

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 25, 2018 – Approved October 30, 2018

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:12 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Dave Donelson, Cathy Draper, LaRuth Gray, Jonathan Marshall, Susan Morduch, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Hope Furth, Karen Kelley, Julie Mills-Worthey, Sue Neale, Joseph Puglia

Also present from WLS were: Terry Kirchner, Patricia Brigham, Francine Feuerman, Rob Caluori, Allison Midgley, Elise Burke

Public Library Directors Association (PLDA) Representative: Karen LaRocca-Fels, Director of Ossining Public Library; Andrew Farber, Director of Somers Library and PLDA Integrated Library System (ILS) Committee Member

MINUTES

The minutes of the meeting of June 26, 2018, were accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously.

FINANCIAL REPORTS

The financial report through August 2018 was presented by Ms. Scherer and was accepted on a motion by Mr. Donelson and seconded by Ms. Scherer. The motion passed unanimously. The check register for June-August was distributed.

Ms. Scherer noted that as approved in May, Dr. Kirchner and Ms. Feuerman have set up a strategy for up to \$1 million to be invested in CDs over the next 12 months. A formal report will be distributed at the October board meeting following the first quarter of investment. Questions were raised about whether treasury bills could be intermixed with tax payer funds and whether stock gifts given to WLS can be directed to particular purposes. Ms. Feuerman will explore these issues, and the Governance Committee will review the WLS Investment Policy and determine if a Gift Policy is needed.

INFORMATION ITEM

WLS Temporarily Restricted Net Assets: Per the auditor's recommendation, the Board will periodically receive a report on restricted contributions received and net assets released. An initial report illustrating activity regarding temporarily restricted net assets for the period January 1, 2018 through August 31, 2018 was reviewed. Going forward, an update will be provided three times a year: in May (as of the end of April); in September (as of the end of August); and in January (as of the end of December).

ACTION ITEMS

State Aid for Public Library Construction \$34 Million Program FY2018-2021: Ms. LaRocca-Fels, Chair of the PLDA Grants Committee, reported that a total of \$34 Million for public library construction aide was included in the 2018-19 State Budget; and the allocation for WLS, based on population, totaled \$1,590,468. There were 22 applications submitted.

The PLDA Grants Committee members included: Angela Groth, Director of Ardsley Public Library; and Carolyn Reznick, Director of Ruth Keeler Memorial Library (North Salem). Committee members do not submit an application for the cycle under review. The Committee met on 8/28/2018 along with Terry Kirchner and Elise Burke to review the applications based on accepted guidelines and criteria required. All applications met the New York State criteria for approval and the following award recommendations are as follows:

| Applicant Name | Description of Project | Total Project Cost | Cost of Submitted Project | Application Request Amount | Recommended Award Amount |
|---|---|--------------------|---------------------------|----------------------------|--------------------------|
| Bronxville Public Library | Replacement of Attic Fan Coil Units: 4 of 6 attic fan coil units that supply the top floor with heating and cooling are corroded and leaking. They will have to be replaced before failure. | \$28,575 | \$28,575 | \$14,288 | \$14,287 |
| Croton Free Library | Automatic Door Openers @ Point of Entry: Upgrade and/or replace the main entryways to the Library with push button automatic door openers. | \$39,429 | \$39,429 | \$19,714 | \$19,714 |
| Eastchester Public Library | Elevator Renovation: Renovation includes installation of new hydraulic oil lines, DMC systems upgrade and changeover from standard electrical piping to galvanized piping. | \$31,611 | \$31,611 | \$15,805 | \$15,805 |
| Harrison Public Library -- Main Library | Halperin Building Generator Project: Purchase and installation of an emergency standby generator at the Halperin Building as a back-up to existing utility systems. | \$202,800 | \$202,800 | \$101,400 | \$101,400 |
| Hastings-on-Hudson Public Library | HVAC Upgrade: Upgrade heating and air conditioning in the Children's Picture Book Room and adjacent director's office. | \$15,000 | \$15,000 | \$7,500 | \$7,500 |
| Larchmont Public Library | Library HVAC Project: Replace the Building Management System for HVAC system & all Fan Coil Units. Extend glycol pump system piping to chilled water side of HVAC system. | \$668,000 | \$668,000 | \$334,000 | \$140,591 |
| Mamaroneck Public Library | Energy Efficient Lighting & Egress Signage: Installation of energy efficient LED lighting throughout building, and digital emergency, directional and informational signage. | \$84,626 | \$84,626 | \$42,313 | \$42,313 |
| Montrose-Hendrick Hudson Free Library | Electrical Upgrades Charging Stations & Carpet Replacement: Upgrade and install new electrical outlets in floor of main library and upstairs Community Room and resultant carpet replacement for needed access. | \$70,270 | \$70,270 | \$35,135 | \$35,135 |
| Mount Pleasant Public Library * | Lights, Ceiling & Gas Conversion: The Library will be installing a new ceiling, converting the lighting system to LED and converting the heating system from heating oil to natural gas. | \$595,000 | \$345,000 | \$258,750 | \$140,591 |
| Mount Vernon Public Library * | Phase 3: Construction Improvements: MVPL Phase 3 will upgrade water damaged areas: young adult, fiction, children's, the unusable back offices and unusable study room A. | \$179,698 | \$179,698 | \$134,774 | \$134,774 |
| New Rochelle Public Library -- Main Library * | Second Floor Renovation: Renovation of second floor space to include reconfiguration, energy-efficient lighting, and new furniture and fixtures. | \$218,498 | \$218,498 | \$163,873 | \$140,591 |

