

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 29, 2025 –Approved May 27, 2025

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:14 p.m.

The quorum requirement was met with the following people in attendance:

Board Members present: Anthony Amiano, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Julie Mills-Worthey, Susan Morduch, David Mener, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Andrea Bober, Alice Joselow

Also present: Dana Hysell, Director, The Field Library

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

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

MINUTES

The minutes of March 25, 2025, Board Meeting were approved on a motion by Mr. Amiano and seconded by Ms. Tabakman. The motion passed unanimously.

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items. He noted that it is time to update signature cards for the TD Bank operating account, which will require a Board resolution and will be presented at the May 27, 2025, meeting. Payment registers for March 2025 were distributed. Mr. Caluori also noted that WLS is nearing the period where operating cash is lowest for the year and will be working with the Treasurer on the timing and amount of a transfer from reserves to carry the organization until funds due from Westchester County and NYS are received. The financial reports for March 2025 were approved on a motion by Ms. LeBlanc and seconded by Mr. Cartolano. The financial reports were accepted unanimously.

INFORMATION ITEMS

Employee Handbook and Policy Updates: The WLS Governance Committee met on April 22, 2025, to review the Paid Sick Leave section of the WLS Employee Handbook and five policies: #2 Anti-Harassment; #8 Records Retention & Disposition; #11 Privacy; #14 Credit Card Usage and #18 Data Security Program, Safeguards and Policy. Management recommended that the Board approve the changes submitted by the Governance Committee at the May 27, 2025, meeting.

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 4%. The only restriction consists of the submission of audited financial statements on the part of WLS. During the prior year, there were no borrowings under the facility. At this time, we do not foresee any need to borrow under this facility for the coming year. Given there are no encumbrances, covenants or facility fees, we recommend extending the borrowing agreement for one year to allow for financial flexibility. Approval would be further conditioned on a requirement to notify the Board of any use of this line of credit. There is no action required at this time. This will be brought to the Board as an action item at the May 27, 2025, meeting.

ACTION 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 and as of July 1, 2025, will be eliminating the NYLAF investment pool 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. The Board approved the Resolution to Authorize NYCLASS Account on a motion by Ms. Morduch and seconded by Mr. Amiano. The motion passed unanimously.

PRESIDENT'S REPORT

No additional comments were presented.

COMMITTEE REPORTS

Audit: Mr. Iwanski, Chair, noted that the Committee met on April 7, 2025, to receive the audit reports from Dorfman, Abrams, Music, LLC. He noted that the audit report had an unqualified opinion, which means that it is a positive report and that no significant issues were identified. He also noted that Mr. Caluori will be reporting at a future meeting on the security measures that are in place to protect access to WLS's accounts and funds.

Finance / Budget: Ms. LeBlanc, Chair, noted that the Committee met before the April 29, 2025, Board meeting. The committee received presentations from WLS management on the current status of spending on electronic content and strategies to control costs, the current status of cash reserves and investments, and reviewed the draft of the Credit Card Policy with edits recently proposed by the Governance Committee.

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.

- Dr. Kirchner provided an update regarding the New York State Budget, noting that regardless of which current budget proposal is adopted that WLS will be able to sustain operations.
- Dr. Kirchner reviewed Institute of Museum and Library Services (IMLS) funding as it relates to the New York State Library (NYSL), noting concerns that potential funding gaps would impact staffing at the Division of Library Development (DLD). Dr. Kirchner will continue to provide updates related to this issue as they become available. He also noted that Nonprofit Westchester (NPW) will be hosting a meeting at WLS between Congressman George Latimer and nonprofit organization leaders. This meeting will focus on impacts of federal funding decisions and executive orders on local nonprofit organizations.
- Dr. Kirchner gave several updates from the Member Libraries: Mount Pleasant Public Library is in the process of recruiting a new director following the retirement of John Fearon; Mount Vernon Public Library has sued the Mount Vernon School District in relation to the placement of a bond vote on the upcoming budget ballot; Purchase Free Library has hired a new part-time library administrator, Ernie Zahn.
- Dr. Kirchner reminded trustees to advocate to their elected officials about supporting libraries. The Board then discussed advocacy strategies.

PLDA LIASON'S REPORT

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

- Mr. Carlson noted that PLDA voted to increase the maximum number of holds allowed per patron from 25 to 35.
- Mr. Carlson noted that PLDA discussed strategies to forgive old fines in order to clean up dormant library card accounts.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:00 p.m. on a motion by Ms. Morduch and seconded by Ms. Tabakman that passed unanimously.

Respectively submitted,

Diane H. Tabakman

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Secretary