WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 26, 2026 – Approved June 30, 2026

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: Andrea Bober, Robert Cartolano, Ralph Esposito, Nishat Hydari, Maureen LeBlanc, Karen Kelley, David Mener, Patricia Phelan, Hudson Trader, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Susan Morduch

Also present from WLS: Wilson Arana, Terry Kirchner, Pat Brigham

MINUTES

The minutes of the April 28, 2026, Board Meeting were approved on a motion by Ms. Tepper and seconded by Ms. Tabakman. The motion passed unanimously. [Ms. Phelan was not present for the vote.]

FINANCIAL REPORTS

Ms. LeBlanc presented the financial report for April 2026. Payment registers for the period were also distributed. The financial report for April 2026 was approved on a motion by Ms. LeBlanc and seconded by Ms. Zevin. The financial reports were accepted unanimously.

INFORMATION ITEM

Bylaws, Employee Handbook, Strategic Goals and Policy Updates: The WLS Governance Committee met on May 12, 2026, to review the Bylaws to update language to accommodate electronic transfers, the Jury Duty section of the WLS Employee Handbook, the renewal of the Strategic Goals and Initiatives, and three policies: #7 Code of Ethics and Conflict of Interest; #19 Health Emergency Plan; and #20 Remote Work. It is recommended that the approval of the Bylaws, Employee Handbook, Strategic Goals and Policy Updates submitted by the Governance Committee at the June 30, 2026, meeting.

A brief discussion on the potential for conflicts of interest when a WLS trustee also serves on a member library board occurred. Dr. Kirchner will follow up with legal counsel to determine if there are best practices or points of concern for review should the board decide to explore this issue further.

ACTION ITEMS

Authorization to Execute Lease for WLS Office Relocation: Dr. Kirchner noted that WLS's current office lease at 570 Taxter Rd, Elmsford expires in June 2027. In anticipation of this expiration, management has engaged JLL, a commercial real estate firm, to identify suitable relocation options throughout Westchester County and to conduct lease negotiations on WLS's behalf. Three candidate locations have been identified and are currently under active negotiation.

Management recommends that the Board authorize the Executive Director to execute a lease agreement at one of the three locations currently under negotiation, provided the total lease cost does

not exceed $5,185,100, the lease term is no less than ten years, and the Executive Director provides a full report to the Board following execution. The Authorization to Execute Lease for WLS Office Relocation was approved on a motion by Ms. Bober and seconded by Ms. Zevin. The motion passed unanimously.

Vehicle Trade-In and Replacement: Mr. Arana, Director of IT explained that WLS currently operates two vehicles — a 2022 Toyota RAV4 and a 2016 Subaru Forester — used primarily to support staff travel to member libraries. The expansion of remote administration tools for technology support has substantially reduced the need for on-site travel, and management has determined that WLS's operational requirements can be met with a single vehicle. Transitioning to a hybrid vehicle will additionally reduce WLS's ongoing fuel costs.

Management recommends that the Board approve the trade-in of the 2022 Toyota RAV4 and 2016 Subaru Forester and the purchase of a 2026 Toyota RAV4 Hybrid from Rivera Toyota of Mt. Kisco, NY at a net cost of $10,391.48, including a deposit of $500 already paid and a final payment of $9,891.48. The Vehicle Trade-In and Replacement was approved (moved by Ms. Bober, seconded by Ms. Leblanc) with four dissenting votes from Mr. Cartolano, Mr. Trader, Ms. Tepper, and Ms. Tabakman.

PRESIDENT'S REPORT

Ms. Hydari reminded each Board member to return the Executive Director's evaluation form to her.

COMMITTEE REPORTS

Budget & Finance: The committee will reconvene in June prior to the WLS Board Meeting.

Nominating: In June Dr. Kirchner will send out letters to libraries asking for nominations for District 1 and District 6.

EXECUTIVE DIRECTOR'S REPORT

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

- WLS received an additional $78,284 in public library construction aid for the 0386-26 project applications because other public library systems were not able to fully utilize their allocations. Five project applications were eligible to receive more than a 50% match and were identified by the Public Library Directors Association (PLDA) Construction Aid Committee as higher priority projects to receive additional funding should it be available.

- As noted in last month's report, due to budget extensions, we anticipate payment delays from New York State and WLS will likely need to draw on its reserve funds to maintain cash flow. For member libraries, there will be delays in the Public Library Construction Aid application and payment processes for the 0386-26 (payment) and the 0386-27 (payment and application) cycles and the Local Library Services Aid (LLSA) allocations.

- The outreach video prepared for the Legal Aid Society of Westchester's waiting area was shown to the board. This video demonstrated the positive impact of services offered by WLS' outreach team and the member libraries, especially for individuals working on their HSE/GED and/or reentering the workforce.

- The SCALE dashboard that was demonstrated during the April meeting is still in beta phase and is expected to "go live" this fall.

- Dr. Kirchner reminded board members of the Fun Run event on July 9th and the Legislators' Appreciation Supper on July 21.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:18 p.m. on a motion by Mr. Trader and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Diane H. Tabakman

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Secretary