

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 29, 2021 – Approved September 28, 2021

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:05 p.m. at the WLS Headquarters. The quorum requirement was met with the following people in attendance:

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

Board Members absent: Karen Kelley

Also present from WLS were: Terry Kirchner, Rob Caluori, Allison Midgley, Elise Burke

Public Library Directors Association (PLDA) Representative: Jennifer Brown, Director, The Field Library (Peekskill), and PLDA 1st Vice President

MINUTES

The minutes of the 5/25/2021 meeting were reviewed. The Board accepted the minutes as submitted on a motion by Ms. Draper and seconded by Ms. Scherer. The motion was approved unanimously.

FINANCIAL REPORTS

The financial report through May 2021 was reviewed in detail by Mr. Caluori. The financial report was accepted on a motion by Ms. Scherer and seconded by Ms. Draper. The motion was approved unanimously. Mr. Caluori noted that the 990/CHAR 500 tax form for 2020 was distributed to the WLS trustees; and a few revisions were noted, corrections were made and the forms were filed. The check register was also distributed.

ACTION ITEMS

Central Library Aid Revised Budget FY2021-22: Each year the State of New York requires the submission of a budget proposal for the use of Central Library Development Aid (CLDA) and Central Book Aid (CBA) funds set aside for Central Library services for the State's fiscal period of April 1st through March 31st. WLS's Central Library (CL) is the Mount Vernon Public Library.

Chris Shoemaker, Chair of the PLDA Central Library/eContent Committee, was unable to attend. Ms. Midgley, a Committee member, and Ms. Brown, serving ad hoc as Mr. Shoemaker's representative, reported that back in December 2020, the WLS Board reviewed the originally proposed CL Budget, which was based on a 20% cut in State funding, and approved the CL expenditures for the subscription services starting 1/1/2021—LearningExpress, LinkedIn Learning/Lynda.com, PressReader and Syndetics. An unanticipated full restoration of CL funds occurred as part of the NYS 2021 budget process. This increased

the proposed Central Library Aid Budget for FY2021-22 from \$276,600 to \$351,105, an increase of \$74,505. The Committee met during the year to monitor the usage of current subscriptions and to discuss potential adjustments to the budget. The recommendations noted in the chart below were presented to and approved by the general membership of PLDA at their May 20th and June 17th Meetings.

PROPOSED CENTRAL LIBRARY BUDGETS

Resource	12/1/2020 Original CL Budget 2021-22	6/29/2021 Revised CL Budget 2021-22	Difference
Hoopla*	\$ 78,535	\$ 94,050	\$ 15,515
Kanopy*	50,000	73,850	23,850
OverDrive Magazines	0	45,000	45,000
*Also funded through other budgeted sources			
<i>Already Approved:</i>			
Learning Express Library 3.0	49,565	49,565	0
LinkedIn Learning/Lynda.com	27,500	27,500	0
Press Reader**	30,000	32,640	2,640
Syndetics**	41,000	28,500	(12,500)
**These items were still in negotiation with the vendor when the initial proposal was made, these are the final 2021 figures.			
Total Central Library Aid Budget	\$ 276,600	\$ 351,105	\$ 74,505

Discussion followed that included:

- Whether Hoopla, Kanopy and OverDrive are part of the member library fees;
- Whether any funds were made available for books within this budget;
- Possible training opportunities for the CL to provide and the need for the CL to offer a training plan to WLS for consideration;
- PLDA discovered during the pandemic that with limited access to physical materials, more people discovered the electronic services available and their convenience outside of library hours open;
- Need for clarity on whether funds for electronic materials is true intention of this program and whether it creates enough savings for all;
- Increase to Hoopla provides better access to non-English materials.

The Board approved the 6/29/21 revision of the FY2021-22 Central Library budget as presented above on a motion by Mr. Marshall and seconded by Ms. Zevin. The motion passed unanimously.

PRESIDENT REPORT

Dr. Morduch thanked everyone for the tremendous amount of work done through COVID-19. Hopefully, we are past the worst, but many innovative ways were implemented to meet the needs of the library community.

