

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
August 21, 2007 - Revised & Approved 9/25/2007

SPECIAL MEETING

A Special 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, Deborah Fay, Patricia Fontanella, Barbara Hickernell, Naseem Jamali, Blanca Lopez, Marie Grace Mutino, Sue Neale

Board members absent: Mary Ellen Forte, Hope Furth, LaRuth Gray, Norman Jacknis, John Sorice

Also present from WLS were: Siobhan Reardon, Rachel Charny, Wayne Hay, Robin Osborne, Steven Pisani, Judith Rovenger, John Smith

PLDA Representative: Jane Marino, Director, Bronxville Public Library

Guests: Stephanie Sarnoff, Director, Scarsdale Public Library; Pamela Thornton, Director, Chappaqua Library; and Cris Ansnes, Director, North Castle Public Library (Armonk)

MINUTES

The minutes of the meeting of June 19, 2007 were approved as submitted on a motion by Ms. Neale and seconded by Ms. Amato. The motion passed unanimously.

FINANCIAL REPORTS

The Financial Reports for July 2007, as reviewed by Mr. Smith, were approved as submitted on a motion by Ms. Neale and seconded by Ms. Lopez, with the suggestion that the sub-total of the Short-Term Liabilities be corrected on Page 4. The motion passed unanimously.

ACTION ITEMS

FY 2007-2008 State Aid for Public Library Construction \$14 Million Appropriation: Ms. Reardon explained that the New York State Legislature once again provided a one-time allocation of \$14 Million in capital funds for public library construction in the 2007-2008 State Budget. For Westchester Library System, an additional \$652,251 in aid is available. A total of 12 applications were received. The PLDA Grants Committee, consisting of Jane Marino, Director, Bronxville Public Library; Mary Donnery, Director, Croton Free Library; and Jeffrey

Ault, Director, Dobbs Ferry Public Library, along with Ms. Reardon, reviewed the applications on the basis of established guidelines and priorities and took into consideration the economic needs and complexities of the communities as well as previous awards received for public library construction aid. The Committee made the following recommendations for award:

Applicant Name	Project Description	Recommended Award Amount	Rank
Mamaroneck Public Library District	New Construction/Building Expansion/Renovation/Rehabilitation/Energy Conservation/Accessibility: For site remediation and preparation, installation of controls, drainage and containment, metal fabrications, foundation laying and related foundation construction on adjacent lot where new wing will be constructed (part of overall \$16,292,602 expansion project).	\$150,000	1st
Greenburgh Public Library	New Construction/Building Expansion/Energy Conservation/Accessibility: Installation of the geothermal system to heat and cool the building (part of overall \$19.8 Million new building).	\$80,000	2nd
Yorktown-John C. Hart Memorial Library (Shrub Oak)	Renovation/Rehabilitation: Roof replacement.	\$70,000	3rd
Mount Kisco Public Library	New Construction/Energy Conservation: Installation of geothermal heating and cooling system (part of overall \$8 Million new building).	\$65,000	4th
Tarrytown-The Warner Library	Renovation/Rehabilitation: Restoration and renovation of the Vestibule, Rotunda and Audubon Room.	\$65,000	5th
White Plains Public Library	Renovation/Rehabilitation/Energy Conservation/Accessibility: Roof replacement.	\$65,000	6th
Larchmont Public Library	Renovation/Rehabilitation/Energy Conservation: Major rehabilitation of the HVAC system (part of total \$299,530 project started in April 2007.)	\$45,000	7th
New Rochelle Public Library	Renovation/Rehabilitation: Initiate a technology infrastructure & rewire building with Category 5e data cables with drops; install voice over IP data drops; institute a surveillance system and establish a secure, climate-controlled computer closet for telecommunications hardware.	\$35,000	8th
Huguenot Children's Library (New Rochelle Public Library)	Renovation/Rehabilitation: Renovation of building's basement into utilitarian space for programs.	\$30,000	9th
Pelham-Town of Pelham Library	Renovation/Rehabilitation: Installation of a new sump pump to alleviate flooding in the library's basement, which provides storage space and houses the communications hub and HVAC ductwork.	\$17,251	10th
Ardsley Public Library	Renovation/Accessibility: Create a new parking area and sidewalk for safe entry.	\$15,000	11th
Armonk-North Castle Public Library	Renovation/Rehabilitation: Converting their Magazine Room into a multi-purpose community room.	\$15,000	12th