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|--|--|--------------------|---------------------------|----------------------------|--------------------------|
| New Rochelle Public Library - Huguenot Children's Library Branch * | Furnace Replacement: Replacement of furnace due to malfunctioning performance. Our replacement unit will provide better cost efficiencies relative to utility expenditures. | \$11,500 | \$11,500 | \$8,625 | \$8,625 |
| North Castle Public Library (Armonk) -- Main Library | Restroom Renovations: Project will renovate 3 of the 5 bathrooms in Armonk Library - a men's, a women's and a unisex. All fixtures, partitions and tile will be replaced. | \$64,726 | \$64,726 | \$32,363 | \$32,363 |
| North Castle Public Library (Armonk) -- North White Plains Branch | Facilities Updates: Project will upgrade library's infrastructure (new HVAC, windows/doors and restrooms) enabling lower cost of operation and less environmental impact. | \$1,800,000 | \$248,890 | \$124,445 | \$124,445 |
| Pelham-Town of Pelham Public Library | Restrooms & Sidewalk Replacement/Renovation: The Town of Pelham Public Library will renovate and upgrade public and staff toilet rooms and replace hazardous sidewalk and walkway pavers. | \$91,300 | \$91,300 | \$45,650 | \$45,650 |
| Rye Free Reading Room | Energy & Environmental Efficiency: HVAC Upgrades, Lighting Improvements & Asbestos Removal: This project will replace existing fluorescent lights fixtures, improve HVAC efficiency, and remove asbestos containing material from the library. | \$103,794 | \$103,794 | \$51,897 | \$51,897 |
| Scarsdale Public Library | Demolition & Asbestos Abatement: This portion of the overall renovation and expansion project will be the first phases: asbestos abatement and demolition of the interior. | \$1,500,000 | \$600,000 | \$300,000 | \$140,591 |
| The Warner Library (Tarrytown) * | Energy Efficient Lighting: Warner Library Energy Efficient Lighting Project includes upgrading lighting fixtures with more energy efficient LED fixtures & ceiling upgrades. | \$67,222 | \$67,222 | \$50,417 | \$50,416 |
| Tuckahoe Public Library | Replacement of Chiller: Tuckahoe Library project includes replacement of an aging chiller of existing HVAC unit with an energy efficient unit. | \$77,000 | \$77,000 | \$38,500 | \$38,500 |
| White Plains Public Library * | Gallery & Meeting Room Renovations: The Library's Museum Gallery and public meeting rooms A and B will be renovated. | \$418,622 | \$418,622 | \$313,966 | \$140,591 |
| Yonkers Public Library -- Grinton I. Will Branch * | Library Façade Project - Auditorium Façade: The larger project entails the replacement of the entire building facade & windows. This grant focuses on replacing panels on the auditorium exterior. | \$2,400,000 | \$689,200 | \$516,900 | \$140,595 |
| John C. Hart Memorial Library (Yorktown/Shrub Oak) | Lighting Upgrade to LED: The John C. Hart Memorial Library will retrofit or replace aging fluorescent fixtures with LED lighting reducing overall energy consumption. | \$48,188 | \$48,188 | \$24,094 | \$24,094 |

* Eligible for Economically Disadvantaged Community

TOTALS **\$8,715,859** **\$4,303,949** **\$2,634,409** **\$1,590,468**

The Board approved the recommended award amounts as noted above on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously. The applicants will be informed of the recommended amounts, and the applications will be submitted to Albany for their deadline.

