

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 27, 2007 – Approved 4/24/2007

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, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Hope Furth, LaRuth Gray, Norman Jacknis, Naseem Jamali, Blanca Lopez, Marie Grace Mutino, Sue Neale, and John Sorice

Board members absent: Barbara Hickernell

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

Guests: Beth Weinstein, WLS Web Design Consultant; Lisa Ann Graziadei, WLS Web Master

MINUTES

The minutes of the meeting of February 27, 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 February 2007, as reviewed by Ms. Furth, were approved as submitted on a motion by Ms. Forte and seconded by Ms. Amato. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson reviewed the list of WLS Board Committees. He encouraged all committees to begin scheduling meetings, and the Audit Committee will need to meet as soon as possible to finalize the 2006 WLS audit.

Mr. Donelson noted that a letter was sent to Lydia Dallas, President of the Ardsley Public Library, as follow up to the February 27th meeting regarding the Elmsford/Ardsley/Greenburgh contract.

Mr. Donelson reminded all trustees that the Book & Author Luncheon still needs more silent auction items. Mr. Donelson also welcomed Entergy as a sponsor of the luncheon.

DIRECTOR'S REPORT

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

Ms. Reardon noted that the Ossining Public Library had their opening on March 25th, and it is the first Westchester library to have RFID (radio frequency identification); Mount Kisco Public Library moved to its temporary quarters on March 15th; and Port Chester Public Library Board approved a resolution to rename the library to the Port Chester-Rye Brook Public Library. The Sirsi migration is scheduled for April 6-April 16. A service advisory was issued to all local newspapers to notify the public of the interruption in service. The Trustee Institute held on March 21st was well attended with over 20 libraries being represented. The content was good and it provided an opportunity for communication among the libraries.

ACTION ITEMS

Web Site Design and Consultancy:

Ms. Reardon introduced Beth Weinstein, the consultant hired to assist the organization in the web development and assessment processes. Ms. Weinstein noted that the current WLS web site, developed and designed in 1997, does not effectively incorporate or represent the new WLS brand logo (launched July 2006) and is outdated in appearance, navigation, structure and in the presentation of content. The core purpose of the site is to provide information on and about the Westchester Library System, its member libraries and services provided by these organizations. The site also refers the public who use this site to important on-line information and resources recommended by the WLS and member library staff, as well as our community partners who work in unison with libraries to support similar constituencies.

In February 2007, WLS staff sent a Request for Proposal to eight web design firms in Westchester County to understand what it would take to redesign the current site. Four companies responded to the RFP. The following three met the basic criteria for serious consideration: Harquin Graphics, Timothy Wood Design, and Calico. These proposals were discussed in detail.

The Board approved to authorize Ms. Reardon to negotiate a final contract with Timothy Wood Design up to \$65,000 budget on a motion by Dr. Jacknis and seconded by Ms. Dohrenwend. The motion passed unanimously.

INFORMATION ITEMS

Health Literacy Initiative:

Ms. Reardon reported that during the fiscal year 2007 budget development season, WLS requested that the County provide support for a reinstatement of an Adult Services Consultancy for WLS on behalf of its member libraries. At budget adoption, WLS's appropriation from Westchester County was increased by \$50,000 in the base-lined budget and an additional \$40,000 will be supplemented by the Department of Senior Programs and Services to support our

request. WLS is proposing to use the \$40,000 appropriation from the Department of Senior Programs and Services to establish a Health Literacy Initiative. The goal of this initiative is to assist health information seekers to gain basic information, become more capable in evaluating health information, formulating better questions when interacting with health professionals, knowing their basic health care rights, and generally being a more informed health care consumer. Our pilot project will open Health Advocacy Centers at the Grinton I. Will Library Branch of the Yonkers Public Library and the John C. Hart Memorial Library in Yorktown. Our partners in the project are the Medicare Rights Center and Sarah Lawrence College's Health Advocacy Program.

OTHER

Ms. Reardon announced that WLS and the Dobbs Ferry Public Library will be receiving the Westchester Arc's Employment Development Award for 2007 on April 26th. This award recognizes the contribution made to further the employment and self-actualization of developmentally disabled citizens of Westchester County.

PLDA REPRESENTATIVE

Ms. Marino noted that PLDA has passed their revised Bylaws. The main change was to the composition of the Executive Committee and the ability for directors to send a voting proxy to meetings. At their March meeting, Mr. Hay spoke about the upcoming migration to Sirsi; and the timeliness and quality of the delivery service was discussed.

ADJOURNMENT

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 WLS Board immediately re-convened the regular meeting by consensus at 7:36 p.m.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, April 24, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY.

Respectfully submitted,

Sue Neale, Secretary