

**WESTCHESTER LIBRARY SYSTEM**  
**Annual & Trustee Meeting**  
**November 30, 2021 – Approved January 25, 2022**

**ANNUAL MEETING**

The Annual Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:02 p.m. via a virtual meeting. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Denise Matthews-Serra, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: None

Also present from WLS were: Terry Kirchner, Patricia Brigham, Elise Burke, Marcus Byers, Rob Caluori, Dana Hysell-Alongi, Joe Maurantonio

Dr. Kirchner welcomed all who attended and thanked New York State Senate and Assembly members as well as the Westchester County Board of Legislators for their ongoing support. WLS and the member libraries were closely involved in the Census 2020. The bulk of the work was done in 2020, with the final results being published this past year. Thanks to this initiative, the 2010 response rate was surpassed, and Westchester County's population reached over 1 million people. Being the first time the Census could be completed online, a number of digital inequities in the County were uncovered. In 2021, WLS focused on digital access and meeting the challenges in getting eResources to those with limited access. By partnering with key stakeholders and the member libraries, families in high need were identified, laptops were loaned, Chromebooks were distributed and training was made available. Addressing needs arising from COVID-19 continued in a number of ways. WLS purchased additional electronic materials; and for the first time, downloads exceeded 1 million. Via Project Hope, WLS disseminated information about vaccines and other requirements, created awareness about available resources to address stress and strengthened the overall role of libraries as a trusted resource. These programs will continue to be built upon in 2022 through a broader range of services highlighting the System and libraries as community anchors. Dr. Kirchner thanked all for their service in connecting people to the information they need in a meaningful way to create better opportunities for individuals.

The business portion of the Annual Meeting was called to order at 6:16 p.m. by Dr. Morduch, who introduced each of the WLS Trustees and the Districts they represent.

**ELECTION OF NEW TRUSTEES:** Ms. Zevin, Chair of the WLS Nominating & Board Development Committee, proposed the following slate of trustees who were nominated by their represented libraries and are willing to serve:

District I [Croton, Montrose, Yorktown]

Karen Zevin (to a full term ending December 31, 2026)

District III [Bedford Hills, Chappaqua, Katonah, Mount Kisco]

Vacant (to a full term ending December 31, 2026)

District VI [Ardsley, Dobbs Ferry, Greenburgh, Hastings-on-Hudson, Irvington]

Susan Morduch (to a full term ending December 31, 2026)

There being no nominations from the floor, the above Trustees were elected to the WLS Board of Trustees on a motion by Jonathan Marshall and seconded by Maureen LeBlanc. The motion passed unanimously.

MINUTES OF THE 2020 ANNUAL MEETING: The minutes of the Annual Meeting of November 19, 2020, were approved on a motion by Julie Mills-Worthey and seconded by Bernie Seiler. The motion was approved with 13 in favor and 1 abstention [Denise Matthews-Serra].

Having completed its agenda, the Board adjourned the business portion of the meeting at 6:27 p.m. on a motion by Maureen LeBlanc and seconded by Karen Kelley. The motion passed unanimously.

### **REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:30 p.m. via a virtual meeting. The quorum requirement was met with the following people in attendance:

Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Denise Matthews-Serra, Julie Mills-Worthey, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: None

Also present from WLS were: WLS were: Terry Kirchner, Patricia Brigham, Elise Burke, Marcus Byers, Rob Caluori, Dana Hysell-Alongi, Joe Maurantonio

### **MINUTES**

The minutes of the meeting of October 26, 2021, were approved as submitted on a motion by Ms. Zevin and seconded by Mr. Puglia. The motion was approved with one abstention [Ms. Matthews-Serra].

### **FINANCIAL REPORTS**

The financial report through October 2021 was presented by Ms. Scherer and Mr. Caluori and reviewed by the board in detail. The Board accepted the October 2021 finances on a motion by Ms. Scherer and seconded by Ms. Draper. The motion passed unanimously.

### **ACTION ITEM**

**WLS 2022 Operating Budget:** Mr. Caluori reviewed the WLS 2022 Operating Budget proposal and noted that no additional changes were made since the proposal was presented as an Information Item at the October Board Meeting. The WLS Budget Committee met three times to review a number of options in order to arrive at the budget proposal for the 2022 fiscal year, and highlights of the proposed budget were reviewed. The budget was developed to support WLS's mission to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries. Revenues from all sources include

approximately \$6.6 million, which is a decrease of roughly \$92,000 over 2021. Expenses exceed revenues by \$547,900 before depreciation, compared to \$645,250 in 2021. The Budget Committee recommends that WLS appropriate unrestricted assets to meet its projected deficit for 2022. A projection of depreciation for \$144,250 is included in the budget.

The proposed WLS 2022 Operating Budget was approved by the Board as submitted (see attached) on a motion by Ms. Scherer and seconded by Mr. Marshall. The motion passed with 13 in favor and one against [Ms. Mills-Worthey].

