adult non-fiction materials that supplement their local collections

2. Years 1-5 (2017-2021) Intended Result(s)

- Purchasing and/or leasing of non-fiction materials to improve patrons' access to items in high-demand and targeted subject areas using CBA and/or CLDA funds

3. Evaluation Method(s)

- Ongoing review of circulation reports for materials purchased and/or leased materials using CBA and/or CLDA funds

Supplemental Foreign Language Collections

1. Goal Statement

Member libraries will have access to foreign language materials that supplement their local collections

2. Years 1-5 (2017-2021) Intended Result(s)

- Purchasing and/or leasing of foreign language materials to improve patrons' access to items in high-demand and targeted subject areas using CBA and/or CLDA funds

3. Evaluation Method(s)

- Ongoing review of circulation reports for materials purchased and/or leased materials using CBA and/or CLDA funds

Promotion of Central Library Services and Resources

1. Goal Statement

Member libraries will be aware of and know how to effectively use the services and resources provided by the Central Library of the Westchester Library System

2. Years 1-5 (2017-2021) Intended Result(s)

- Increasing member library staff awareness about and knowledge of the services and resources provided by the Central Library through promotional and educational activities supported by CBA and/or CLDA funds

3. Evaluation Method(s)

- Annual member library survey and/or feedback opportunity to gauge member library staff's knowledge of and satisfaction with the Central Library services and resources provided