

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**September 26, 2017 – Approved October 24, 2017**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:07 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, LaRuth Gray, Norman Jacknis, Julie Mills-Worthey, Susan Morduch, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Barbara Hickernell, Sue Neale, Alex Payan

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

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

**MINUTES**

The minutes of the meeting of June 27, 2017, were accepted as submitted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

**COMMITTEE REPORTS**

*Central Library Study Committee:* Ms. Draper thanked the members of the Central Library (CL) Study Committee for their service, which they were asked to do in response to a proposed Action Item at the March 28<sup>th</sup> Board Meeting to initiate a Request for Proposal for the CL. Ms. Draper stated she selected committee members who represent libraries that had no intention of responding to an RFP for the CL. Public comment will be received following the report of the Committee but prior to any decision.

The Committee Chair Mr. Donelson thanked all committee members. Mr. Donelson also thanked Dr. Kirchner and the WLS staff who assisted with this process. The goal of the committee was to gather information for what the central library is, could be and would be. The committee met six times with the interested parties involved in central library activities (Westchester Public Library Directors Association (PLDA); New York State Library Division of Library Development (DLD); Mount Vernon Public Library (MVPL); WLS Staff). Questions were prepared beforehand and are contained in the minutes of the meetings. Written comments from the public were received and reproduced in the appendix of the Report ([see attached via link to WLS website](#)). Mr. Donelson went through the report highlighting the following:

- the origins of the CL program and its goals;
- how these goals are currently being achieved;
- MVPL's role as the CL;

- responsibility and funding of the CL;
- other System's CL funding and function;
- current CL advisory board structure; and performance measures.

The following recommendations were made:

MVPL should remain the designated Central Library until such time as a change is warranted.

WLS should continue to provide centralized electronic services through CL funds.

As with all WLS services, WLS should design performance metrics to measure and communicate how effectively the CL meets the needs of Westchester library patrons.

WLS should explore with PLDA the role of physical reference collections in today's public libraries and whether digital options for these print reference collections would better serve the entire community. In addition, WLS and PLDA should explore creation of a reference collection to be made available through inter-library loan for in-library-use. That collection could include current CL-sponsored items as well as reference items in other libraries.

The CL Advisory Committee should formally present its budget recommendations to the WLS Board.

In light of this study, WLS should review the current CL Plan of Service to evaluate new services and approaches for delivering CL functions to the patrons of all 38 member libraries.

Ms. Draper opened the floor to the Board Members to comment on the Report. The following issues were raised and discussed:

- CL as a program and not a building
- The importance of MVPL as a stakeholder
- Reasons for and main purpose of the CL Request for Proposal (RFP)
- Metrics and documentation
- Concern that the Report did not address racial bias
- Evaluation and remediation process
- Function of CL as last copy holder

Ms. Draper then opened the floor for public comment for those interested. The following subjects were covered:

- Committee was thanked for their work and WLS thanked for the process.
- Ms. Mills-Worthey was thanked for voicing the collective sentiments from the MVPL community.
- The Report was based too much on gossip and innuendo, not fact.
- Last copy designation does not negatively impact MVPL. The idea of expanding/sharing reference materials is a wonderful idea.

- The Report did not answer the race question and why the RFP was considered; was based on perception; and did not address what is WLS’s responsibility to MVPL as the CL.
- It is an injustice to our youth by not setting a good example and addressing the race issue clearly; still not clear of origin of the study and would like to see something in writing that addresses this.
- MVPL says, “Challenge us.” The library is ready and willing to make all of Westchester happy; understands what is needed to change a community—watch and learn from us.

The Board approved the submitted Report recommendations on a motion by Mr. Donelson and seconded by Ms. Furth. The motion passed unanimously. Ms. Draper thanked the Committee and all who participated.

**FINANCIAL REPORTS**

The financial report through August 2017 was presented by Ms. Feuerman and was accepted on a motion by Ms. Scherer and seconded by Mr. Donelson. The motion passed unanimously. The check register was distributed.