## **PRESIDENT'S REPORT**

Dr. Morduch noted that this would be Mr. Seiler's last meeting (WLS District 3 Representative for Bedford Hills, Chappaqua, Katonah, Mount Kisco). Mr. Seiler is moving to Florida, and he was thanked by all for his efforts, especially for his help with the most recent questionnaire to the member library trustees.

## **COMMITTEE REPORTS**

**Nominating & Board Development:** Ms. Zevin noted that they have a potential candidate for WLS District 3, and her name is Nishat Hydari. Her resume has been distributed to the WLS Trustees, and they will put her name forward at the January 2022 Board Meeting. A candidate continues to be sought for the vacancy in WLS District 5 (Armonk, Bedford Village, Mount Pleasant, Pound Ridge). The first meeting was held for the member library trustees who indicated interest regarding better communications on the recent questionnaire. There was a positive reaction, and a second meeting is set for mid-January. The Committee will also present the following slate for the 2022 Officers at the January Board Meeting: President: Karen Zevin; Vice President: Frances Okelo; Secretary: Andrea Bober; and Treasurer: Edris Scherer.

**Governance:** Ms. Draper noted that a change has been made to the Family Leave Act to include siblings. The WLS Employee Handbook will need to be reviewed. Also, WLS policies will be reviewed in 2022 in light of upcoming changes to the Open Meetings Law. Assemblyman Otis noted that post COVID-19, the remote options will be reviewed to bring more flexibility for remote participation.

**Budget:** Ms. Scherer encouraged WLS Trustees to consider joining the Budget Committee in 2022. It is a great opportunity to learn more about WLS finances and the committee work is only intense for a couple of months.

**Strategy:** Mr. Okelo noted that the next meeting is scheduled for December 6<sup>th</sup> to discuss future trends in libraries and the next strategic stages.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner had Wilson Arana introduce the new IT Operations Manager, Marcus Byers. Mr. Byers noted that he will support the IT department and document service out in the field and help create a stronger infrastructure.

Dr. Kirchner noted that it is Giving Tuesday, and all support is appreciated and thanked the NYS Westchester delegation for a grant-in-aid of \$50,000 for a public awareness campaign of electronic resources such as LinkedIn Learning, Tutor.com, etc. Assemblyman Steven Otis noted that the Assembly members are all supporters of libraries, and Mr. Otis spearheaded efforts to create the State digital inclusion grant program. Dr. Kirchner also acknowledged Sandy Galef for providing a separate grant-in-aid for \$25,000 to help support Spanish language programming with a focus on job career coaching.

The Mount Vernon Public Library has been addressing issues identified as part of the WLS review of the library's registration documentation. It has been a lot of work by the library director and trustees, and Dr. Kirchner thanked them for helping this move forward. The maintenance of effort may be an issue because the central library's finances are not yet recorded. According to the schedule that NYS Library Division of Library Development (DLD) uses to process the maintenance of effort check, the central library will likely fail. If that occurs, it could result in a 25% cut in Central Library funding if the Variance process cannot be successfully completed.

A number of changes to library laws were passed. One simplifies and streamlines outdated legislation, merging the Central Library funds into one instead of two separate categories; taking the Adult and Family Literacy programs, which were separate and distinct, and merging them into the overall Coordinated Outreach activities. This creates more flexibility in terms of how those funds can be used.

### **PLDA LIAISON'S REPORT**

Dr. Kirchner reported the directors discussed the OverDrive e-book collection and how the collection development is done. Currently, each library spends time on this activity and they are reviewing how resource sharing done for physical items can be applied to the electronic collection. The ability to search the electronic materials in the catalog is not yet consistent, but WLS is working to understand the different lending models and limits being imposed and working with vendors who are more equitable.

### **OTHER**

Dr. Morduch opened floor to guests, and Georgia Ascitutto, NYS Senator Shelley Mayer's Assistant, noted that Senator Mayer is the Education Committee Director and some of the new legislation discussed was moved through that committee.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:23 p.m. on a motion by Ms. Scherer and seconded by Ms. Mills-Worthey that passed unanimously. All were wished Happy Holidays.