COMMITTEE REPORTS

Nominating & Board Development Committee: Ms. Zevin, Chair, noted that the board-to-board survey is being reviewed. Nine library trustees volunteered in the survey to work with WLS to develop engaging activities for trustee institutes or other learning and social networking opportunities.

Strategy Committee: Mr. Okelo, Chair, reviewed the activity of the committee over its last three meetings, which included brainstorming about what WLS is and what is expected of WLS to help the libraries. Documents were created for WLS's mission, vision, and a general overview of services. They used the current strategic focus of serving as a center for innovation and providing model programs and tried to include promoting a love of learning and dissemination of new ideas to strengthen libraries to provide a welcoming environment. The Committee will submit two draft statements for discussion, and Mr. Okelo thanked the members of the committee and Dr. Krichner for their preparation. The next Committee meeting will be after the summer on September 13th.

Budget Committee: Ms. Scherer, Chair, noted that the Committee members have been notified regarding dates for the next meeting. The budget process will start earlier this year.

Governance Committee: Ms. Draper, Chair, noted that there is no new activity. Dr. Kirchner is drafting a policy to conform to the recent NY HERO Act and will review the WLS Employee Handbook for compliance.

Finance Committee: Ms. LeBlanc noted that the Board is looking to create a Finance Committee in order to help improve the Board's oversight of WLS's finances. In the near-term, the first project of the Finance Committee would involve working together with the Budget Committee on the development of the 2022 budget. Going forward, the Finance Committee would aim to meet on a monthly basis, in advance of the Board meetings, to discuss the Board financial package and any other significant financial issues that arise. The WLS Bylaws do not state mandatory committees, and the Board President can form a special committee should all agree it is a good idea.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that the State legislature passed legislation to require 2 hours of training per year for library trustees, although it is unclear whether the Governor has signed the bill. Training may be provided via the Library Trustee Association of NYS (LTA), New York Library Association (NYLA) and WLS. Rebekkah Aldrich and Jerry Nichols, co-authors of the *Handbook of NYS Library Trustees*, will be holding a book discussion on the *Handbook* in the Fall. There are three sessions scheduled on Tuesdays at 5 pm via Zoom. Dates are still tentative, and the confirmed times will be shared.

Sessions regarding the next steps for the IT Service Level Agreement (SLA) were held via Zoom. Libraries were invited by size, which made it easier to discuss similar issues. More sessions will be held at the end of August/early September. SLA Option B was chosen to process the July-December 2021 IT invoices. This option includes cost factors based on a library's square footage and overall collection size. PLDA focused on FY 2021 and 2022; and as the new SLA will drive services and provide an annual conversation regarding funding, there should be more time to discuss future charges.

Ms. Brown noted that this agreement is more equitable, even though there is an initial jump in cost. Mr. Wirszyla is now Chair of the PLDA Finance Committee with three members remaining. New members will be recruited and will have an opportunity to look at these options. With many library budgets on a different fiscal year other than a calendar year, it is more difficult for them to absorb increases in costs; and some libraries felt that this forced them to reconsider the services they receive from WLS. Having a standardized review process to promote incremental increases is preferable.

PLDA LIAISON'S REPORT

Ms. Brown noted that plans are underway for the Summer Reading Games, which is a very busy season. Most libraries have moved to an in-person or hybrid environment, depending on the individual library's space. One item discussed via email but not at the meeting was the First Amendment Audits taking place at some of the libraries, which also occurred at The Field Library. Someone arrives at the library stating that they want to do a First Amendment Audit. Most are looking to get a negative reaction that they can video, record and post on social media. Warnings were put out by Police Departments, and the American Library Association (ALA) provided recommendations on how to handle such a request. Ms. Brown noted that she acknowledged the person, stated the library's video policy and the audit was completed in approximately 6 minutes.

OTHER

Mr. Okelo thanked Mr. Caluori for a job well done on the informative Financial Workshops held for WLS trustees that reviewed the WLS financial reports covered at each meeting.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 6:59 p.m. on a motion by Ms. Scherer and seconded by Ms. Zevin that passed unanimously.

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary