

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**May 30, 2017 – Approved June 27, 2017**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:04 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Cathy Draper, Barbara Hickernell, Norman Jacknis, Susan Morduch, Sue Neale (late), Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Dave Donelson, LaRuth Gray, Hope Furth, Julie Mills-Worthey, Alex Payan

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

Public Library Directors Association (PLDA) Representative: Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem)

Ms. Draper introduced Bernie Seiler, who has agreed to fill the vacant term as the representative for WLS District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco] expiring 12/31/2021. Mr. Seiler is from Mount Kisco and the board approved his appointment on a motion from the floor by Dr. Jacknis and seconded by Ms. Hickernell. The motion passed unanimously. [Ms. Neale was not present for the vote.] The oath was administered accordingly.

**MINUTES**

The minutes of the meeting of April 25, 2017, were accepted as submitted on a motion by Ms. Scherer and seconded by Ms. Amato. The motion passed 8-0 with 1 abstention [Ms. Zevin abstained; Ms. Neale not present for vote].

**FINANCIAL REPORTS**

The financial report through April 2017 was presented by Ms. Feuerman and was accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously [Ms. Neale not present for vote]. The check register was distributed.

**ACTION ITEMS**

***WLS Policy re Board Meeting Participation via Video Conference:*** Dr. Jacknis reported that the new policy was distributed in accordance with regular procedures. WLS IT staff has approved two tools to determine sufficient bandwidth speed and will notify the Board with the appropriate information and instructions.

The Board approved the new Policy as submitted on a motion by Dr. Jacknis and seconded by Ms. Scherer. The motion passed unanimously.

**Extension of WLS Borrowing Facility:** Ms. Feuerman noted that WLS has a line of credit with TD Bank that will expire at the end of June. WLS has not had to borrow and currently does not anticipate the need to borrow against this line of credit, but it is a good option to have available since only minimal fees are involved and the timing of the receipt of State funds is always uncertain. The application fee for the borrowing facility was discussed; and Ms. Feuerman will seek to have the fee waived.

The Board approved the extension of the borrowing facility with TD Bank on a motion by Ms. Scherer and seconded by Ms. Hickernell. The motion passed unanimously.

## **PRESIDENT'S REPORT**

Ms. Draper discussed the WLS 990 Form that was distributed with the board meeting materials. This important public document asks a number of governance questions and is often reviewed by funders.

A letter was received from Hendrick Hudson Free Library thanking Pat Brigham and Rob Caluori for talking to their Board on the areas of their expertise.

Ms. Draper highlighted several topics of Dr. Kirchner's Executive Director Report regarding Net Neutrality and the New York State Regents Advisory Council nominations being sought. The Board was also reminded of the upcoming Trustee Institute on June 7<sup>th</sup> starting at 6 p.m. with Ms. Feuerman regarding Financial Statements at the John C. Hart Memorial Library.

## **COMMITTEE REPORTS**

**Central Library Study Committee:** Committee members Mr. Ryan and Ms. Scherer reviewed recent study group progress. This included a May 18<sup>th</sup> meeting with PLDA to hear their input on what member libraries need from the central library function going forward. PLDA input focused primarily on the need for increased delivery of electronic services (e-books, databases and services) in general and specifically from the central library function. The study group has also reached out to other library systems to understand how they are managing their central libraries and what improvements they are planning going forward. The study group has additional meetings scheduled with the Department of Library Development (June 8<sup>th</sup>), the Mount Vernon Public Library (July 13<sup>th</sup>) and with WLS staff (August 10<sup>th</sup>) to gather information from those organizations/communities. The study group remains on course to review their work at the September WLS Board Meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner announced that the 2016 NYS Public Library Construction Grant award notices were distributed. Two new directors have been appointed: Jesse Bourdon at Croton Free Library and Daniel Sabol at Pound Ridge Library.

Dr. Kirchner attended a day-long meeting of the Public Library System Directors Organization (PULISDO) to discuss the NYS Minimum Standards for libraries.

The contract for the WLS Delivery is scheduled to expire at the end of 2017. A Request for Proposal (RFP) is being prepared, and an orientation for potential vendors will be held over the summer.

The filtering survey was responded to by 34 of the 38 member libraries. Out of the 34, only 4 libraries use filters—2 for adults; 2 for teens and all 4 for children. Other responses from the survey were also discussed.

It is still unclear how the proposed Federal Budget cuts will impact libraries in NYS; however, a few areas that could get impacted include job readiness, One Stop Centers, and job and career opportunities. WLS is thinking of ways to address these issues either by expanding current WLS services or by partnering differently with appropriate community organizations.

WLS may participate in the Corporate Fun Run on July 13<sup>th</sup> taking place at Performing Arts Center at SUNY Purchase. This 5K walk/run supports Swim Across America, an organization that supports benefit swims for its cancer research partners who are developing new cures and treatments to defeat cancer.

Dr. Jacknis noted that WLS was praised for being a frontrunner in the field of privacy through our support of the Tor browser and becoming a Tor relay.

### **PLDA LIAISON'S REPORT**

Ms. Reznick noted that the Central Library Study Committee members met with PLDA at their May meeting as previously noted. The Finance Committee met; the Mobile App is expected to be available in July; and best practices for issuing library cards to staff members were discussed. It was decided to have staff cards issued under the library of employment and not use a staff member's home library card. This correction is in the process of being implemented. A call was made for knowledgeable library staff to review current and potential finance and genealogy databases.

### **OTHER**

Ms. Scherer, a new trustee of the Library Trustees Association of New York State (LTA) representing Westchester, spoke about LTA's services and reminded trustees to follow-up with their represented libraries about membership in this organization. LTA will host its next *Trustees in the Know* session at the Plainview-Old Bethpage Library on August 12<sup>th</sup>.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:08 p.m. on a motion by Dr. Jacknis and seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,



Sean Ryan  
Secretary