

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**November 27, 2007 – Approved January 29, 2008**

**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, Dave Donelson, Deborah Fay, Patricia Fontanella, LaRuth Gray, Naseem Jamali, Blanca Lopez, Marie Grace Mutino, Sue Neale, John Sorice

Board members absent: Patricia Dohrenwend, Mary Ellen Forte, Hope Furth, Barbara Hickernell, Norman Jacknis

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

Public Library Directors Association (PLDA) Representative: Jane Marino, Director, Bronxville Public Library

**MINUTES**

The minutes of the meeting of September 25, 2007, were approved as submitted on a motion by Dr. Gray and seconded by Mr. Sorice. The motion passed unanimously.

**FINANCIAL REPORTS**

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

**ACTION ITEMS**

***New York State Minimum Standards Variance Request for Briarcliff Manor Public Library:***  
Ms. Reardon noted that Briarcliff Manor Public Library is still required to submit a Variance Request with regard to NYS Minimum Standard #8 [Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom]. A great deal of progress has been made since the Briarcliff Manor's referendum to spend \$4 Million on a new village library passed on November 7, 2006. The official Groundbreaking Ceremony was held on July 27, 2007, and construction is now underway. Major progress points have included excavation for the basement; underpinning of the original building with new building foundation

now under construction; site drainage being fabricated and water lines installed. Estimated timeline for moving into the new building is currently January 2009.

The Variance Request was approved on a motion by Ms. Fontanella and seconded by Ms. Neale. The motion passed unanimously.

**Audit Committee Charter:** Mr. Sorice reported that the Audit Committee created the following charter to outline its responsibilities:

*The role of the Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities by overseeing Westchester Library System's accounting and financial reporting processes and the audit of the System's financial statements. The committee will select the auditor to conduct each year's audit, will review the audit process and results with the auditor and will report all findings to the Board of Trustees.*

Mr. Donelson reminded all other committees to come up with their own charters.

The above charter statement for the WLS Audit Committee was approved on a motion by Mr. Jamali and seconded by Ms. Fontanella. The motion passed unanimously.

**GoLibrary (Bokomaten) Contract:** Mr. Smith noted that the Board of Trustees had approved at the August meeting to allow the director to finalize the purchase price of up to six GoLibrary units on behalf of the member libraries. The Board also approved \$125,000 from WLS' budget to be used as a subsidy to assist the initial six libraries in the acquisition of these units. The six interested libraries are: North Castle Public Library (Armonk), Chappaqua Library, Hendrick Hudson Free Library (Montrose), Scarsdale Public Library, Yonkers Public Library, and John C. Hart Memorial Library (Shrub Oak/Yorktown).

Niclas Wigartz from GoLibrary visited WLS on Thursday, November 15<sup>th</sup>; and after numerous discussions with GoLibrary principles, a final purchase price was negotiated. The final price is EUR 62,900 for the dispenser. Given the risk associated with foreign currency exchange rates, the manufacturer agreed to limit the EUR to \$1.45, any decrease in the value of the EUR will result in a low price for the libraries. The US dollar purchase price is now capped at \$91,205. The initial order must be for a minimum of three units, with subsequent orders of one unit at a time acceptable.

The Board approved allowing WLS to finalize the purchase contract at the price noted above on behalf of the libraries and to further authorize the use of \$125,000 for the initial six libraries as a subsidy on a motion by Ms. Neale and seconded by Ms. Fontanella. The motion passed with nine in favor and one against.

In addition, Mr. Smith informed the Board that the purchase price for the demonstration machine that is currently in WLS's possession was finalized at US\$39,000.

The Board approved the capital expenditure of \$39,000 to purchase the demonstration GoLibrary unit on a motion by Dr. Mutino and seconded by Ms. Neale. The motion passed unanimously.

**Change in Postretirement Benefits:** Ms. Reardon reported that under Financial Accounting Standards Board 158 (FASB 158) all firms are required to fully recognize postretirement medical benefit obligations as a liability on their balance sheet by year-end.

The Budget Committee evaluated a number of options to look at the economic impact on both WLS and retirees. Eight scenarios were looked into ranging from eliminating the benefit entirely to limiting WLS' exposure to future health care premium increases. In calculating the liability, an actuarial study was conducted to evaluate the future cost of the health care medical premiums. After careful consideration, it was determined that retirees and future retirees will pay any increase above the 2008 premium rate.

