

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 25, 2024 – Approved September 24, 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, Karen Kelley, Maureen LeBlanc, David Mener, Susan Morduch, Patricia Phelan, Diane Tabakman, Karen Zevin

Board Members absent: Wes Iwanski, Alice Joselow, Julie Mills-Worthey, Barbara Tepper

Also present from WLS: Terry Kirchner, Wilson Arana, Rob Caluori, Pat Brigham, Kate Meyer, Allison Midgley

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

MINUTES

The minutes of the May 28, 2024, Board Meeting were approved as submitted on a motion by Mr. Cartolano and seconded by Ms. Zevin. The minutes were accepted unanimously. [Ms. Bober was not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial reports noting significant balances and activity. He spoke to the cash flow challenges faced by the system due to multiple factors, including delays in payments from Westchester County due to new reporting protocols, late payments from member libraries combined with the expected outflow of cash this time of year. Mr. Caluori noted that he will remain in contact with the Board Treasurer and transfer cash from reserves as necessary to maintain operating cash while these contributing factors are managed. He also reviewed the schedule of Temporarily Restricted Net Assets and spoke to plans to spend out remaining grant funds and how these funds are managed. The Board accepted the financial report for June on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The motion passed unanimously.

INFORMATION ITEMS

Public Computer Replacement: The 2024 Operating Budget included funding (\$120,000) to replace a portion of the public computers installed at member libraries. The budget also included funding (\$25,000) to upgrade Microsoft Office Suite to the most recent version, which has been requested by member libraries' staff and patrons.

Following discussions with Dell, there is a significant price increase on devices and the trend is that prices will continue to increase sharply in the coming year. While the original intention was to replace all 400 PCs over the course of the 2024 through 2026 budget cycles, it may be more cost effective to complete the project within 2024. To complete the project, additional equipment to provision the PCs will also need to be

purchased. There is no action required at this time. This Information Item is pending a needs assessment with member libraries, which will be reviewed at a future meeting.

ACTION ITEMS

Policy Updates: The WLS Governance Committee met on May 21, 2024, to review and update four policies: #1 Equal Employment Opportunity; #6 Progressive Discipline; #10 Internet Safety and Use; Employee Handbook. The Board approved the Policy Updates on a motion by Ms. Bober and seconded by Mr. Amiano. The motion was approved unanimously.

Extend for One Year Current Borrowing Facility: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS. Board members would be notified if the Line of Credit is needed. The Board approved the Extend for One Year Current Borrowing Facility on a motion by Mr. Amiano and seconded by Ms. Bober. The motion was approved unanimously.

Resolution to Authorize Opening of NYLAF Account: At its April 30, 2024 meeting, the Westchester Library System (WLS) Board of Trustees authorized management to move forward with opening an account with the New York State Liquid Asset Fund (NYLAF), designating it as an approved depository. NYLAF, which is an investment cooperative exclusive to schools, libraries and municipalities within New York, offers investment vehicles that make competitive interest rates available to these eligible groups while also providing FDIC and collateralization to protect their deposits as required under General Municipal Law. Opening the account requires a resolution to be adopted by the Board of Trustees. No funds are being allocated at this time. The Board approved the Resolution to Authorize Opening of NYLAF Account on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Morduch complimented Dr. Kirchner for his participation at The Ossining Public Library’s Annual Meeting, serving as the keynote speaker. Ms. Morduch also reminded the Board that Dr. Kirchner will receive an award at this year’s Non-Profit Westchester’s Keep Westchester Thriving Awards & Annual Meeting on December 4, 2024, and if they would like to attend, please RSVP soon.

Ms. Morduch reminded the Board that advocacy and publicity of WLS is important, and to be proactive and sign up for events and meetings. She also reminded the Board to please try to show up and be on time for Board Meetings. The September 24, 2024 meeting will begin at 5:30 pm so the Board can have a small dinner with WLS staff.

