

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
October 28, 2025 – Pending Approval

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Nishat Hydari at 6:04 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, David Mener, Julie Mills-Worthey, Susan Morduch, Patricia Phelan, Diane Tabakman, Barbara Tepper, Karen Zevin

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

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

Guests: Ralph Esposito, Hudson Trader

MINUTES

The minutes of the September 30, 2025, Board Meeting were approved as submitted on a motion by Ms. LeBlanc and seconded by Ms. Tepper. The minutes were accepted unanimously. (Ms. Morduch, Mr. Mener, Ms. Bober and Mr. Iwanski were not present for the vote.)

FINANCIAL REPORTS

Mr. Caluori presented the financial reports for September 2025. Payment registers for June 2025 through September 2025 were distributed. Mr. Caluori made note of significant items on the Balance Sheet and spoke to the organizations practices regarding deferred revenue. He also spoke to significant variances on the Income Statement and notes that the end-of-year projections will likely improve following changes to pay-per-use e-content allowances to patrons that will begin on November 1. The Board accepted the financial report for September on a motion by Ms. LeBlanc and seconded by Ms. Kelley. The motion passed unanimously. (Mr. Mener and Ms. Bober were not present for the vote.)

INFORMATION ITEMS

WLS 2026 Operating Budget: The Budget Committee of the Board of Trustees met four times through September and October to review several options to arrive at a budget proposal for the 2026 fiscal year.

Each of the committee's meetings focused on the following:

- September 16, 2025: Budget process and overview, employee compensation, Information Technology (IT) department.
- September 30, 2025: Administration department, consolidation of Fundraising department into Administration, Delivery department, scenario planning, cash flow analysis.
- October 6, 2025: Career Coaching Service (CCS) department, Outreach department, Cataloging department.
- October 28, 2025: Review of final revision to the budget.

In addition to the work of the Committee, input was also sought from the WLS managers and staff.

The budget presentation package included an Executive Summary which outlined changes of significance from the 2025 budget and/or projected figures. The most significant items from the budget were a reduction in anticipated revenues from New York State and Westchester County as well as reductions in allocations for Library Materials to mitigate those anticipated losses. In addition, the budget calls for a 3.5% increase in salaries for staff and a continuation of staff contributions to health insurance at 15% for individual plans and 20% for family plans.

The budget was presented at this meeting as an information item for discussion and will be brought to the WLS Board for approval at their November 18, 2025, meeting.

Delivery Services RFP: The Delivery Services RFP was publicly posted to the WLS website on August 26, 2025. Any vendor was welcome to submit a proposal. Two qualified proposals were received. The deadline for bidders to submit proposals was October 16, 2025. The incumbent vendor, All Island Courier was selected based on the pricing of their proposal in being the lowest bidder.

The accepted proposal will hold fees flat in 2026 with 3% annual increases in the subsequent 2 years.

The purchase of these services is included in the current year's approved budget and the following year's proposed budget, therefore separate approval will not be required to move forward with awarding a contract for these services.

ACTION ITEM

Designation of Depositories / Banking Services RFP: WLS engaged in a Request for Proposals (RFP) for banking services to ensure that: (1) funds are in accounts that return interest on deposited funds, and (2) minimize banking fees to the extent possible. The last RFP was conducted in 2015. Designation of deposits for the following year is usually included in the Budget approval process. This is being presented in separate information and action items due to the results of the RFP process.

The deadline for bidders to submit proposals was September 4, 2025; six proposals were received. Management has reviewed the submitted proposals and engaged with bidders for clarifications and questions. The WLS Treasurer also reviewed the responses in a meeting with the WLS CFO. An information item regarding the RFP Process was presented to the Board at the September 30, 2025, meeting.

Management is recommending Valley Bank to replace TD Bank as WLS's primary banking provider. This recommendation is based on the bank's proposal and included approval of the following actions:

- (1) Valley Bank for designation of deposits. This includes WLS's operating, payroll and reserve cash accounts, as well as to service holdings of Treasury Bills effective immediately with a goal of full transition by January 1, 2026.
- (2) Pursuit of a borrowing facility with Valley Bank with no establishment fee to replace the facility currently in place with TD Bank at the same \$500,000 credit limit. In line with approval for the current facility, the Board would be notified if the line of credit is used for any reason.
- (3) An extension of the current approval for TD Bank for designation of deposits through March 31, 2026, to allow for a complete transfer of accounts with goal of closing all accounts with TD Bank by this date.
- (4) Extension through December 31, 2026, for designation of deposit with New York Cooperative Liquid Assets Securities System (NYCLASS), serviced through PMA.

The Board approved the recommended actions on a motion by Mr. Cartolano and seconded by Mr. Iwanski. The motion was approved unanimously.

PRESIDENT’S REPORT

Ms. Hydari suggested that the November Board Meeting date be moved a week earlier due to the Thanksgiving holiday. The Board agreed, and the November Annual Meeting and Regular Meeting will be moved to November 18, 2025, at 6:30 pm.

Ms. Hydari reminded the Board that donations can be made on the WLS website. Ms. Brigham noted that there are a variety of strategies to donate money, such as required distributions from current 401K plans, and donations can be made toward a specific WLS program. She explained how intentional financial planning can help you create a meaningful legacy for the people you love and the organizations that matter most to you. She highlighted the importance of Board giving when she speaks with funders and potential donors.

COMMITTEE REPORTS

Nominating and Board Education Committee: Ms. Kelley, Chair of the Nominating and Board Education Committee, reported that there is one seat up for re-election; District 10: Port Chester, Rye Brook, Rye Town (currently being held by Andrea Zuckerman Bober). Ms. Bober has agreed to serve a second term. She also noted that there are 2 seats up for election: District 5: Armonk, Bedford Village, Mount Pleasant, Pound Ridge (currently being held by Anthony Amiano), and District 13: Mount Vernon (currently being held by Julie Mills-Worthey). The term of service for these trustee seats is January 1, 2026, to December 31, 2030.

No candidate will be on the slate for District 5: Armonk, Bedford Village, Mount Pleasant, Pound Ridge. Anthony Amiano had planned to run for re-election but will not be able to do so. This vacancy will be filled early next year once the Nominating and Board Education Committee has an opportunity to recruit, interview and nominate a candidate to be appointed to complete the term ending December 31, 2030.

The Nominating and Board Education Committee interviewed two candidates for the District 13: Mount Vernon vacancy and recommends that Hudson Trader be the candidate on the slate at the Annual Meeting on November 18, 2025.

EXECUTIVE DIRECTOR’S REPORT

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

- Dr. Kirchner stated that NYLA has been active with Advocacy for 2026/2027, with emphasis on the Governor’s budget to provide the most money to libraries and eBook licensing reform.
- One of the libraries’ key vendors, Baker & Taylor, has gone bankrupt. WLS is working with the member libraries to locate new vendors.
- Battle of the Books was a huge success again this year. He thanked Ms. Joselow and Ms. Tepper for their participation.
- Bedford Free Library, Bedford Hills Free Library and Katonah Village Library are up for the 414 vote on November 4, 2025.

PLDA LIASON'S REPORT

Mr. Carlson had nothing to report to the Board.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:25 p.m. on a motion by Mr. Amiano and seconded by Ms. Tabakman that passed unanimously.

Respectively submitted,

Diane H. Tabakman
Recording Secretary