WLS Integrated Library System (ILS): Mr. Farber reported that the PLDA Integrated Library System (ILS) Committee consisted of the following members: From PLDA: Brian Kenney, Committee Chair, Director, White Plains Public Library; Rosemarie Gatzek, Director, Irvington

Public Library; Greg Wirszyla, Director, Bronxville Public Library; and himself; From WLS: Rob Caluori, Director of Information Technology; Melanie Carnes, Automation Services Librarian. A Request for Proposal (RFP) was sent out and five proposals were received from the following companies: Equinox Library Initiative, Innovative Interfaces, SirsiDynix, The Library Corporation (TLC), and Insignia Software. These proposals were reviewed using a scoring matrix, and the field was narrowed down to two potential options: Equinox and extending SirsiDynix.

The RFP responses and presentations indicated that SirsiDynix had significant changes in the software coming with the release of future modules, which underscored that significant training and adjustment to new software would be needed regardless of which ILS was selected. Equinox noted several significant software upgrades that have been added to Evergreen since it was last reviewed in 2014.

The ILS Committee presented its recommendation for Equinox/Evergreen to the entire PLDA General Membership, which was approved at their September meeting. Key factors included:

Sustainability—the fact that the software is supported by the community and no one organization completely controls it;

Elimination of vendor lock—while Equinox, a non-profit organization set up to support and oversee development of Evergreen, is the leading vendor, other options exist should it be necessary to make a change in vendors in the future without having to migrate to a new software;

Consortia-centric design—Evergreen was originally built for a large consortium and has been adopted by other large libraries, library systems and consortia; and

Visual appeal—Evergreen interface is cleaner and more user friendly than what is offered from SirsiDynix.

The Board approved contract negotiations with Equinox/Evergreen as the WLS ILS starting April 2019 on a motion by Ms. Draper and seconded by Ms. Morduch. The motion passed unanimously. PLDA was praised for the serious and thought-provoking consideration given to this decision. With this open source product, PLDA will have a lead role to create an ILS that is not just what WLS wants but what all member libraries want—a turning point as a true consortia.

COMMITTEE REPORTS

Nominating-Board Development Committee: Ms. Morduch, Chair, reported that the Committee met on September 13th and discussed ways to build a more effective board. A trustee skills inventory will be sent in order to have a better idea about the skill sets available; and feedback was requested regarding the trustee job description distributed. Future trustees need to have a better idea from the start of what is expected of them.

Board Meeting attendance requirements in the Bylaws were reviewed as well as the WLS Trustee's interactive role with their represented libraries. The majority of communication is still between WLS and the library directors. However, trustee-to-trustee communication needs to be encouraged through face-to-face meetings, quarterly writings, and training opportunities. Expanding communications on multiple levels would foster a better understanding of WLS services as well as other resources available. Best practices for recruiting and onboarding new trustees are also under consideration as well as a process to evaluate the Executive Director.

Governance Committee: Ms. Draper is working on scheduling a meeting. The Committee has received some new technical changes for the Privacy policy, and Ms. Draper is reviewing the new NYS requirements regarding anti-sexual harassment procedures in comparison to the current WLS policies.

Budget Committee: A meeting has been scheduled for October and members will be notified of the exact date.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner distributed his goals for WLS FY2019 that will require input and support from the WLS Board, WLS staff and member libraries to carry out the three strategic initiatives established earlier this year. Emphasis will be on the following:

- Installation of the new ILS along with training;
- Redesign of WLS website, completion of VDI project and development of a data dashboard/warehouse;
- Expansion of Spanish language support;
- Participation in county-wide events to promote digital inclusion and promotion of civic engagement activities (library card registration, voter registration, Census 2020 survey completion);
- Launch of an awareness/marketing plan with the WLS 60th Anniversary (2018-2019); and
- Work with Development to increase revenue to support WLS strategic initiatives and operations.

PLDA LIAISON'S REPORT

Ms. LaRocca-Fels noted that at the September PLDA meeting, in addition to the ILS discussed previously, the Central Library/e-Content Committee is evaluating digital materials and a few borrowing issues. Having gone through the migration to a new ILS before in other systems, Ms. LaRocca-Fels complimented Dr. Kirchner, Mr. Caluori, Dr. Kenney and the PLDA ILS Committee for the great job that they did and the open and informative process that was followed.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:37 p.m. on a motion by Ms. Scherer and seconded by Ms. Morduch. The motion passed unanimously.

Respectfully submitted,



Bernie Seiler
Secretary