

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 19, 2007 – Approved August 21, 2007

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Sue Neale, Secretary, at 6:10 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, Naseem Jamali, Marie Grace Mutino, Sue Neale, and John Sorice

Board members absent: Deborah Fay, Patricia Fontanella, Norman Jacknis, and Blanca Lopez

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

Guests: Marilyn Johnson, Author

MINUTES

The minutes of the meeting of May 29, 2007 were approved as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell. The motion passed unanimously.

FINANCIAL REPORTS

The Financial Reports for May 2007, as reviewed by Ms. Furth, were approved as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell. It was suggested that the spelling of the word “promises” in the title of the chart on Page 3 be corrected. The motion passed unanimously.

ACTION ITEMS

Marketing and Communications Services Firm Proposal: Ms. Reardon explained that WLS issued a Request for Proposal to five Westchester-based Communications/Public Relations firms to develop and implement an ongoing promotional campaign to raise the visibility of WLS and its member libraries.

The following firms submitted proposals: MSCO, Thompson Bender, Harrison Edwards, Co-Communications, and Cole Communications. A committee of WLS staff including Siobhan

Reardon, Kate Meyer, Trustee Dave Donelson, WLS communications consultant Beth Weinstein and PLDA representatives Stephanie Sarnoff (Director, Scarsdale Public Library) and Steve Force (Director, Yonkers Public Library) interviewed all eligible firms. After the interviewing process, two companies emerged as excellent candidates. These firms were discussed in detail with regard to their strengths and weaknesses.

A retainer-fee contract with Co-Communications for an 18-month period (through December 2008) not to exceed an amount of \$125,000 was approved on a motion by Ms. Dohrenwend and seconded by Mr. Sorice. The motion passed unanimously. Other direct disbursements in connection with this contract, such as printing of materials, radio time, etc., will be paid out separately.

Bokomaten Pilot Project Proposal: Ms. Reardon and Mr. Hay described the goal of this project as providing residents of Westchester County with an innovative automated service for borrowing and returning library material. Bokomaten, now being marketed in the US as GoLibrary!, provides library users with the unprecedented convenience of borrowing or returning materials in sites other than an existing library building—*independent of traditional, and limited, hours of operation.* This would also be a unique opportunity to increase visibility for both the community libraries and WLS.

The initial proposal consisted of placing 5 units in locations throughout the county: the Scarsdale train station, the North Castle Public Library, the Yorktown Heights Community Center, the Westchester Medical Center, and one location to be determined. The purchase cost per unit is \$84,000, and the shipping cost per unit is \$1,900. Adopting libraries will bear the ongoing operational costs.

A number of concerns were raised regarding the number of units being considered for the pilot project; the fact this is a first generation product in the U.S.; lack of infrastructure in the U.S. for maintenance of the equipment; stocking and re-stocking of the machines; and loss of the special boxes by which the materials are distributed through the machine.

A motion was made by Mr. Sorice, and seconded by Dr. Mutino, to proceed with the purchase of one machine at the price of \$84,000 as well as shipping of the machine to WLS. The motion was defeated by a vote of 7 against and 4 in favor.

Following this vote, Mr. Hay reported that the Bokomaten company (Distec) would agree to transport the one unit that will be on display at the American Library Association Conference in Washington, DC, to WLS. If WLS decides not to purchase the unit by August 31st, Distec would have the right to move the unit to another library and WLS would then only be responsible for the cost of the transport of the unit from Washington, DC, to New York. The Board approved this agreement by consensus, and a special meeting was scheduled for August 21st to discuss the final purchase decision on the unit.

INFORMATION ITEMS

Contract with Westchester County Department of Corrections (DOCS): Ms. Osborne noted that WLS has a longstanding collaboration with Westchester DOCS, largely due to an annual contract administered by the New York Department of Corrections. Most services provided by WLS have focused on developing resources to support the adult educational programs administered at the penitentiary. While NY state law requires that county correctional facilities provide inmates access to law libraries, there is no similar requirements for general library services. Westchester DOCS is seeking accreditation from the American Correctional Association, which has standards that must include general library services for inmates.

WLS will work with Westchester DOCS for \$10,000 to assess the viability of implementing general library services for inmates at the Westchester County Jail and Penitentiary that would be administered by the WLS Outreach Department. Ms. Osborne will conduct this assessment, which will take approximately 200 hours.

Physical Inventory of System Wide Computers: Mr. Smith reported that there are over 800 computers that the IT Department maintains as part of its contract with the individual libraries or located at WLS. Track-It, the IT Department's computer software package, is used to account for the physical location of each computer and is used as a work order monitoring system. In July a physical inventory will be taken of 100% of the items for which the IT Department is responsible. Software and hardware enhancements to Track-It will need to be purchased that will allow for real time updating of the physical movement of equipment and a comprehensive work order improvement. This will allow for improved record keeping, improved efficiency of the IT staff, better statistical information, and a more accurate physical inventory. The items to be acquired include three bar code scanners, software and service support, and the estimated cost is approximately \$10,000.

PRESIDENT'S REPORT

Mr. Donelson reported that the Funding Committee met on June 5th and raised several ideas with regard to fundraising; and he noted the hiring of the marketing firm will play an important role.

Mr. Donelson noted that the New York State Public Library Construction Grant applications, which are due to Albany by September 14th, will need to be reviewed and a decision will need to be made whether to purchase the Bokomaten/Go Library! Unit—all before the next regularly scheduled Board Meeting on September 25th. It was decided to hold an extra meeting on Tuesday, August 21st.

DIRECTOR'S REPORT

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

Ms. Reardon gave a demonstration of the new webpage designs for WLS from consultant Tim Woods. A total of six designs were created, and their overall concepts were reviewed with the Board.

PLDA REPRESENTATIVE

Ms. Marino reported that the PLDA Strategic Planning Committee gave their first report at the PLDA June meeting which covered a number of issues including Sirsi, the Free Direct Access Plan, web presence, and IT services. Due to the number of items outstanding, PLDA decided to hold a July meeting. The staff's level of tension with the Sirsi system is easing; however, communication remains vital.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:50 p.m. on a motion by Dr. Gray and seconded by Ms. Neale. The motion passed unanimously.

An additional special meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, August 21, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown; and 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