

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**May 29, 2018 – Approved June 26, 2018**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:10 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, LaRuth Gray, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Joseph Puglia, Sean Ryan, Edris Scherer, Bernie Seiler

Board Members absent: Dave Donelson, Hope Furth, Karen Kelley, Sue Neale, Alex Payan, Karen Zevin

Also present from WLS were: Terry Kirchner, Francine Feuerman, Rob Caluori, Elena Falcone, Elise Burke

Public Library Directors Association (PLDA) Representative: Karen LaRocca-Fels, Director of Ossining Public Library

Mr. Ryan welcomed Joseph Puglia, who has agreed to fill the vacant term as the representative for WLS District XV [Yonkers] expiring 12/31/2019 and was appointed at the April 24<sup>th</sup> Meeting. The oath was administered accordingly.

**MINUTES**

The minutes of the meeting of April 24, 2018, were accepted on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

**FINANCIAL REPORTS**

The financial report through April 2018 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Mr. Seiler. The motion passed unanimously. The check register was distributed. Ms. Feuerman noted that the WLS 990 Form and CHAR500 form was distributed to the WLS Trustees. Both forms were accepted by consensus, and Ms. Feuerman will ask the auditors to submit them.

**ACTION ITEMS**

***WLS Internet Use Policy Revision:*** Mr. Caluori noted that the WLS Board approved implementation of e-Rate for school year 2018-2019 using Open DNS filtering with Internet Watch Foundation categories and full implementation of the Tor browser. Use of filtering requires revision of the current WLS Internet Use Policy #10. The proposed revised Internet Safety and Use Policy was brought to the Governance Committee for review and distributed to the Board members. One typographical error was corrected, and this meeting served as the public hearing requirement for e-Rate.

The Board approved the revised Internet Safety and Use Policy #10 as submitted (see attached) on a motion by Ms. Morduch and seconded by Ms. Draper. 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 and no re-application fee are involved and the timing of the receipt of State funds is always uncertain.

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

**Investment of WLS Funds in CDs:** Ms. Feuerman noted that as interest rates have started to increase from 0 to 2%, WLS is looking to invest \$1 million in CDs over a period of 12 months, beginning July 1<sup>st</sup>, in accordance with WLS's investment policy. Discussion followed regarding procedures to obtain the best rates.

The Board approved authorizing the WLS Chief Financial Officer with investing in CDs in period not to exceed 12 months in an aggregate amount not to exceed \$1 million on a motion by Ms. Draper and seconded by Ms. Scherer. The motion passed unanimously.

**Internet Filter Purchase:** With the WLS Board-approved implementation of e-Rate for school year 2018-2019 using Open DNS filtering with Internet Watch Foundation categories, Mr. Caluori noted that the purchase of this filter was not included with the 2018 budget and is now being sought. Open DNS filtering was purchased by Cisco and is available as a function of Cisco's Umbrella service. Use of the Internet Watch Foundation categories is available through Umbrella. Two quotes were obtained and the lowest offer was an all-inclusive price of \$15,257 for one year. As a subscription service, this filtering product will need to be renewed yearly.

The Board approved the purchase of the Umbrella service from Cisco for \$15,257 on a motion by Dr. Gray and seconded by Ms. Draper. The motion passed unanimously.

## **PRESIDENT'S REPORT**

Mr. Ryan met with Dr. Kirchner and other WLS staff members regarding WLS strategy and implementation and would like to have ongoing education/information sessions with the Board in advance of any decision points. The following three strategic components have been identified for WLS:

- Expand competency as an incubator of library solutions/services and leverage this capability for member libraries.
- Build and enable an environment that encourages sharing best practices solutions and processes across member libraries.
- Support professional development for all levels of staff and library trustees.

