

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 26, 2018 – Approved September 25, 2018

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:00 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Cathy Draper, Hope Furth, LaRuth Gray, Jonathan Marshall, Susan Morduch (via phone), Sue Neale, Joseph Puglia, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Dave Donelson, Karen Kelley, Julie Mills-Worthey

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

MINUTES

The minutes of the meeting of May 29, 2018, were accepted by consensus.

FINANCIAL REPORTS

The financial report through May 2018 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Ms. Furth. The motion passed unanimously. Ms. Feuerman noted that she and Dr. Kirchner are meeting with local banks to explore investment of WLS funds approved last month, and a decision should be made in July. WLS received the first quarter County payment in June, and the FY2018-19 NYS allocations were published and WLS will receive \$20,000 more than what was originally budgeted.

ACTION ITEMS

Citrix Pilot Program: As part of the Virtual Desktop Infrastructure (VDI) deployment, the option was given to provide laptops to the libraries as a WLS-supported workstation that can be used to connect to a session in VDI over a secure network providing access for mobile devices. Google Chromebooks were selected as the laptops and VMware software was used to support this network. Initially, Google Chromebooks worked with our network environment. Mr. Caluori explained that a recent Google update to the Chromebooks software caused the VMware software to stop recognizing the peripheral devices on the Chromebooks. In order to restore functionality, Mr. Caluori recommended that WLS enter into a one-year start-up program with Citrix, a company that has the technology to enable Chromebooks to regain functionality, for approximately \$12,600.

The Board approved the request to enable the Citrix pilot program on a motion by Ms. Scherer and seconded by Ms. Draper. The motion passed unanimously.

INFORMATION ITEM

WLS Trustee Institutes: Dr. Kirchner described two upcoming Trustee Institutes: *Advocacy & Fundraising* with Libby Post on September 6th at WLS Headquarters; *Roles & Responsibilities of Library Trustees* with Lauren Moore at the Mount Kisco Public Library on October 4th. The WLS Annual Meeting will be a breakfast event at WLS Headquarters on Thursday, November 15th.

PRESIDENT'S REPORT

Mr. Ryan explained that Dr. Kirchner and the WLS team are trying to define the WLS strategies and how they can be implemented, with the goal of supporting libraries at a higher level. A definite plan of what WLS can do will be needed for the budget cycle. One major question is: Would incremental investment mean that the libraries can do more? Mr. Ryan praised the efforts of Dr. Kirchner and the WLS staff.

COMMITTEE REPORTS

Nominating Committee: A written summary of this committee report was distributed. Ms. Morduch is leading the Committee with Dr. Gray and Ms. Draper as volunteers. The decision was made not to merge with the Governance Committee but to rename the committee as the Nominating & Board Development Committee. The Committee's objectives are to grow board effectiveness, simplify the learning curve for new members, and become a role model for member library boards.

Next steps are to survey our board and assess what skills our board members bring to the group; develop a recruitment process to select members who can be a liaison to their district's library boards; develop an on-boarding process; and increase training to educate members about best practices.

Mr. Ryan noted the difficulty in recruiting board members and Ms. Furth noted that some members represent multiple libraries. Additional people joining the Nominating & Board Development Committee are: Ms. Neale, Mr. Puglia, Ms. Scherer and Ms. Furth.

Mr. Ryan expressed the need to rebuild the Governance Committee.

EXECUTIVE DIRECTOR'S REPORT

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

WLS Strategy & Benefits: Dr. Kirchner provided an overview of the WLS mission, vision and values. He explained the short-term goals in proportion to the 2019 budget: fine-tune the institutional strategy, ensure value for the member libraries and maximize investment and resource allocation to support strategies. A handout was distributed that explained the three strategies and how they engage the community and provide cost efficiency.

The following comments were raised: New ways are needed of providing services to libraries in the future. People are not aware of what is available at their fingertips. There remain many underserved populations in the urban centers of Westchester. Libraries have become community centers, not just book repositories.

PLDA LIAISON'S REPORT

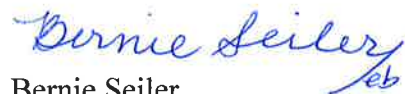
Dr. Kirchner read a written report sent by Ms. LaRocca-Fels regarding what was discussed at the PLDA meeting on June 21st:

- There is a temporary increase in circulation in OverDrive e-books due to release of the Advantage Collection through OverDrive Advantage Plus.
- The Grant Committee has been formed, and the deadline for NY State Aid for Library Construction applications is Monday, August 20th.
- New York Library Association (NYLA) is offering incentives if 20 or more libraries join as organizational members.
- PBS has asked Westchester libraries to participate in the *Great American Read*.
- There was discussion about automatic renewals, which is a feature of the current ILS that can be turned on or not, that will continue at the July meeting.
- Jim Dolan of OLA Consulting Engineers will offer a workshop on HVAC for libraries.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:33 p.m. on a motion by Ms. Neale and seconded by Mr. Puglia. The motion passed unanimously.

Respectfully submitted,



Bernie Seiler
Secretary