The recommendations were approved as submitted on a motion by Ms. Fontanella and seconded by Ms. Neale. The motion passed unanimously.

FY 2007-2008 State Aid for Public Library Construction \$800,000 Appropriation: Ms. Reardon noted that the annual allocation of \$800,000 remained the same for public library construction in the 2007-2008 State Budget. For Westchester Library System, \$37,271 in aid is available. A total of 5 applications were received. The PLDA Grants Committee, consisting of Jane Marino, Director, Bronxville Public Library; Mary Donnery, Director, Croton Free Library; and Jeffrey Ault, Director, Dobbs Ferry Public Library, along with Ms. Reardon, reviewed the applications on the basis of established guidelines and priorities and took into consideration the economic needs and complexities of the communities as well as previous awards received for public library construction aid. The Committee made the following recommendations for award:

Applicant Name	Project Description	Recommended Award Amount	Rank
Mamaroneck Public Library District	New Construction/Building Expansion/Renovation/Rehabilitation/Energy Conservation/Accessibility: For masonry assembly costs relating to the foundation for the lot adjacent to the library where the new wing will be constructed (part of \$16.2 Million expansion project).	\$13,796	1st
Greenburgh Public Library	New Construction/Building Expansion/Energy Conservation/Accessibility: Installation of a daylight savings control for lighting fixtures and sensor operated bathroom fixtures for water usage efficiency (part of \$19.8 Million new building).	\$7,000	2nd
Mount Kisco Public Library	New Construction/Energy Conservation: For 250 cubic yards of concrete for the foundation (part of \$8 Million new building).	\$7,000	3rd
Tuckahoe Public Library	Renovation/Rehabilitation: Parking lot renovations for better accessibility to library.	\$5,075	4th
Armonk-North Castle Public Library	Renovation/Rehabilitation: Window Replacement	\$4,400	5th

The recommendations were approved as submitted on a motion by Ms. Fay and seconded by Ms. Lopez. The motion passed unanimously.

Revised Free Direct Access Plan: During the review of the WLS Plan of Service, the NYS Division of Library Development (DLD) did not approve the Free Direct Access Plan which was approved and submitted by the WLS Board and a majority of member library boards last September. DLD required more definition regarding unserved areas as well as stronger language around WLS's role as advocate for Westchester's libraries.

The member libraries, in revisiting the plan, reviewed the WLS's Board's revision to the Free Direct Access Plan which established WLS as the agent on behalf of the members as it related to contracts for service to unserved areas. A revised version of the Free Direct Access Plan by the Public Library Directors was submitted for WLS Board approval. The revisions included different language around the contracts for service to unserved areas--the word "contiguous" was redefined to include "nearby" and includes a radius clause; and the DLD language regarding WLS's and the Central Library's role in serving unserved constituents is included. Each library director was asked to take this revision to their respective Boards for either adoption or rejection.

The revised Free Direct Access Plan was approved as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed with one abstention.

Whistle-Blower Protection Policy: During the audit of the 2006 financial statements, WLS' outside auditors, Lutz and Carr, recommended that we adopt a Whistle-Blower Protection Policy. A policy was drafted to incorporate the following essential parts: purpose of the policy; matters that should be reported; employee protection rights; the investigation process; and actions taken if wrongdoing is suspected.

The Whistle-Blower Protection Policy was approved as submitted on a motion by Ms. Fontanella and seconded by Ms. Neale. The motion passed unanimously.