COMMITTEE REPORTS

Finance Committee: Ms. LeBlanc, Chair of the Finance Committee, introduced Pat Brigham, Director of Development for WLS, who provided an overview of the major efforts underway in the department. In particular, she noted that the work funded by the Schmidt Innovation Grant is winding down and that she expects to produce a final project report in January 2025. In addition, while she has applied for several other major grants this year, a few of these applications were not approved and several remain outstanding. Following COVID, there was a considerable amount of “digital equity” funding available,

which WLS was able to access; however, much of this funding has now dried up. Ms. Brigham continues to build strategic relationships with community organizations, support the fundraising efforts of member libraries and train library staff on how to apply for grants, as well as participate in various roundtables.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner discussed his recent presentation as keynote speaker for the Ossining Public Library's Annual Meeting. His presentation was entitled "Moving from Challenges to Opportunities" where the following challenges and trends were discussed in terms of current and future library services:

- Challenges of libraries that invite fear and mistrust
- Acknowledgement of mental illness
- Polarization and self-awareness
- Aid for municipalities – if funding is flat how to operate with rising costs
- How to manage and live in a forever changing technological environment
- Growth mindset as an organization/individual

PLDA LIASON'S REPORT

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

- Dana Hysell from WLS spoke about the first two of four legislative breakfasts with local legislators and their success.
- The Mentorship Committee matched four directors with mentors. They are hoping more will join.
- The association roundtable met and discussed FOIL and paid leave to care for newborns.
- The PLDA retreat is set for July 31st and will feature Dr. Steve Albrecht from Library 2.0.

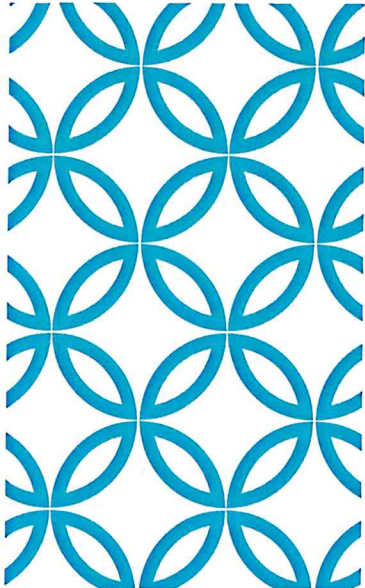
ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Ms. Zevin and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Anthony Amiano

Anthony Amiano
Secretary



MOVING FROM CHALLENGES TO OPPORTUNITIES

EXECUTIVE SUMMARY OF PRESENTATION GIVEN AT THE OSSINING PUBLIC LIBRARY ANNUAL MEETING ON JUNE 10, 2024

TERRY KIRCHNER, EXECUTIVE DIRECTOR
WESTCHESTER LIBRARY SYSTEM

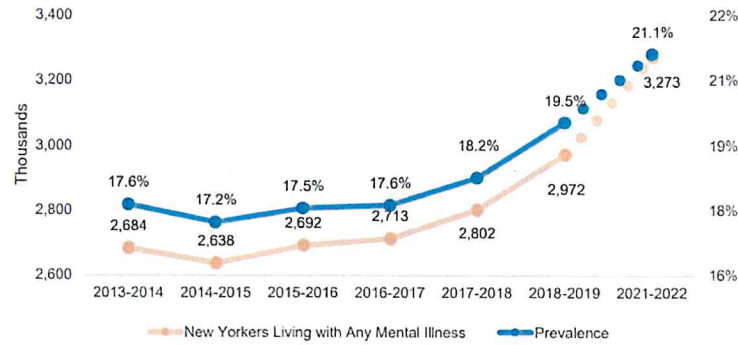
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CHALLENGES THAT INVITE FEAR & MISTRUST

- Post-Covid Trauma
- Social Polarization
- Financial Hardships
- Rapid Technology Changes
- Demographic Shifts

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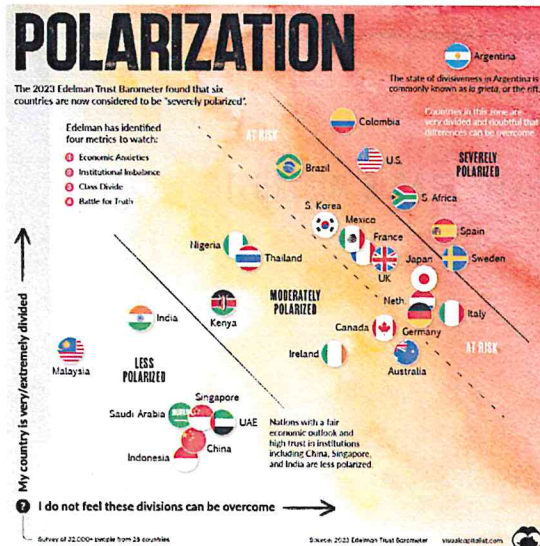
Figure 1
Estimated Prevalence and Thousands of New Yorkers Living with Any Mental Illness, 2013-2014 to 2021-2022



Note: 2019-2020 data excluded due to data reliability issues. According to SAMHSA, 2021-2022 estimates are not directly comparable with prior years.

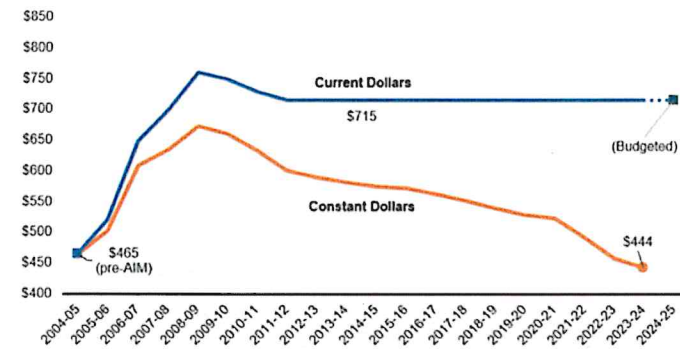
Source: Substance Abuse and Mental Health Services Administration (SAMHSA), National Survey on Drug Use and Health (NSDUH), at <https://www.samhsa.gov/data/data-we-collect/nsduh-national-survey-drug-use-and-health>.³

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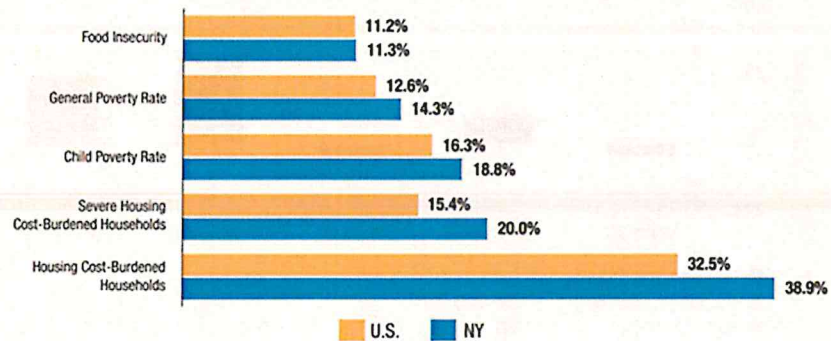
Impact of Inflation on AIM Funding, State Fiscal Year 2004-05 to 2024-25 (in millions)



Sources: New York State Division of the Budget and the U.S. Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers.
 Notes: Does not include New York City. Amounts from SFY 2019-20 to 2021-22 include AIM-related payments made to 1,325 towns and villages that were funded by certain county sales tax withholdings.

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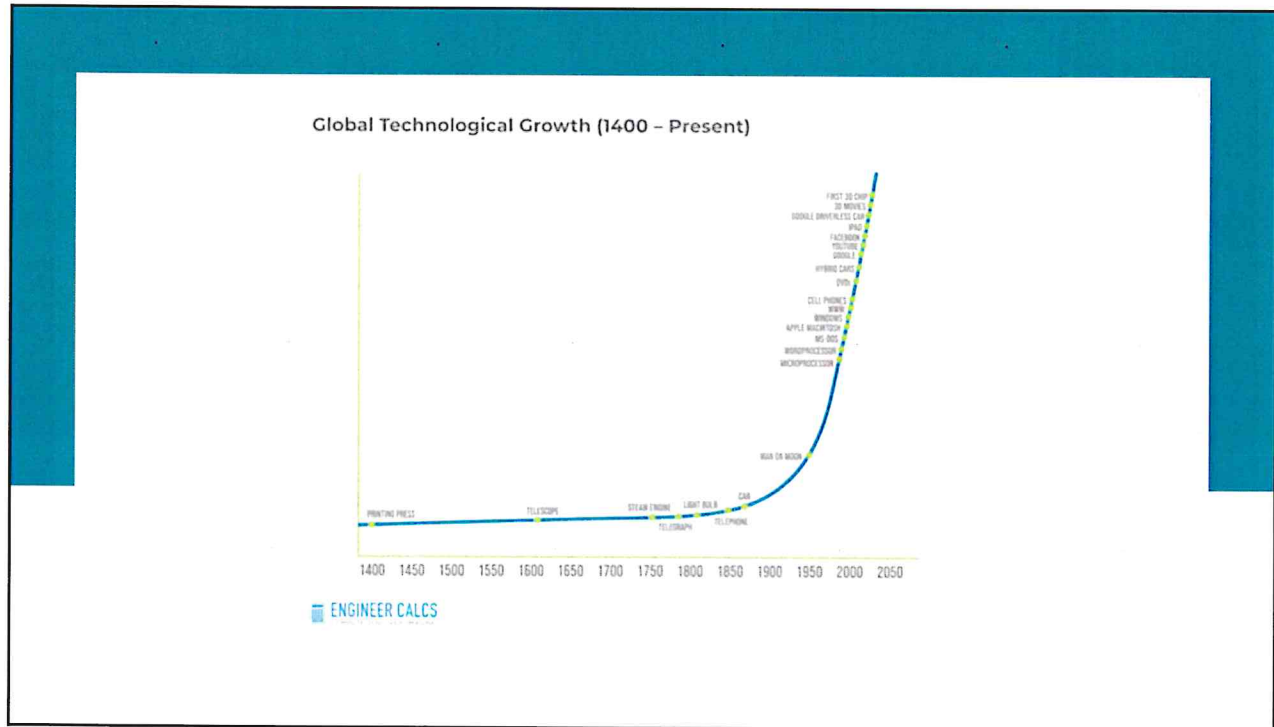
Key Indicators for New York, 2022



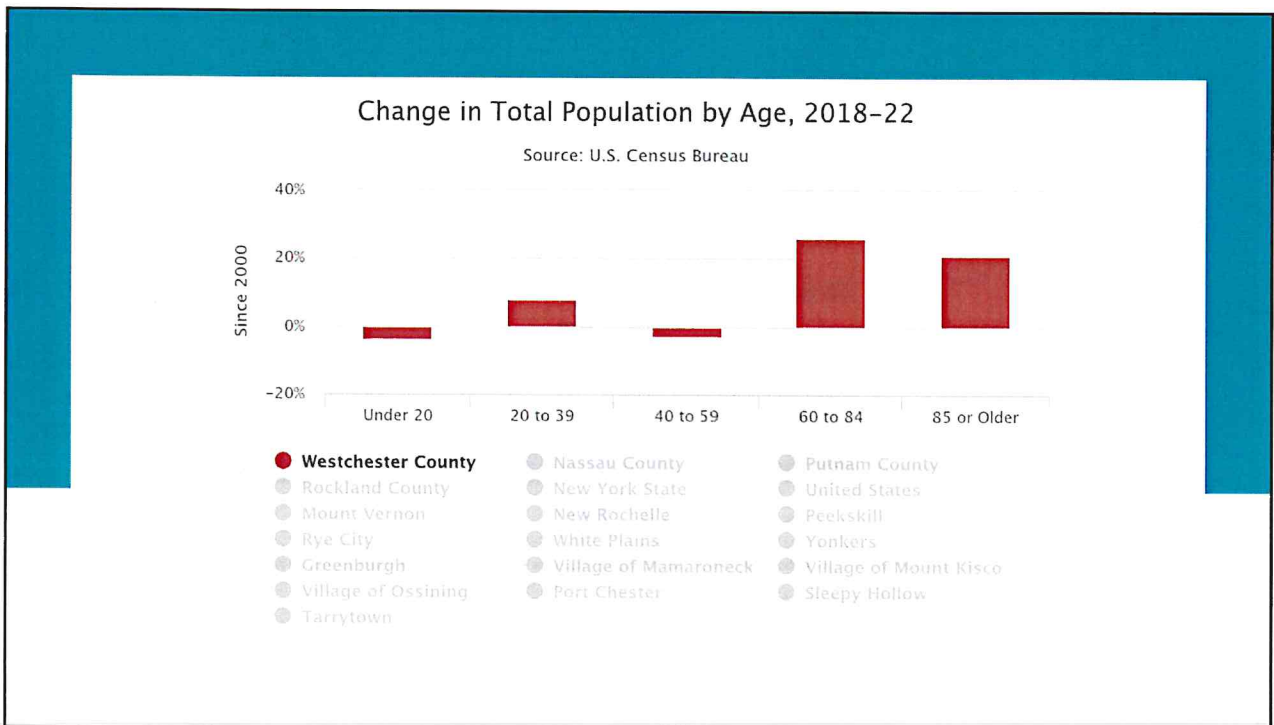
Note: Food insecurity rates are an average of three calendar years, 2020 to 2022. Housing cost-burdened households include renter and owner units, and rates exclude units for which burdens were not computed. Burdened households are those with housing costs greater than 30 percent of income; severely burdened are those with housing costs greater than 50 percent of income.

Sources: U.S. Census Bureau; U.S. Department of Agriculture

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<p>HOW DO MOVE FORWARD?</p> <p>Keep it simple – one step at a time</p> <p>Embrace a growth mindset</p> <p>Adjust strategic directions and metrics of success</p> <p>Flexibility supports sustainability</p>	