

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 28, 2020 – Approved February 25, 2020**

**ORGANIZATION MEETING**

The annual Organization Meeting of the Westchester Library System was called to order by Sean Ryan, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Sean Ryan, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Denise Matthews-Serra

Also present from WLS were: Terry Kirchner, Patricia Brigham, Francine Feuerman, Rob Caluori, Dana Hysell, Joe Maurantonio, Elise Burke

Guests: Karen LaRocca-Fels, Director, Ossining Public Library; Matthew Weiss, President, Ossining Public Library; Mary Kane, Director, Katonah Village Library; Maureen Petry, Director, Warner Library (Tarrytown)

Susan Morduch, Chair of the Nominating Committee, reported on the trustees who agreed to run for office. With no nominations from the floor, the proposed slate was presented:

President: Susan Morduch  
Vice-President: Karen Zevin  
Secretary: Bernie Seiler

Ms. Scherer has also agreed to continue as Treasurer. The slate of officers as noted above was approved on a motion by Ms. Draper and seconded by Ms. Zevin. The motion was passed unanimously. [Ms. Mills-Worthey was not present for the vote.]

Ms. Morduch introduced Andrea Bober, who has agreed to fill the vacancy for District X [Port Chester, Rye Brook, Rye City, Rye Town]. The Board approved the appointment of Ms. Bober on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion passed unanimously. [Ms. Mills-Worthey was not present for the vote.]

The Oath of Office required by New York State for public library system trustees was administered to the newly-elected trustee Mr. Iwanski and newly-appointed trustee Ms. Bober along with the re-elected trustee Mr. Puglia. The WLS Conflict of Interest Policy was also distributed.

There being no further business, the organizational meeting adjourned at 6:08 p.m. on a motion by Mr. Ryan and seconded by Dr. Morduch. The motion was approved unanimously. Ms. Morduch thanked Mr. Ryan for his leadership over the past 2 years.

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by incoming President Dr. Morduch at 6:10 p.m. The WLS trustees were asked to introduce themselves and note something about their represented libraries.

## MINUTES

The minutes of the meeting of November 26, 2019, were approved with revisions (addition of the recognition given to Dave Donelson's contributions during his two terms on the WLS Board; addition of Tom Geoffino with the Guests listed; and correction of the date of the next meeting to January 28<sup>th</sup>) on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

## FINANCIAL REPORTS

The pre-audit financial report through December 2019 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Mr. Ryan. The WLS audit process has begun, and the check register was distributed. The check register and payment process were reviewed.

## INFORMATION ITEM

Payment for WLS technology services is based on a Finance Model that was developed in 2016 by the Public Library Directors Association (PLDA) Finance Committee in conjunction with WLS and approved by both PLDA and the WLS Board. That Model implementation began in 2017 to take place over a four-year period. As the end of the Model period draws near, the PLDA Finance Committee has been reviewing the Model regarding service components, how payments are driven by the model; which criteria to use and how to judge them.

Due to network and migration issues that WLS faced in early 2019, another factor being considered was the implementation of an early termination fee for libraries who want to drop off of the WLS network, and a PLDA Finance Committee proposal for this was presented and discussed at the January 16<sup>th</sup> PLDA Membership Meeting. A vote on the proposal was tabled pending further information.

The impact of having more libraries go to their own network was discussed. This topic will need to have a more strategic approach to allow for consideration of the final reports from the IT audits and future contract negotiations and continuation of e-Rate.

## COMMITTEE REPORTS

**Governance Committee:** Ms. Draper, Chair of the Governance Committee, will work with Dr. Kirchner regarding upcoming events, and the Innovation Group has been busy with the 2020 Census project.

**Board Development & Nominating Committee:** Dr. Morduch, Chair, reported that the committee met on January 6<sup>th</sup> and is developing a handbook for new WLS Trustees to assist with the orientation of new members. Dr. Kirchner also noted that a Trustee Institute is being planned for June 3<sup>rd</sup> regarding upcoming changes being made to the NYS Minimum Standards for public libraries.

## EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner encouraged all to read the WLS Year in Review for 2019 that was distributed with the board materials, and email him with any questions. Joe Maurantonio, Special Projects Coordinator, and Dana Hysell, Census Coordinator, were introduced. As the lead for Census 2020, Ms. Hysell will help the libraries coordinate their efforts and work with the County's Complete Count Committee (CCC), who also recently hired a coordinator. The first official mailing for the Census is expected in mid-March. New York State has put money aside for the Census, but how these funds will be released has not been made clear. Once that information is received, the State funds will offset WLS expenses for this project.

Governor Cuomo once again cut Library Aid in his Executive Budget by \$5 million from the approved FY2019-20 budget (from \$96.5 million to \$91.5 million). He also cut the Public Library Construction Aid by \$20 Million from last year's approved budget (from \$34 million to \$14 million). New York Library Association (NYLA) scheduled this year's Library Advocacy Day in Albany on Tuesday, February 25<sup>th</sup>—the same day as the next WLS Board Meeting. It was decided not to sponsor a bus and instead support NYLA's online advocacy and schedule local visits with our State Legislators over the summer, similar to last year. Dr. Kirchner will be presenting testimony at the NYS Assembly's budget hearing on January 31<sup>st</sup> and at the Senate's Budget Forum on February 18<sup>th</sup>.

The IT operations audit has started, which will review services as a whole, the catalog, staffing, and the help desk. The target date for a final report is end of February. Mr. Arana is working with Nutanix to get a better understanding of the demand on our current network and to determine more immediate action steps by the end of March/early April. A question was raised about the current status of the member libraries who are experiencing network issues. Issues still exist; however, some intermediate steps have already been taken as a result of the work with Nutanix and weekly communication of this work has been shared with the member library directors.

Francine Vernon, Youth Outreach Support Coordinator, is being honored with the Rosemarie Siragusa Memorial Youth Service Award by the Westchester County Youth Board for her exceptional volunteer work and passion for children, youth and families in Westchester County.

## **PLDA LIAISON'S REPORT**

Ms. LaRocca-Fels, PLDA President, stepped in for Jennifer Brown, PLDA 2<sup>nd</sup> Vice President and WLS Board Liaison, and reported the following from their January PLDA Meeting. The majority of discussion was about IT services and the IT Model, and a potential agreement to charge a fee if a library pulls out of the WLS network was proposed as mentioned earlier. With a number of libraries considering this option, the current IT Model is at a point where it needs to be reviewed more strategically.

Further discussion followed that included estimates of the network down time; lack of official communication from WLS to the library boards about these issues; lack of understanding regarding WLS/PLDA decision-making procedures with financial impact to the libraries; and the need for a protocol to be established to address these issues.

It was decided by consensus that a joint meeting of the PLDA Finance Committee and the WLS Budget Committee will be scheduled to discuss this further. Ms. Scherer will work with Jill Davis, Chair of the PLDA Finance Committee, to set a date as soon as possible.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 8:07 p.m. on a motion by Ms. Draper and seconded by Ms. Scherer that passed unanimously.

Respectfully submitted,

*Bernie Seiler*  
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Secretary