Appointment of a New Accountant: Mr. Smith reported that Lutz and Carr has been the accountant and external auditor for WLS for over 17 years. It has been a number of years since other accounting firms have been evaluated. The WLS Audit Committee initiated a search to interview other firms. Six perspective firms were identified and a request for proposal was sent to each. Four candidates were interviewed on August 15th and 16th. The firms were: Victor Cannistra CPA; Condon O'Meara McGinty & Donnelly; Dorfman Abrams Music; and Weiser.

Dorfman Abrams Music emerged as the preferred candidate for their knowledge and candid presentation. Dorfman Abrams Music has six partners and a staff of about 50 professionals; and the partner that will be assigned to the WLS account has extensive experience with prominent non profits and other library systems as well.

The Board approved the selection of Dorfman Abrams Music as the external auditor/accountant for WLS, with thanks to the Audit Committee, its chair Mr. Sorice, Mr. Smith and Ms. Reardon, on a motion by Ms. Fay and seconded by Ms. Hickernell. The motion passed unanimously.

Bokomaten "GoLibrary" Program: Ms. Reardon noted that this topic was deferred from last month's meeting. Bokomaten, being marketed in the US as GoLibrary, would provide residents of Westchester County with an innovative automated service for borrowing and returning library material. The unit that was display at the American Library Association Conference was shipped to WLS; and a decision to purchase the unit was required by August 31st.

The unit has been demonstrated and experienced here by member library directors, trustees, and others. A strong interest by a number of member library directors initiated the WLS proposal to place five (5) units in locations throughout the County: the Scarsdale train station, the North Castle Public Library, the Chappaqua Public Library, the Yorktown Heights Community Center, and Westchester Medical Center. These locations would provide a variety of different traffic patterns ideal to test this program.

The pros and cons of this program were discussed in detail. Ms. Furth, although not present, submitted her comments against the project via Mr. Donelson who shared them with the board members. Cris Ansnes, Director of North Castle Public Library; Stephanie Sarnoff, Director of Scarsdale Public Library; and Pamela Thornton, Director of Chappaqua Library, came to share their support of the project.

The projected purchase cost per unit is currently estimated at 74,000 Euro, which translates to US\$113,000. This cost includes the transportation, delivery, start up kit, software license fee and installation support. The cost for all 5 units would be approximately \$565,000. This cost would

be spread across two fiscal years (2007 and 2008): \$200,000 from the WLS IT budget New Initiatives (\$125,000 from the 2007 budget and \$75,000 from the 2008 budget) and \$75,000 from each of the adopting libraries (\$50,000 is currently committed by two libraries and three libraries are seeking funds). Adopting libraries will bear the ongoing operational costs of annual maintenance and stocking the machine and RFID tags, with the exception of machines that would be placed in a non-library, county-based location which would then be WLS's responsibility. WLS is seeking \$226,000 from outside sources across 2007 and 2008 budgets to cover the cost of the recommended non-library sites.

The Board voted to authorize the Director, Controller and IT Manager to negotiate a contract with Distec AB on behalf of the interested member libraries, and to authorize the use of \$200,000 of WLS funds as noted above to support the initial member library installations, for a total of six (6) GoLibrary units on a motion by Ms. Hickernell and seconded by Ms. Dohrenwend. The motion passed with a vote of 9 for and 1 against.

DIRECTOR'S REPORT

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

Ms. Reardon noted that the Sirsi system is improving; work on the Health Advocacy Center is progressing with a November start-up date; planning for the WLS bookmobile is well underway and should be ready for the road in January/February of 2008.

PLDA REPRESENTATIVE

Ms. Marino noted that she missed the last PLDA meeting when the Free Direct Access Plan was discussed but was part of the PLDA Grants Committee, and she had nothing additional to report.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 6:59 p.m. on a motion by Ms. Neale and seconded by Ms. Lopez. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, September 25, at 6:00 p.m.** at WLS headquarters.

Respectfully submitted,

Sue Neale, Secretary