Discussion of these strategies included the following:

- WLS must have the structural and staff resources to accomplish what's needed to be done
- Need better idea of what problem is in order to solve it before any solutions are defined
- Need to understand how WLS might be put in a different position to execute
- Must assess communication and have more board-to-board direct interaction than director-to-board interaction

- How to tap into WLS's benefit of central infrastructure and efficiency to grow services collectively
- Need to understand what the goal is to go from an abstract to a concrete idea
- Clarify roles of WLS and the member libraries
- Assessment of the similar and divergent needs among the member libraries
- Recognition of what is already underway and how to build on foundation laid over past 7 years
- Importance of advertisement and awareness of what is already going on and getting libraries noticed
- Identify other partnerships to support efforts
- Solutions need to be of value to the community in order to garner engagement
- WLS as front person or background organization
- Better understanding of relationship of WLS and member library directors, staff and board members; not all members feel part of cooperative
- Need to grow diversity to be more like the communities served
- Understanding of the percentage of trustees who are elected
- Need better understanding of the county demographics and the implications for library services
- Must understand financial implications—costs, possible funders
- Need for different approach to stating value

## COMMITTEE REPORTS

**Governance/Nominating Committee:** Ms. Morduch, chair of the Governance and Nominating Committee, noted that diversity is something that can be addressed. The restructuring of bringing the Governance and Nominating Committees into one was discussed. The most recent procedures for nominating and electing WLS trustees were explained. The concept of diversity includes numerous factors such as age, economics and skill sets and will be explored. Dr. Gray, Dr. Kirchner and Mr. Ryan volunteered to work with Ms. Morduch on exploring this topic.

## EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner announced that Institute for Museums and Library Services (IMLS) awarded a two-year National Leadership Grant to Simmons College. The purpose of the project is to develop an open-source broadband measurement platform to help libraries understand what capability libraries currently offer regarding broadband access and what does the community take advantage of. METRO put out an inquiry for library partners to get involved with this project, and WLS is hoping to be considered.

The Westchester County Association is looking to help Mount Vernon Public Library create a Technology/Teen Center. This new partner has had discussion meetings with the Library and with an interested financial institution who may consider supporting the project through its foundation.

The next WLS Trustee Institute, *Budget with a Mission*, will be held next Tuesday, June 5, at 6:15 pm at the Somers Library. Robert Cordero, a Partner at PKF O'Connor Davies and co-leader of their education practice, will discuss how budgeting fits in with a library's mission and long-term planning and effective ways of creating a relationship between the two. Those interested can register for the event via WLS's Evanced calendar.

## PLDA LIAISON'S REPORT

Ms. LaRocca-Fels noted the topics discussed at the May PLDA meeting: change to new platform OverDrive Advantage Plus as the e-book platform for WLS with 45,000 titles; the PLDA Grants Committee was formed; the ILS RFP (Request for Proposal) Committee will consider Open Source as an option; implementation of automatic renewals will be voted on at the June Meeting.

Ms. LaRocca-Fels also shared the Ossining Public Library's experience as one of the teams involved with Connecticut State Library's, *EXCITE Transformation for Libraries* grant project. Ossining had to develop a community-centered project and had to pitch the idea for funding (up to \$3,000) to a team of experts, similar to the "Shark Tank" television show. Ossining's project, Parent Connections connecting parents with their children, themselves and their community, was one of six chosen. As part of the *EXCITE* program, offers extended training that teaches non-traditional collaboration and innovation skills to learn what the community is actually thinking and how to respond to demonstrated needs through the implementation of the proposed project. The team involves Ms. LaRocca-Fels, Director; John Torres, Adult/Children's Services; Kathy Randol, Yoga instructor; A. Robbins, Archival/Technology.

## OTHER

Dr. Gray noted that the Board of the New Rochelle Public Library received a FOIL (Freedom of Information Law) request from the Hudson Valley Justice Center (HVJC). In general, the FOIL request asked the Board to provide communications or documents between the Library Board and RDRXR, RXR or its agents and between the Library Board and the City of New Rochelle in relation to the potential redevelopment of the Library as well as to the appointment of trustees to fill unexpired terms due to Board member resignations. In response to the FOIL request, the Library Board provided the HVJC with approximately 700 pages of documents and email communications. This information was also posted to the [Library's website](#).