**ACTION ITEM**

**State Aid for Public Library Construction \$24 Million Program FY2017-2020:** A total of \$24 Million for public library construction was included in the State Budget. The allocation for WLS, which is based on population, totaled \$1,122,684; and 11 applications were received for the 2017-20 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 Susan Riley, Director of Mamaroneck Public Library; Ann Cloonan, Director of Bedford Village Library; Rosemarie Gatzek, Director of Irvington Public Library; Karen LaRocca-Fels, Director of Ossining Public Library; and Greg Wirszyła, Director of Bronxville Public Library. Ms. Riley reported that the Committee met on 8/29/2017 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	Description of Project	Total Project Cost	Cost of Submitted Project	Application Request Amount	Recommended Award Amount
Greenburgh Public Library	Atrium Café Addition: Addition of room adjacent to lobby library where patrons may eat and will also provide access to courtyard patio.	\$188,203	\$188,203	\$141,152	\$141,152
Harrison Public Library -- Main Library	Library Parking Enhancement Initiative: Project involves the acquisition of an adjacent lot in order to offer additional parking to support facility growth, functionality and area safety. <b>UNABLE TO EVIDENCE OFFER/CONTRACT FOR SITE ACQUISITION-HAD TO WITHDRAW APPLICATION; SEE SECONDARY APPLICATION BELOW.</b>	\$178,789	\$178,789	\$89,394	<b>WITHDRAWN</b>

Harrison Public Library -- Main Library	Library Community Arts Garden: Project involves the construction of an innovative arts garden adjacent to the library, to be used for public events and artistic activities. <b>SECONDARY APPLICATION</b>	\$73,175	\$73,175	\$36,587	\$36,587
Hastings-on-Hudson Public Library	LED Lighting: The library is replacing all fluorescent lighting with LED lighting.	\$16,000	\$16,000	\$8,000	\$8,000
Mount Vernon Public Library *	Capital Construction Phase II: Upgrade plumbing, mechanical ventilation, code compliance & accessibility	\$102,500	\$102,500	\$76,875	\$76,875
New Rochelle Public Library -- Main Library *	Lobby / Entryway Renovation: Entryway expansion including ADA compliant circulation desk, self-checkout kiosks, updated theft prevention gates and security system.	\$368,485	\$368,485	\$276,363	\$276,363
North Castle Public Library (Armonk) -- Main Library	Building Dedicated Programming space for Adults & Youth Services: Project will add dedicated programming space to enable increased programming offerings without negatively impacting patron quiet study or reading.	\$271,497	\$271,497	\$135,749	\$135,749
Ossining Public Library *	Security and Access Enhancements: Improvements in security system and building access system and safety and access improvements outside of library building.	\$52,711	\$52,711	\$39,533	\$39,533
The Warner Library (Tarrytown) *	Front Steps Rehabilitation Project: This project will replace an unsafe wooden door step & repoint the steps and enclosure at the library entrance.	\$16,890	\$16,890	\$12,667	\$12,667
Tuckahoe Public Library	Replacement of existing windows with energy efficient windows: Project includes replacement of 22 existing windows with energy-efficient windows.	\$43,930	\$43,930	\$21,965	\$21,965
Yonkers Public Library -- Grinton I. Will Branch *	Grinton Will Branch Library Facade Project - Phase 2: The larger project entails the replacement of the entire building facade. This grant focuses on one specific elevation, plus railings and signage.	\$2,100,000	\$313,204	\$234,903	\$234,903
John C. Hart Memorial Library (Yorktown/Shrub Oak)	Bathroom Renovation for Accessibility and Energy/Water Conservation: Two public restrooms reconfigured to be ADA compliant. All public restrooms fitted with LED lighting, motion sensors and reduced water use fixtures.	\$167,450	\$167,450	\$83,725	\$83,725
* Eligible for Economically Disadvantaged Community					
TOTALS		\$3,400,841	\$1,614,045	\$1,067,519	\$1,067,519

There was discussion regarding more recognition of this program and the projects it has supported. Libraries do their own promotion and Legislators are invited to open houses. The lack of one standard news publication for all of Westchester makes it more difficult to promote in a broader way. WLS is thinking of holding a reception to thank the legislators for increasing the aid to this important program.

