

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 29, 2007 – Approved June 19, 2007

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:01 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, Barbara Hickernell, Naseem Jamali, Blanca Lopez, Marie Grace Mutino, Sue Neale

Board members absent: Hope Furth, LaRuth Gray, Norman Jacknis, and John Sorice

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

Guests: Tom Geoffino, Director, New Rochelle Public Library; Marilyn Johnson, Author

MINUTES

The minutes of the meeting of April 24, 2007 were approved as submitted on a motion by Ms. Hickernell and seconded by Mr. Jamali. The motion passed unanimously.

FINANCIAL REPORTS

The Financial Reports for April 2007, as reviewed by Mr. Smith, were approved as submitted on a motion by Ms. Hickernell and seconded by Ms. Lopez. The motion passed unanimously.

ACTION ITEMS

WLS Current Borrowing Facility: Mr. Smith explained that WLS has an existing Line of Credit with Commerce Bank. This facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. The only restriction consists of the submission of audited financial statements on the part of WLS. The current facility expires on June 30, 2007. We have obtained bank approval to extend the facility for an additional year. During the prior year, there were no borrowings under the facility. While the need to borrow under the facility is not foreseen for the next year, given there are no encumbrances, covenants or facility fees, it is recommended to extend the borrowing agreement for one year to allow for financial flexibility.

The extension of the existing Line of Credit with Commerce Bank for an additional year was approved on a motion by Ms. Forte and seconded by Ms. Dohrenwend. The motion passed unanimously.

WLS Document Retention Policy: Mr. Smith explained that during the audit of the 2006 financial statements, WLS outside auditors Lutz and Carr recommended the adoption of a Document Retention Policy. The WLS Audit Committee, with the assistance of Patricia Dohrenwend, submitted a draft policy that covers the requirements of the Sarbanes-Oxley Act, IRS guidelines and other best practices applicable to WLS. The policy was discussed.

The Board approved the Document Retention Policy as submitted on a motion by Ms. Neale and seconded by Dr. Mutino. The motion passed unanimously. Ms. Dohrenwend offered her availability to do a workshop for WLS staff to review this policy.

Central Library Service Plan 2007-2011: Ms. Reardon noted that WLS was informed by NYS Division of Library Development that the submitted plan for the Central Library, as part of the System Plan of Service for 2007-2011, was not acceptable because it was specifically Mount Vernon Public Library's Plan and not a separate Plan targeted toward the role of the Central Library. A revised Central Library Service Plan 2007-2011 was submitted to the Board for its review. This Plan has been approved by both the Mount Vernon Public Library Board and the general membership of the Public Library Directors Association (PLDA).

The WLS Board approved the Central Library Service Plan 2007-2011 as presented on a motion by Ms. Forte and seconded by Ms. Fontanella. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Donelson suggested having a procedure for the reimbursement of expenses for WLS Trustees who attend professional conferences. It was agreed by consensus that all expenses would be reimbursed for the President and two (2) trustees would be reimbursed for registration to the conference, travel to and from the conference, and a per diem not to exceed \$150 per day.

COMMITTEE REPORTS

The Funding Committee is scheduled to meet on June 5th; the Audit Committee has completed most of their work and will now focus on the proposal for a new auditing firm; and the WLS Bylaws were distributed to the Governance Issues Committee for review.

DIRECTOR'S REPORT

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

In addition, Ms. Reardon reported that the WLS Free Direct Access Plan was returned by the Division of Library Development regarding the following issues: the language around the contracts for unserved areas; support for Direct Use and a formula definition; and the addition of the definition of contiguous. A revised Free Direct Access Plan was distributed to PLDA for their review. Ms. Marino reported that some directors raised concern regarding the issue of contracts for unserved areas and because they did not have enough time to review the revised edition.

Ms. Reardon is recommending the formation of a committee to evaluate the Free Direct Access Plan along with the WLS Code of Service over the summer.

Ms. Reardon noted that much progress has been made with the operation and functionality of the new Sirsi system. Patrons are now able to place holds and receive a message when their hold is available for pickup; system backups are being completed successfully; and staff are able to link new holdings to the catalog. A solution is still being sought to print or email overdue notices and address other issues on a library-by-library basis relative to collection codes.

Judith Rovenger has been working with the Newspaper in Education program of *The Journal News* in developing their summertime edition dedicated to summer reading.

WLS is participating in a countywide program called “Open Books” with the Westchester Arts Council, the Jacob Burns Film Center, the Katonah Museum of Art and the Hudson River Museum. The program celebrates Westchester artists who illustrate children’s books.

PRESENTATION

Ms. Reardon introduced Tom Geoffino, Director of the New Rochelle Public Library. Mr. Geoffino was sponsored by WLS and the New Rochelle Public Library to attend the Urban Libraries Council Conference, “Partners for Success: The Changing Face of Cities” on May 4-5 in Cleveland, Ohio. Mr. Geoffino thanked Ms. Reardon and the WLS Board for their support. Based on the Urban Library Council’s latest report, *Making Cities Stronger*, the Conference focused on several ideas: social trends in libraries; the need for libraries to be relative to the needs of the community; positioning the library as information navigators; promotion of early literacy; and a better connection with the business community.

OTHER

New York State Budget Application: Ms. Reardon noted that New York State is collecting budget information on the State Aid received by the System in the form of an online application. The information submitted is based on the budget already approved by the Board in the categories requested by the State.

The Board reviewed and accepted the New York State Budget Application as presented on a motion by Dr. Mutino and seconded by Ms. Lopez. The motion passed unanimously.

PLDA REPRESENTATIVE

Ms. Marino and the directors appreciated the presentation by Mr. Hay at their last meeting with regard to the new Sirsi system and Colleen Carpenter's communication of the issues; improvement is being made. The PLDA June Meeting will be back to books, and Ms. Johnson will be the speaker.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:21 p.m. on a motion by Ms. Neale and seconded by Mr. Jamali. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, June 19, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY (a week earlier due to a conflict with the ALA Annual Conference).

Respectfully submitted,

Sue Neale, Secretary