

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
January 30, 2007 – Approved 2/27/2007

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Hope Furth, Barbara Hickernell, Norman Jacknis, Marie Grace Mutino, John Sorice

Board members absent: LaRuth Gray, Naseem Jamali, Blanca Lopez, Sue Neale

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

MINUTES

The minutes of the meeting of December 12, 2006 were approved as submitted on a motion by Ms. Furth and seconded by Dr. Mutino. The motion passed unanimously.

FINANCIAL REPORTS

Mr. Smith noted that the financial reports were delayed by the audit, which is in the process of being completed. A complete audit report is expected next month.

ACTION ITEMS

Authorization to Borrow from Board Restricted Fund: Mr. Smith noted that the Board Restricted Fund was established to allow for the temporary borrowing of funds to meet the daily ongoing cash needs of the organization due to delays in the receipt of State or Westchester County aid. The fund balance at December 31, 2006, was \$465,737. Historically, WLS runs into cash flow problems in the first quarter of each year due to delays in receipt of State and Westchester County aid. In anticipation of a similar cash flow problem for the first quarter of 2007, the Board was asked to allow for the temporary borrowing from the Board Restricted Fund.

The Board approved temporarily borrowing from the Board Restricted Fund and the repayment back to the fund once the State and Westchester County aid is received on a motion by Ms. Dohrenwend and seconded by Ms. Fontanella. The motion passed unanimously.

Library Services & Technology Act (LSTA) Service Improvement Invitational Grant: Ms. Reardon noted that the New York State Library allocated \$750,000 in federal FY 2007 LSTA funds for an Invitational Grant Program focused on assisting library systems to help their member libraries improve library services. Grants will be made to library systems only, based on a formula for each type of system. The WLS LSTA Service Improvement Grant is entitled, “Librarian’s Best Picks Makeover and Training Initiative.” A self-selected committee of Westchester County librarians have organized and implemented a complex series of pathfinder web sites called “Librarians’ Best Picks” [www.westchesterlibraries.org/resources/]. These pathfinders cover approximately 28 major categories of information such as Health, Art, Travel, Education and most importantly, Westchester County web links and resources unique to this geographical area. This grant for \$15,000 will allow WLS to improve the look and versatility of the web site and offer better access to our libraries’ staffs by making the links more accessible and comprehensive to use. The funds will be used to hire a consultant to review and upgrade the Librarians’ Best Picks website.

The Board approved WLS's LSTA Service Improvement Invitational Grant on a motion by Ms. Dohrenwend and seconded by Mr. Sorice. The motion passed unanimously.

Library Services & Technology Act (LSTA) Mini Grants for 2007 Summer Reading Program: Ms. Reardon reported that New York State Library also allocated LSTA funds to support the 2007 Mini Grants for Summer Reading Programs. A total of \$11,630 is allocated to WLS, and WLS will include distribution of mini grants to our member libraries for programming in their libraries for the Summer Reading Program 2007 as well as provide professionally prepared reading lists.

The Board approved WLS's LSTA Mini Grants for 2007 Summer Reading Program on a motion by Ms. Fontanella and seconded by Ms. Amato. The motion passed unanimously.

The Board agreed to temporarily adjourn the Regular Meeting and to go into the Organizational Meeting on a motion by Ms. Fontanella and seconded by Ms. Amato. The motion passed unanimously.

ORGANIZATION MEETING

The annual Organization Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:25 p.m. at WLS Headquarters.

The Oath of Office required by New York State for public library system trustees was administered to the newly elected trustees for their term.

Mary Ellen Forte, Chair of the Nominating Committee, reported that the following trustees have agreed to run for the offices noted. With no nominations from the floor, the following slate was presented:

President: Dave Donelson
Vice-President: Patricia Fontanella
Secretary: Sue Neale
Treasurer: Hope Furth

The above slate was approved on a motion by Ms. Hickernell and seconded by Dr. Mutino. The motion passed unanimously.

Ms. Forte thanked the outgoing officers for their years of service: Ms. Dohrenwend served as Treasurer for 4-1/2 years and Ms. Amato served as Secretary for 3 years.

There being no further business, the organizational meeting adjourned and the regular meeting resumed at 6:29 p.m. on a motion by Dr. Jacknis and seconded by Ms. Furth. The motion passed unanimously.

ACTION ITEMS

Revised WLS Employee Handbook: Ms. Reardon noted that the last full revision of the WLS Employee Handbook was completed in 2000. A seminar held in December for the WLS administrative staff by Bob Heiferman regarding proper workplace practices prompted the need to review the Handbook. Ms. Reardon introduced Larry Jennings, the human resources consultant who worked with WLS staff to revise the Handbook by upgrading the language and formally including a number of general policies as requested by law and Federal guidelines. The completed revision was reviewed by the WLS attorney. Discussion followed regarding the Handbook and the stand alone policies issued.

The Board approved the following policies on the basis that they would be subject to annual review:

Equal Employment Opportunity Policy as submitted with the deletion of the mention of Assistant Director on a motion by Dr. Jacknis and seconded by Ms. Fontanella; the motion passed unanimously.

Anti-Harassment Policy as submitted on a motion by Ms. Dohrenwend and seconded by Mr. Sorice; the motion passed unanimously.

Workplace Violence Policy as submitted on a motion by Dr. Jacknis and seconded by Ms. Fontanella; the motion passed unanimously.

Electronic Data and Telecommunication Policy as submitted with the addition of visitors to the "Application" line on a motion by Ms. Fontanella and seconded by Ms. Amato; the motion passed unanimously.

Exempt and Non-Exempt Employee Pay Policy as submitted on a motion by Ms. Fontanella and seconded by Dr. Mutino; the motion passed unanimously.

Progressive Discipline Policy as submitted on a motion by Dr. Jacknis and seconded by Ms. Fay; the motion passed unanimously.

The Board also approved the revision of the WLS Employee Handbook as presented with the incorporation of suggested editorial changes on a motion by Dr. Mutino and seconded by Ms. Amato. The motion passed unanimously.

DIRECTOR'S REPORT

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

Reminders: Ms. Reardon reminded the Board of the following upcoming events: the Book and Author Luncheon is being held on April 19, 2007, at new venue—Trump National Golf Club; and Robin Osborne will be having the next interagency meeting for County service agencies on March 14, from 9-11 am at the YWCA of Westchester, 515 North Street in White Plains.

DEPARTMENT PRESENTATION

Wayne Hay, Manager of Information Technology, gave an overview of his Department and the role it plays for the member libraries.

PLDA REPRESENTATIVE

Ms. Reardon introduced this year's PLDA Representative, Jane Marino, Director of the Bronxville Public Library. Ms. Marino noted that PLDA is looking into the structure of their bylaws, and a committee has been formed to review the current document. The revised bylaws will be brought to the PLDA General Membership at their February Meeting. The directors appreciated the continuing education program with Michael Borges of NYLA and look forward to connecting with legislators on Lobby Day. The directors are also happy with first wave of Sirsi training as well as the new bins for the delivery service.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Ms. Amato and seconded by Ms. Furth. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, February 27, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY.

Respectfully submitted,

Sue Neale, Secretary