Respectfully submitted,

*/s/ Elise Burke*

Elise Burke  
Recording Secretary

Westchester Library System  
2022 Proposed Budget - Summary 2020-2022

Oct-2021

Item #		2020 Final	2021 Adopted	2021 Projected	2022 Proposed	% change over 2021 Adopted
	<b>REVENUES:</b>					
R-1	General Library Aid	1,526,612	1,221,280	1,526,392	1,526,390	25.0%
R-2	Supplemental Aid	202,941	162,300	202,912	202,950	25.0%
R-3	Local Library Services revenue	275,324	220,300	275,284	275,300	25.0%
R-4	Local Library Services pass-thru payments	(275,324)	(220,300)	(275,284)	(275,300)	25.0%
R-5	Local Services Support Aid	189,944	151,950	189,917	189,900	25.0%
R-6	Grants in Aid	0	0	0	0	
R-7	Grants in Aid pass-thru payments	0	0	0	0	
R-8	Central Library Aid/Book Aid	345,779	276,600	345,729	345,760	25.0%
R-9	Westchester County	1,030,000	1,037,500	1,050,600	1,050,600	1.3%
R-10	Federal Aid	159,066	662,860	938,844	155,000	-76.6%
R-11	Member Library Fees	2,694,635	2,860,640	2,830,073	2,763,500	-3.4%
R-12	Special Events	0	10,000	0	10,000	0.0%
R-13	Contributions (Unrestricted)	13,921	1,000	1,238	1,000	0.0%
R-14	Investments/Interest Income	21,879	17,000	2,401	4,000	-76.5%
R-15	WEBS, Non-Resident Cards, Misc	12,502	28,000	6,986	7,900	-71.8%
R-16	Coordinated Outreach	153,331	125,920	153,309	153,300	21.7%
R-17	Correctional Facilities	38,438	30,750	38,433	38,400	24.9%
R-18	Adult Literacy	8,294	6,650	8,293	8,300	24.8%
R-19	Family Literacy	12,902	10,300	12,900	12,900	25.2%
R-20	Westchester Seniors Out Speaking	17,460	13,900	17,460	17,000	22.3%
R-21	Other revenues with Restrictions	181,212	120,500	263,065	158,500	31.5%
	<b>Total Revenues:</b>	<b>6,608,916</b>	<b>6,737,150</b>	<b>7,588,552</b>	<b>6,645,400</b>	<b>-1.4%</b>
	<b>EXPENSES:</b>					
	<b>Personnel</b>					
E-1	Salaries & Hourly Wages	2,258,569	2,571,500	2,297,798	2,481,119	-3.5%
E-2	Employee Benefits	875,383	1,164,000	880,314	1,079,781	-7.2%
E-3	Retiree Health Benefits	413,341	277,000	251,533	260,000	-6.1%
	<b>Subtotal Personnel</b>	<b>3,547,293</b>	<b>4,012,500</b>	<b>3,429,645</b>	<b>3,820,900</b>	<b>-4.8%</b>
	<b>Other Than Personnel</b>					
E-4	Professional Fees	149,891	38,900	50,896	49,650	27.6%
E-5	Equipment	323,936	166,900	251,756	138,000	-17.3%
E-6	Library Materials	954,012	752,400	741,683	691,450	-8.1%
E-7	Rent & Utilities	345,937	375,100	345,773	361,200	-3.7%
E-8	Repairs & Maintenance	401,674	505,000	432,528	511,500	1.3%
E-9	Supplies	25,222	50,200	24,388	41,850	-16.6%
E-10	Telephone & Internet	325,364	446,400	380,899	438,000	-1.9%
E-11	Printing & Postage	19,209	74,800	75,669	59,500	-20.5%
E-12	Bibliographic Fees	77,629	72,500	79,244	80,500	11.0%
E-13	Professional Development	53,417	52,800	29,445	92,610	75.4%
E-14	Travel, Conferences & Meetings	13,313	40,600	1,369	34,440	-15.2%
E-15	Memberships	8,671	22,300	15,871	21,700	-2.7%
E-16	Contractual Services	281,604	290,800	288,952	356,800	22.7%
E-17	Delivery Service	336,226	418,000	427,433	429,000	2.6%
E-18	Special Events	0	10,000	0	10,000	0.0%
E-19	Insurance	21,089	25,000	32,600	32,000	28.0%
E-20	Miscellaneous	7,186	28,200	9,537	24,200	-14.2%
	<b>Subtotal Other Than Personnel</b>	<b>3,344,380</b>	<b>3,369,900</b>	<b>3,188,043</b>	<b>3,372,400</b>	<b>0.1%</b>
	<b>TOTAL EXPENSES</b>	<b>6,891,673</b>	<b>7,382,401</b>	<b>6,617,688</b>	<b>7,193,300</b>	<b>-2.6%</b>
	<b>Net Revenue before Depreciation</b>	<b>(282,757)</b>	<b>(645,251)</b>	<b>970,864</b>	<b>(547,900)</b>	
	<b>Prv. Yr. Temp. Restd. Assets to be released</b>		<b>42,650</b>		<b>6,500</b>	
	<b>From Reserves</b>		<b>602,600</b>		<b>541,400</b>	
	<b>Depreciation &amp; Non-Cash Activity</b>	<b>225,940</b>	<b>187,750</b>	<b>190,008</b>	<b>144,250</b>	
	<b>TOTAL EXPENSES with Depreciation</b>	<b>7,117,613</b>	<b>7,570,151</b>	<b>6,807,696</b>	<b>7,337,550</b>	
	<b>Net Revenue</b>	<b>(508,697)</b>	<b>(230,401)</b>	<b>780,856</b>	<b>(150,750)</b>	