The Board approved the recommended award amounts as noted above on a motion by Dr. Gray and seconded by Ms. Scherer. The motion passed unanimously. The applicants will be informed of the recommendations made.

## **PRESIDENT'S REPORT**

Ms. Draper reminded the Budget Committee that their task will be starting soon. Dr. Jacknis reminded the trustees that the policies will have their annual review in January. Any proposed changes or corrections can be sent to Dr. Jacknis.

The Strategic Working Group will incorporate what was learned by the Central Library Study Committee into future discussions when they reconvene. Sue Neale is working on nominating candidates for the trustees going off the board as of December 31<sup>st</sup>, and Ms. Draper noted that several officer positions for 2018 and asked trustees to consider taking on a new leadership role.

## **EXECUTIVE DIRECTOR'S REPORT**

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

As of 12/31/2016, all member libraries are in compliance with NYS Minimum Standards and no Variances were required.

WLS is a community partner with the Jacob Burns Film Center in Pleasantville. A video of WLS's services was created regarding WLS's services for September; Get your Library Card month. The video is being promoted on social media and as a trailer prior to the movies shown at the Jacob Burns as part of our partnership.

As part of our work with non-profit communities, Manhattanville College is hosting professional development training, "Transition from Co-Worker to Supervisor," which will be available to WLS member library staff as well as a broader community.

American Library Association (ALA) has created a new donation page for individuals to libraries affected by the hurricanes in Texas, Florida, and Puerto Rico.

The next WLS Trustee Institute will be held on October 3<sup>rd</sup>, and Ms. Draper will speak on Strategies for Effective Meetings. The WLS Annual Meeting is scheduled for the morning of November 16<sup>th</sup> with panelists Bernie Margolis, NYS Librarian, and Judith Johnson, NYS Regent. Invitations will go out shortly.

Westchester County asked WLS to participate County Executive Astorino's Fatherhood Initiative that is helping fathers, especially noncustodial dads, live up to their responsibilities as parents. A digital brochure (#DadBeThere) was created and included the WLS online resources that parents can use to learn with their children.

WLS has initiated a RFP for our delivery service contract, which expires 12/31/17. Three companies attended an information meeting. All information will be gathered and presented at the November Board Meeting.

## **PLDA LIAISON'S REPORT**

Ms. Reznick reported the following on the September PLDA meeting:

A presentation was given by Allison Midgley regarding upcoming fall programs. Ms. Brigham gave an overview of this year's cycle of Mini-grants. Mr. Caluori discussed the WLS Mobile App and Google Chrome. The WLS Member Library Statistics were completed and will be distributed. The NYLA Opioid Policy was discussed.

Chris Shoemaker presented the electronic products for 2018 which will be voted on in November.

Electronic resources were discussed. Currently, there are two major vendors of e-book content: OverDrive and Cloud Library. OverDrive provides a consortium through WLS that is shared by all 38 member libraries and includes the option for OverDrive Advantage accounts provided by individual libraries that are only available to their patrons. Nine member libraries have created a mini-consortium through Cloud Library. WLS is beginning to explore the possibility of going to one platform to combine all of the OverDrive and Cloud Library resources to improve discoverability and accessibility.

Thanked CLSC for their Report but didn't receive much time prior to their September meeting and requested another month to review. Since the Report was already approved by the WLS Board, Mr. Donelson noted that the recommendations include review and discussion of the CL Plan of Service and suggested using that process for raising future recommendations.


### **OTHER**

Ms. Brigham spoke and distributed information about the program *Community Conversations*. As part of a grant from Westchester Community Foundation, these events will feature panelists who are experts in the fields of prison reform, re-entry services, the history of Sing Sing and the prison education movement. The *Conversations* will be used to engage the community in civic discourse, and all were encouraged to attend.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 8:10 p.m. on a motion by Dr. Jacknis that was seconded by Dr. Gray. The motion passed unanimously.

Respectfully submitted,

  
Sean Ryan  
Secretary