

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**April 30, 2024 – Approved May 28, 2024**

**REGULAR MEETING**

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

Board members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, David Mener, Susan Morduch, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow, Julie Mills-Worthy

Also present from WLS were: Terry Kirchner, Rob Caluori, Pat Brigham, Kate Meyer

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Library District

**MINUTES**

The minutes of the March 26, 2024 Board Meeting were approved on a motion by Ms. Tepper and seconded by Mr. Amiano. The minutes were accepted unanimously.

**FINANCIAL REPORTS**

Mr. Caluori presented the financial reports noting significant balances and activity. He spoke to the point that WLS is entering a period where cash in the operating account typically declines as WLS awaits funding from NYS and Westchester County. Mr. Caluori will work with the Treasurer to transfer money from reserves as needed to meet the cash flow demands of the organization. He also noted the organization is doing well with managing expenses, which are essentially in-line with revenues for the year-to-date. Check registers for March and April 2024 were distributed to the Board. The Board accepted the financial report on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The motion passed unanimously.

**ACTION ITEMS**

***Designation of Deposits – New York State Liquid Asset Fund (NYLAF):*** The Finance Committee met with a representative from the New York State Liquid Asset Fund (NYLAF), which is an investment cooperative exclusive to schools, libraries, and municipalities within New York, to discuss the potential for WLS's participation. NYLAF offers investment vehicles that make competitive interest rates available to these eligible groups while also ensuring investments comply with General Municipal Law.

NYLAF offers options for accounts that provide liquidity in 1-day, 1-week and longer increments. There are no direct fees to the customer and no minimum balances. PMA Securities LLC, who manages the fund, earns a .15 basis points fee on their management of the entire fund. The Board accepted the addition of NYLAF on a motion by Ms. Bober and seconded by Ms. Tepper. The motion passed unanimously.

**System Annual Report:** Dr. Kirchner discussed highlights of the 2023 WLS System Annual Report to the Board. He noted that all library systems in New York State must complete this report to receive funds, and the report looks at the funds received from the state and asks systems how the funds were utilized. Some of the figures in the report are system figures, and some of them are library-wide figures. The Board approved the System Annual Report on a motion by Mr. Amiano and seconded by Mr. Cartolano. The motion was approved unanimously.

## **PRESIDENT’S REPORT**

Ms. Morduch noted that when Committee meetings are held, and the minutes are taken, that individuals should include last names in their notes. She asked the Board to consider a date for the next Board / WLS Employee dinner.

## **COMMITTEE REPORTS**

**Audit Committee:** Mr. Iwanski noted that the Audit Committee recently met with the auditors – Dorfman, Abrams, Music, LLC, and there were no issues or missing items identified in the 2023 Audit report. The Board approved the 2023 Audit on a motion by Ms. Zevin and seconded by Ms. Tepper. The motion was approved unanimously.

**Finance Committee:** Ms. LeBlanc asked the Board to vote to accept the change to permanently combine the Budget and Finance Committees one to be named “Budget and Finance Committee”. The Board approved the change to the Budget and Finance Committee on a motion by Mr. Iwanski and seconded by Ms. Zevin. The motion was approved unanimously.

**Nominating & Board Education:** Ms. Kelley, Chair, reminded the Board that Nonprofit Westchester has an abundance of Committee resources that they can utilize, and they generally count toward trustee education.

**Governance Committee:** Ms. Bober reported that the Governance Committee will be meeting in May to discuss policies due for review.

## **EXECUTIVE DIRECTOR’S REPORT**

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

- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) met with Jerry Nichols to discuss the potential for a chapter 414 vote for public library funding, and the group will be meeting in the coming weeks to discuss whether they will move forward this year.
- The New York Library Association gave their final State Budget update. There was a jump in state aid for library construction this year, from \$1.6 million last year to \$2 million this year. It also includes additional funding for NOVELny databases and a new allocation for Dolly Parton’s Imagination Library. It also states that the expiration of the current videoconferencing provisions of Open Meetings Law has been extended from July 1, 2024 to July 1, 2026.

- Allison Midgley has been collaborating with the member libraries on compiling the annual reports for New York State. As of this date thirty-one reports have been submitted, three reports are under review, and four libraries are still compiling data.
- WLS is working with the Ramapo-Catskill Library System and the Law Offices of Stephanie Adams to offer library directors bi-monthly interactive webinars to address employee-related legal questions and human resources issues.

### **PLDA LIASON’S REPORT**

Ms. Coulter reported on the April 2024 PLDA meeting where the following was discussed:

- The PLDA Technology Committee met and discussed upgrades to Envisionware and Windows 11. They are looking to consortium pricing for Patron Point.
- The PLDA Civil Service Committee had a successful meeting with Lisa Denig, Westchester County Commissioner of Human Resources on March 22, 2024. She answered questions regarding what decisions were governed by the State vs. the County relating to the civil service hiring process.
- There was a discussion regarding a PLDA retreat later this year. An Action item was presented to use funds from PLDA treasury for the retreat. The motion was approved unanimously.

### **OLD BUSINESS**

Mr. Cartolano inquired about the impacts of the recent purge of expired patrons records and it will be discussed at the next regular meeting.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:24 p.m. on a motion by Mr. Iwanski and seconded by Ms. Tabakman that passed unanimously.

Respectively submitted,

*Anthony Amiano*

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Secretary