

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 27, 2025 –Approved June 24, 2025

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:03 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, Susan Morduch, David Mener, Patricia Phelan, Barbara Tepper, Diane Tabakman

Board Members absent: Alice Joselow, Julie Mills-Worthey, Karen Zevin

Also present from WLS were: Wilson Arana, Rob Caluori, Terry Kirchner, Kate Meyer

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

MINUTES

The minutes of April 29, 2025, Board Meeting were approved on a motion by Ms. Tepper and seconded by Mr. Amiano. The motion passed unanimously. [Ms. Phelan was not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial report making note of significant items. Payment registers for April 2025 were distributed. Mr. Caluori also noted that WLS is at a period where operating cash is lowest for the year and has coordinated with the Treasurer to transfer \$300,000 from reserves to carry the organization until funds due from Westchester County and NYS are received. The financial reports for April 2025 were approved on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The financial reports were accepted unanimously. [Ms. Phelan was not present for the vote.]

INFORMATION ITEMS

Financial Systems and Account Security: Mr. Caluori noted that as a follow-up to the discussion of the audit report, the Board requested additional information concerning the protection measures in place for the financial systems and accounts.

WLS implements comprehensive security, leveraging multi-factor authentication, role-based access, dual authorization, and banking controls to safeguard transactions and sensitive data. These measures ensure operational integrity, minimize fraud risk, and align with governance policies. Mr. Caluori shared a detailed report on each of these measures with the Board.

ACTION 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. Proposed changes to #14 Credit Card Usage were also reviewed by the Budget and Finance Committee. The Board approved the changes submitted by the Governance Committee on a motion by Ms. Bober and seconded by Mr. Mener. The motion passed 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 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. Currently, there is no foreseen need to borrow under this facility for the coming year. Given there are no encumbrances, covenants or facility fees, extending the borrowing agreement for one year to allow for financial flexibility is recommended. Approval is further conditioned on a requirement to notify the Board of any use of this line of credit. The Board approved the Extend for One Year Current Borrowing Facility on a motion by Mr. Amiano and seconded by Ms. Bober. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Hydari noted that Westchester County government has a new signature process on their website, and a new portal that offers a 3-year contract to obtain County funds.

EXECUTIVE DIRECTOR'S REPORT

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

- Dr. Kirchner informed the Board that WLS has received notice that a charge of employment discrimination has been filed with the EEOC against WLS and NYPL under The Americans With Disabilities Act of 1990 (ADA). The circumstances of the alleged discrimination are based on disability and involves issues of hiring. Dr. Kirchner believes WLS was erroneously named and believes this is related to some of the member libraries.
- Dr. Kirchner noted that the NYLA Legislative Committee met, and the NYS Senate passed the Open Shelves and Freedom to Read bills. Sessions run through June 12 and this needs to be passed through the Assembly.
- Dr. Kirchner noted that this year's NYLA Conference is entitled "Actionable Advocacy," and four sessions will be held by WLS staff: Small Business (Peter Riffel), Budgets (Rob Caluori), Strategic Data (Allison Midgley) and Minimum Standards (Terry Kirchner).
- Connecticut has passed a new eBook bill to address reform in book licensing, but it will not go into effect unless other states with a population of over 7 million pass a similar bill. This will be discussed at the PLDA conference this summer.

- A new bill was introduced which would require libraries to implement programs to “protect library employees” but was not vetted by NYLA and does create an unfunded mandate for libraries which usually means it will not pass.
- IMLS 2025 funding should be released to take libraries to October 2025, and some 2024 funds have yet to be disbursed.

PLDA LIASON’S REPORT

Erik Carlson, PLDA Vice President and WLS Board Liaison, noted he had nothing to report.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 6:38 p.m. on a motion by Mr. Cartolano and seconded by Ms. LeBlanc that passed unanimously.

Respectively submitted,

Diane H. Tabakman

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Secretary