On a motion by Mr. Sorice and seconded by Ms. Lopez, the Board approved the recommendation of the Finance Committee to have retirees and future retirees pay any increase above the 2008 premium rate and to amend the plan language as follows:

*Postretirement health care costs for Westchester Library System have grown exponentially over the past several years due in part to rising cost of health care. During this time, Westchester Library System has fully absorbed these costs without any contributions from either our retirees or current employees. Unfortunately, we can no longer solely bear the financial burden of these costs.*

*Effective December 15, 2007, all present and future retirees of the Westchester Library System will be charged any increase above the 2008 health care premium. The 2008 health care premium will be used as a benchmark in determining the amount that retirees will be responsible for in future periods. Any increases above the 2008 health care premium will be the sole responsibility of the retiree. A retiree will have the option of either paying these increases in full or on a quarterly basis. Retirees will be notified by the WLS Controller's Office of any premium increases.*

*After careful consideration of a variety of options, the Board of Trustees for Westchester Library System determined that this option was the most equitable.*

The motion passed unanimously.

**WLS FY 2008 Budget:** Ms. Reardon gave a brief overview of the proposed budget. The Budget Committee met and reviewed a number of options and took a conservative approach for the 2008 fiscal year budget proposal. This proposed budget was also presented to and approved by the PLDA at their 11/15/2007 General Membership Meeting.

In general, the proposed FY2008 baseline budget includes revenues from all sources of more than \$6.8 Million, an increase of 3% over the adopted FY2007 budget. The anticipated expense budget for the budget year equals that of the anticipated revenues. The budget was reviewed in detail.

The Board approved the FY 2008 Budget as submitted (see attached) on a motion by Dr. Gray and seconded by Ms. Lopez. The motion passed unanimously.

## **INFORMATION ITEMS**

**WLS Bookmobile:** Mr. Smith reported that the contract for the WLS Bookmobile was awarded to Farber for a 25' unit for \$127,495. Though the Farber proposal was more due to engine configuration and size, they did meet all of the requirements outlined in the RFP and were more quality conscience, customer orientated, and financially stronger of the companies. Ms. Osborne has also set up a PLDA Committee to develop a service plan for the bookmobile.

## **PRESIDENT'S REPORT**

Mr. Donelson reminded the WLS Events Committees to get active to discuss WLS's 50<sup>th</sup> Anniversary year, which begins November 28, 2008. These plans will need to start soon in order to drum up enthusiasm and will require 100% Board support. The Governance Committee is working on revising the WLS ByLaws.

## **DIRECTOR'S REPORT**

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

Ms. Reardon reported that the Westchester County FY2008 Budget issued by County Executive Andrew Spano included intact funding for WLS plus a nearly 3% inflationary increase. The County budget is a critical funding source for WLS; and trustees, staff and others were encouraged to attend one of the upcoming County budget hearings.

With recent pronouncements regarding New York State's worsening fiscal situation, Kathy Miller, New York Library Association (NYLA) Legislative Committee Chair, and NYLA Executive Director Michael Borges are recommending a strategy to have the Governor keep the funding level and then go to the Legislature for any increases. NYLA also recommended sending letters to the Governor providing examples of WLS service expenditures and support of the NYLA and Board of Regents priorities. Such a letter was distributed to the Trustees present for their signature. The Governor and Division of Budget are also holding Public Hearings on the budget at various places throughout the State.

The first Health Advocacy Resource Center (HARC) opened on November 8<sup>th</sup> at the Grinton I. Will Branch Library in Yonkers. The event was a great success and attended by representatives from our partner organizations—Medicare Rights Center, Sarah Lawrence College and Yonkers Public Library—as well as County, State, and Federal representatives, including County Executive Andy Spano. The second Center will open in late January at the John C. Hart Memorial Library in Shrub Oak.

WLS was advised by our labor attorneys, Jackson Lewis, to be keenly aware of the pending Department of Homeland Security's (DHS) "no match letter" regulations for letters issued by the Social Security Administration.

Ms. Reardon has been appointed to the NYS Regent's Technology Advisory Committee.

## **PLDA REPRESENTATIVE**

Ms. Marino noted that at their October meetings, Ms. Rovenger reported on Teen Services and the Summer Reading Games, and Ms. Osborne reported on the Library Learning Ambassadors program and County jail services. The Sirsi situation is getting better as staff gets more comfortable with the program. The help video snippets done regarding finding and placing holds have been well received. Mr. Hay has new computers to replace those in the field, and Mr. Smith is developing a new pricing structure for IT services. At their November meeting, PLDA approved the WLS 2008 proposed budget; discussed other ways to reach Spanish-speaking patrons and improvements/upgrades to iBistro. The PLDA Database Committee will present several databases for approval at an additional meeting on 12/4/2007.

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:15 p.m. on a motion by Ms. Fontanella and seconded by Ms. Amato. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, January 29, 2008, at 6:00 p.m.** at WLS headquarters.

Respectfully submitted,

Sue Neale, Secretary