

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 25, 2020 – Approved May 5, 2020

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:09 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

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

Board Members absent: Maureen LeBlanc

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

Public Library Directors Association (PLDA) Representative: Jennifer Brown, Director, The Field Library/Peekskill

Guests: Karen LaRocca-Fels, Director, Ossining Public Library

MINUTES

The minutes of the meeting of January 28, 2020, were approved as submitted on a motion by Ms. Scherer and seconded by Ms. Draper. The motion was approved unanimously. [Ms. Mills-Worthey not present for vote.]

FINANCIAL REPORTS

The financial report through January 2020 was presented by Ms. Scherer and was accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously, and the check register was distributed.

PRESIDENT REPORT

All WLS Trustees were asked to consider their WLS Committee assignments for 2020, and Ms. Burke will email a roster for sign-up. The current Chairs gave a general overview of their Committee's work: Ms. Draper for Governance Committee and Innovation Group; Ms. Scherer for Budget Committee; and Mr. Ryan for Audit and Finance Committees. There is currently no Chair of the Nomination and Board Development Committee.

New Minimum Library Standards have been issued that will go into effect as of January 2021. While the Systems are not required to follow the same standards as the member libraries, it is good practice to abide by the same requirements. WLS will host a Trustee Institute on June 3rd to discuss this important topic with

guest speaker Grace Riario, Executive Director of the Ramapo-Catskill Library System, at the Irvington Public Library.

Jill Davis, Director of the Hendrick Hudson Free Library in Montrose and Chair of the PLDA Finance Committee Meeting, was unable to attend the WLS Board Meeting. Ms. Morduch reported on the Joint Meeting of the WLS Budget Committee and PLDA Finance Committee held on February 10th.

The main topic of discussion was about the current IT Funding Model, especially the calculation of the Network Connectivity column for the 2020 IT budget. By consensus, a short-term solution will have the IT Model re-calculated based on 2019 connection options (small-medium-large) versus the 2020 connection options (small-large) and distributed at the February PLDA general meeting; and a vote on the IT Model will be taken at the March PLDA general meeting with the final vote to be taken at the March WLS Board Meeting. If approved, any adjustments will take place with the July-December 2020 invoices. The suite of services provided by WLS for 2021 and beyond will be re-evaluated following the completion of the IT audits currently underway.

A request resulting from this Joint Meeting was that WLS Board representatives attend the next general membership meeting of PLDA. Mr. Okelo and Ms. Scherer agreed to be the WLS representatives, and they will continue to represent the WLS Board at PLDA Meetings until decided otherwise. The next Joint Meeting will include the WLS Budget Committee and the PLDA Technology Committee on March 12th.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that all three IT audits (Operations, Network and VDI-Virtual Desktop Infrastructure) are underway, and reports are expected by the end of March. Talking points will be provided for the Board and distributed prior to the audit result presentation planned for the April Board Meeting.

Joe Maurantonio, Special Projects Coordinator, and Dana Hysell, Census Coordinator, have met with library staff to survey their technology needs for the upcoming Census 2020 activities. Ms. Hysell has visited 28 of the 38 libraries to ensure that library staff have what they need to assist patrons with their Census questions. They are also checking with the County to see if they can provide the technology needed. Dr. Kirchner met with other Library System Directors, and WLS is in a good position due to early anticipation for funding the Census efforts. WLS is able to move forward and not rely on State funds that have still not been released. In addition, Dr. Kirchner worked with Mr. Ryan to support a Census project for students from the Byram Hills/Fox Lane school district. The students will create videos that will be shared with Census Link and Feeding Westchester to help people understand the importance of the Census and the Hard to Count (HTC) communities.

Dr. Kirchner attended a meeting with NYS Librarian Lauren Moore. The NYS Library Division of Library Development has had many personnel changes in the past year. In addition, the Commissioner of Education and Deputy Director positions are both vacant. An appointment for these positions is not expected for another year, and Shanon Tahoe has been named Interim Commissioner. The NYS Library's 5-Year Plan of Service has been extended to a 10-Year Plan of Service to mirror their requirements for IMLS (Institute of Museums and Library Service) funding. Instead of using the 2020 Vision Plan format last used by the Board

of Regents, this plan will be a more general strategic plan and may change how LSTA funds are allocated to the State Library. However, it is unclear how this will affect WLS funding, if at all.

The SHIELD Act of 2019 was recently enacted in November 2019 and addresses data breach notifications and data security obligations. It is currently being reviewed by lawyers in light of library activities, and templates may be created for potential policy revisions needed.

WLS will be hosting a kick-off event of YWCA's Stand against Racism on April 20th at the WLS Headquarters to start conversation about the role of libraries in their own community on this important topic.

OTHER

Ms. Brigham noted that the Celebrating Westchester Libraries Breakfast will once again launch National Library Week on Friday, April 17, 8:30-10:30 a.m. at the DoubleTree in Tarrytown. A reduced price is being offered for library staff to encourage representation from every library. Tables of 8 will be offered at \$250 until the registration deadline of March 10th. An email with details was sent. State and County Legislators have been invited, and we are hoping to have at least one legislator at each table. This year AT&T will be honored for their Code Heroes Program, which will support workshops available to all libraries from January to November 2020 for teens to learn how to use coding and social media against cyber bullying. Guest speaker at the event will be Vera Hiranandani, author of *The Night Diary* and the One Book Westchester Newbery honor award winner. Teens involved with the Code Heroes project will be invited to attend the breakfast.

The Trustee oath of office was administered to Ms. Denise Matthews-Serra, who was re-elected at the 2019 Annual Meeting to a second term expiring December 31, 2024.

Since WLS did not sponsor a bus to Albany, packets for all NYS Legislators were assembled, and WLS Trustees were asked to include personal notes prior to mailing. All were encouraged to support New York Library Association's (NYLA) online advocacy efforts asking for an increase to Library Aid.

PLDA LIAISON'S REPORT

Ms. Brown reported the following from their February PLDA Meeting:

- A retreat is being planned for PLDA to devise a Strategic Plan;
- WLS supplied the requested 5 years of financial data and organizational chart; it was requested that names be added to the Chart;
- Circulation statistics for the past two years were discussed; review of numbers show a large decrease and there is a general lack of confidence that the figures are being collected correctly. Lindsay Stratton, WLS's Automation Librarian, is closely reviewing the protocols for Evergreen and the statistics posted to the IT Wiki.

Further discussion followed that included the status of Central Library statistics; the importance of presenting statistics to local municipalities; overall trends that may be causing decrease in circulation; and the effect of WLS network issues. Mr. Okelo was glad to attend the PLDA Meetings and was impressed by the passion

and depth of concern shown by the library directors on the topics discussed. Speaking together and showing support for each other is vital to understanding the day-to-day activities faced by the libraries and WLS's role. It was recommended to rotate WLS Board representatives at the PLDA Meetings.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:15 p.m. on a motion by Ms. Scherer and seconded by Mr. Seiler that passed unanimously.

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary