

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 25, 2025 – Approved April 29, 2025

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:01 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, Alice Joselow, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, David Mener, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

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

Public Library Directors Association (PLDA) Representative: Erik Carlson, Director, Dobbs Ferry Public Library

MINUTES

The minutes of February 25, 2025, Board Meeting were approved on a motion by Mr. Amiano and seconded by Ms. Tepper. The motion passed unanimously. [Mr. Cartolano, Ms. Mills-Worthey and Ms. Morduch were not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items on the Balance Sheet and Statement of Revenues and Expenditures. Mr. Caluori also presented the Schedule of Temporarily Restricted Net Assets making note of the significant reduction of restricted assets being carried on the books compared to prior years. Payment registers for February 2025 were distributed. The financial reports for February 2025 were approved on a motion by Ms. Tabakman and seconded by Mr. Amiano. The financial reports were accepted unanimously. [Ms. Mills-Worthey was not present for the vote.]

INFORMATION ITEM

Resolution to Authorize NYCLASS Account: Westchester Library System (WLS) currently participates in the New York State Liquid Asset Fund (NYLAF) as an approved depository. NYLAF is an investment cooperative exclusive to schools, libraries, and municipalities within New York. PMA administers NYLAF. PMA recently announced that it has acquired Public Trust, which operates a similar cooperative called NYCLASS. As of July 1, 2025, the NYLAF investment pool will be eliminated in favor of NYCLASS. The two cooperatives operate in similar structures and are overseen by member boards from participating agencies. To continue participation in NYCLASS, WLS is required to pass a Municipal Cooperation Resolution. Management recommended that the Board approve and adopt the resolution at the April 29, 2025, meeting.

ACTION ITEM

WLS System Annual Report to New York State for 2024: All public libraries and library systems that receive funding from the State of New York are responsible for submitting an annual report on the operational and financial activities. The State's Annual Report format for Systems mirrors the Annual Report for the member libraries. While WLS does have similar functions, many of our services are quite different, and this annual report is cash-based and not accrual-based. The numbers given may be reflected in different categories and are not always tied to what is seen on monthly WLS financial reports shared at the board meetings. The Board approved the System Annual Report on a motion by Ms. Tabakman and seconded by Mr. Iwanski. The motion was approved unanimously.

PRESIDENT'S REPORT

Ms. Hydari noted the recent Executive Order regarding elimination of the Institute of Museum and Library Services (IMLS). She and Dr. Kirchner shared their thoughts on the issue and potential impacts to NYS and WLS and noted that they will continue to monitor the situation and keep the Board apprised of updates as they are available.

COMMITTEE REPORTS

Audit: Mr. Iwanski, Chair, noted that the Committee will meet April 7, 2025 to receive the audit reports from Dorfman, Abrams, Music, LLC. The auditors will be attending the meeting via Zoom. The committee will present the reports to the Board for approval at their April 29, 2025, meeting.

Governance: Ms. Bober, Chair, noted that the Committee will meet in early May to update five policies.

Finance / Budget: Ms. LeBlanc, Chair, noted that the Committee is set to meet before the April 29, 2025 Board meeting.

Nominating & Board Education: Ms. Kelley, Chair, reminded the Board of two upcoming Trustee Handbook Book Clubs: April 30, 2025, 5:00 PM-6:30 PM – *Trustee Handbook Book Club – Board Development: Recruitment, Orientation, Education and Evaluation*, and July 15, 2025, 5:00 PM-6:30 PM – *Trustee Handbook Book Club: Recruiting & Retaining Quality Staff*. Non-Profit Westchester is hosting a workshop entitled *Foundations of Nonprofit Governance: Practices for Effective Boards of Directors* on May 13, 2025 at WLS. All are encouraged to attend.

EXECUTIVE DIRECTOR'S REPORT

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

- Mr. Arana gave an update on ByWater, the vendor that supports the WLS App, noting that they have encountered bot attacks that they were not prepared for. They are currently updating load times for all WLS products, and Mr. Arana is optimistic that they will address current issues head on.
- Mr. Arana noted that the IT team is working on a network design rebuild at each WLS-hosted library location. In addition, the IT team is beginning to implement reputation-based website security on the networks of the WLS-hosted libraries.

- Dr. Kirchner gave an update on IMLS funding as it relates to the New York State Library (NYSL). In a best-case scenario, IMLS would be able to issue all or a portion of the \$8M funding to NYSL before the end of the Congressional budget extension that ends on September 30, 2025. The more likely scenario is that NYSL will not receive any IMLS funds. There is a Plan B that is in motion. New York State currently supports many of the Office of Cultural Education departments, which include the New York State Library, through the Cultural Education Fund. The source of revenue for the Cultural Education Fund is a small surcharge that is added to every residential and commercial mortgage that is processed in New York State. This fund has an average annual balance of \$12M. Because the surcharge has not been increased since it was put in place many years ago, the Office of Cultural Education decided to use IMLS funds to support many of the NYSL staff positions and use the Cultural Education Fund to support the NYS Museum and its other departments. Dr. Kirchner will continue to provide any updates related to this funding challenge as they become available.
- Dr. Kirchner has been consulting with various libraries who are dealing with issues such as open carry of firearms, chartered service area boundary issues, open meetings law in relation to video conferencing, and questions regarding patrons who have library cards and who do not live in Westchester County but are otherwise qualified to have a card within the system.
- Dr. Kirchner noted that he will be a panelist for Non-Profit Westchester's roundtable entitled *Navigating the Impact of Federal Executive Orders and Federal Actions* on Friday, April 4, 2025.

PLDA LIASON'S REPORT

Erik Carlson, PLDA Vice President and WLS Board Liaison, provided the PLDA Report covering the February PLDA Meeting:

- Mr. Carlson noted that PLDA has been preparing their Committees for this year.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:13 p.m. on a motion by Mr. Amiano and seconded by Ms. Morduch that passed unanimously.

Respectively submitted,

Diane H. Tabakman

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Secretary