

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
April 24, 2007 – Approved May 29, 2007

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:05 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, Mary Ellen Forte, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Marie Grace Mutino, Sue Neale, and John Sorice

Board members absent: Deborah Fay, Patricia Fontanella, Blanca Lopez

Also present from WLS were: Siobhan Reardon, Wayne Hay, Steven Pisani, Judith Rovenger, John Smith, Elaine Sozzi

PLDA Representative: Jane Marino, Director, Bronxville Public Library

Guests: Susan Baerg Epstein, Library Automation & Management Consultant; Marilyn Johnson, Author

MINUTES

The minutes of the meeting of March 27, 2007 were amended on Page 3, under the section for “Adjournment,” the first paragraph was changed to include the following (additions in italics):

Having completed its agenda, the Board adjourned its meeting at 7:30 p.m. and agreed to go into Executive Session *to discuss a real estate matter* on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously. The executive session adjourned at 7:35 p.m. *with no action being taken.*

The minutes were approved as amended on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell. The motion passed unanimously.

FINANCIAL REPORTS

The Financial Reports for March 2007, as reviewed by Ms. Furth, were approved as submitted on a motion by Ms. Amato and seconded by Mr. Jamali. The motion passed unanimously.

ACTION ITEMS

Fiscal Year 2006 Year-End Audit: Mr. Sorice, Chair of the WLS Audit Committee, and other committee members, Ms. Hickernell, Dr. Mutino, and Mr. Donelson, met with the WLS Auditors, Lutz & Carr.

The audit was reviewed in detail. Though not material, financial weaknesses were cited in the areas of year-end posting adjustments, bank reconciliation approval, inventory control, and document destruction policy. Also of significance was the introduction of a new Financial Accounting Standards Board (FASB) rule for 2007 whereby the unrecognized portion of the post retirement obligation (\$1.6 Million) will need to be recognized in 2007. Although this resulting charge will show an immediate decrease in our net asset position of \$1.6 Million, it does not affect our operation.

The Audit Committee also recommended that WLS look into getting another audit firm to get a fresh approach. WLS staff and the Audit Committee will develop a list of potential Westchester County firms for the 2008 audit year.

The WLS audit for 2006 was accepted on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed unanimously.

Central Library Development Aid Budget: Ms. Reardon noted that each year the State of New York requires the submission of a budget proposal for the use of funds set aside for services provided by the System's central library. The FY07 anticipated appropriation for Central Library Development Aid (CLDA) is \$367,007. The Mount Vernon Public Library Board of Trustees at their 4/18/07 Meeting recommends approval of the Central Library Development Aid budget proposal, and the members of the Public Library Director's Association at their 4/19/07 meeting recommend approval as well. Ms. Reardon gave an overview of the submitted budget.

The WLS Board approved the Central Library Development Aid budget as submitted on a motion by Ms. Neale and seconded by Ms. Dohrenwend. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson welcomed Marilyn Johnson, author of *The Dead Beat*, and Susan Baerg Epstein to the meeting. He noted that this year's Book & Author Luncheon was a big success and reminded all committees to schedule meetings.

DIRECTOR'S REPORT

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

Ms. Reardon reported that it has been a disappointing start with the Sirsi migration and introduced Susan Baerg Epstein to further explain the current status.

Ms. Epstein noted that all libraries are now up and the catalog is accessible. The most severe problems have been with the management of the underlying Oracle database; the indexing of the data, even though the data did migrate successfully; the online holds; and year-end reports. Sirsi management has been notified of all problems. Ms. Marino noted that WLS has done a good job of communicating the issues, although some directors have not been satisfied. A huge upload for re-indexing is scheduled for the beginning of next week; and this should address many of these issues.

Ms. Reardon also noted that the Ossining Public Library has appointed a new director, Elizabeth Bermel, who comes from the San Antonio Public Library. Town of Pelham Library, The Warner Library (Tarrytown), and Rye Free Reading Room were all affected by the storm of April 15th. The Book & Author Luncheon met its financial target, and the new venue of the Trump National Golf Course worked well. The Not-for-Profit Leadership Summit is being held on May 14, 2007; and the American Library Association (ALA) Annual Conference will be held in Washington, DC, from June 21-27th.

OTHER

Ms. Forte announced that the Triple Hill Music Festival will be taking place in Mount Vernon. As part of the festival, the Mount Vernon Public Library will present, "Rock My Soul: The Black Legacy of Rock & Roll," an exhibition on loan from Cleveland's Rock & Roll Hall of Fame. She encouraged all to attend.

Dr. Jacknis, Beth Weinstein, and Lisa Graziadei met with Timothy Wood Design to discuss the WLS webpage project.

PLDA REPRESENTATIVE

Ms. Marino thanked all WLS staff for their efforts with the Sirsi migration and for the progress that is being made. Mr. Hay and Ms. Epstein also gave a full report at the PLDA general meeting. There has been a noticeable difference for the better in the delivery. The directors were thankful for the \$175 grants for African-American children's programming from the proceeds of the WLS African-American Writers & Readers Literary Tea. Many directors attended the Book & Author Luncheon and congratulated the WLS staff on another successful event.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:20 p.m. on a motion by Dr. Jacknis and seconded by Ms. Neale. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, May 29, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY.

Respectfully submitted,

Sue Neale, Secretary