Ms. Falcone, Director of Public Innovation and Engagement, noted that input from the community is extremely valuable when assessing new strategic initiatives. The Harwood model is a great method to incorporate insights from the community.

## ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:53 p.m. on a motion by Dr. Gray and seconded by Ms. Draper. The motion passed unanimously.

Respectfully submitted,



Bernie Seiler  
Secretary

**Subject:** Internet Safety and Use

**Application:** Employees, customers, consultants, contractors, vendors and visitors

**General**

Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County's diverse, multicultural community by providing access to Internet resources ~~including social media and blogging sites~~ that offer many valuable local, national and international sources of information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet, but also and to exercise discretion, good judgment and concern for privacy and ~~discretion~~ in their use of it.

**Confidentiality**

WLS supports the right to privacy and confidentiality of library users in accordance with the ALA's Library Bill of Rights; the Freedom to Read Statement; the Freedom to View; Access to Electronic Information Services and Networks; and with the policies, goals and objectives of this public library system. WLS considers any record of Internet use by a patron to be a library record and as such Internet use will be protected as confidential as prescribed by section 4509 of NYS Civil Practice Law & Rules.

**Disclaimer**

~~WLS does not monitor and has no control over the information accessed through the Internet, and therefore, cannot warrant the information available through its Internet connection to be accurate, authoritative, factual, timely or useful. In addition, because the content of the Internet is not managed or governed by any entity, users may encounter materials they consider offensive. The board and employees of WLS assume no responsibility for damages of any type arising from the use of Internet workstations.~~

**Appropriate Use**

Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, hacking, or any other form of unauthorized access. Such illegal activities may result in loss of system privileges and criminal prosecution. Use of the WLS Internet gateway/connection is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products or services.

**Access by Minors**

As with other library materials, the restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

As required by the Children's Internet Protection Act (CIPA), in order to be eligible for certain federal funding, WLS has implemented filtering on all Internet-accessible devices connected to its computer network. The filter protects against access to obscene materials including child

pornography, which in the case of persons (minors) under the age of 17 has been deemed by WLS to be harmful.

Users should be aware that all filters, including the filter used by WLS, operate with a certain degree of “underblocking” (i.e. permitting access to certain material that is intended to be blocked) and “overblocking” (i.e. denying access to certain constitutionally protected material that is not intended to be blocked). WLS has attempted to implement a filter that complies with CIPA while providing library patrons with the broadest possible access to constitutionally protected speech and information. WLS cannot and does not guarantee that the filter will block all obscenity, child pornography or materials to minors. WLS also cannot and does not guarantee that the filter will not restrict access to sites that may have legitimate research or other value.

In order to help address the issue of overblocking and enhance users’ access to constitutionally protected speech and information, WLS requests that all users, both adults and minors, send an email to [it+filtering@wlsmail.org](mailto:it+filtering@wlsmail.org) to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may disable the filter in order to obtain unfiltered Internet access by following the instructions provided on the computer screen or other instructions as WLS may provide from time to time.

### **Safety of Personal Information**

To address the issue of safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure use and dissemination of personal identification information regarding minors, WLS will provide training for member library staff. In addition, WLS encourages member libraries to provide training to library patrons and urges minors to keep in mind the following safety guidelines:

1. Never give out identifying information such as home address, school name or telephone number.
2. Let parents, guardians and/or caregivers decide whether personal information such as age, marital status or financial information should be revealed.
3. Never arrange an in-person meeting with someone via any form of direct electronic communication without approval of a parent or guardian.

### **Oversight**

The WLS Board of Trustees will receive and review the impact of the filter on the patron Internet experience on an annual basis.

*Last approved: May 26, 2015*