

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 25, 2007 – Approved November 27, 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, Patricia Fontanella, Mary Ellen Forte, LaRuth Gray, Norman Jacknis, Naseem Jamali, Blanca Lopez, Sue Neale, John Sorice

Board members absent: Deborah Fay, Hope Furth, Barbara Hickernell, Marie Grace Mutino

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

MINUTES

The following corrections were made to the minutes of the meeting of August 21, 2007: On Page 1, “Regular Meeting” was changed to “Special Meeting” and Ms. Lopez’s name was also corrected under the Financial Reports section. In addition, Mr. Sorice corrected the Bokomaten “Go Library” Program report to read that “\$75,000 from each of the adopting libraries” would contribute to the cost of the machines.

The minutes were approved as corrected on a motion by Ms. Fontanella and seconded by Mr. Sorice. The motion passed unanimously.

FINANCIAL REPORTS

The Financial Reports for August 2007, as reviewed by Mr. Smith, were approved as submitted on a motion by Ms. Fontanella and seconded by Ms. Neale. The motion passed unanimously.

Ms. Reardon noted that according to new accounting practices, all nonprofits will be required to formally recognize post-retirement benefits on their financial statements. This will need to be taken into consideration for the 2008 fiscal year.

ACTION ITEMS

Poet’s House: Ms. Reardon reported that WLS received a \$50,000 member item from the County Board of Legislators to help with programming in our member libraries. One of the more

avored programs in libraries is poetry workshops. WLS staff met with principals of Poet's House—a literary center and poetry archive, which was founded in 1985 by poet Stanley Kunitz and arts administrator Elizabeth Kray.

The contract with Poet's House was approved to conduct training and writing workshops in five (5) locations in Westchester, not to exceed \$50,000, on a motion by Ms. Dohrenwend and seconded by Ms. Neale. The motion passed unanimously.

INFORMATION ITEMS

WLS Bookmobile: Ms. Reardon noted that in August 2007 WLS was awarded an \$85,000 grant from the Westchester County Board of Legislators for the purchase of a bookmobile for outreach programs. WLS is in the process of having four principal manufacturers of bookmobiles respond to a Request for Proposal (RFP). Each manufacturer will quote on the construction of a 28-foot front-engine truck whose gross vehicle weight will not exceed 22,000 lbs. The following four manufacturers received the RFP: OBS, Inc. – Canton, Ohio; Matthews Specialty Vehicles, Inc. – Greensboro, North Carolina; Farber Specialty Vehicles – Reynoldsburg, Ohio; Monroney Bookmobiles – Worcester, Massachusetts. The proposals are due back by the end of September, and the contract will be awarded in October to the manufacturer that demonstrates the highest quality, competitive cost and on-time delivery.

The approved 2007 budget included \$50,000 for the acquisition of a bookmobile. The original concept was that the County would supply a used van which would be retrofitted with the \$50,000. As a result of the County award, our overall budget for the project is \$135,000. This will allow for the capital purchase of a bookmobile of substantial quality with a long useful life. WLS has contracted with Specialty Vehicles Services, a consultant that specializes in assisting purchasers of bookmobiles, in the creation of the RFP and subsequent analysis.

PRESIDENT'S REPORT

Mr. Donelson reminded the WLS Events Committee to get active due to a number of upcoming events: 10th Annual African-American Literary Tea, Book & Author Luncheon, and WLS's 50th Anniversary. Mr. Jacknis also noted that the Governance Committee needs to return their comments regarding the WLS ByLaws.

DIRECTOR'S REPORT

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

Ms. Reardon announced that the WLS Annual Meeting will be held on Tuesday, November 13, 2007. This year's guest speaker will be Gary Knell, President and Chief Executive Officer of Sesame Workshop. The Meeting will start at 6:30 pm with a light dinner, and the Business Meeting and Program will start at 7:15 pm. The location will be the Ossining Public Library, if their parking lot has been completed; if not, other suggested locations include Chappaqua, Scarsdale, or North Castle libraries.

Ms. Reardon noted that the NYS Board of Regents did not include the increase in system aid received last year in their 2008 Budget Proposal—only support of the NOVEL databases and continuation of the \$14 Million appropriation for construction grants. Ms. Reardon contacted Harry Phillips to advocate for the inclusion of this extremely vital system aid, which resulted in an additional \$215,000 for WLS.

The WLS Staff Retreat held in August at the Tarrytown House was a very positive experience. The WLS Strategic Plan was reviewed in full and much has been accomplished. Other issues were raised in response to the survey that Larry Jennings, the retreat facilitator, had asked WLS staff to complete prior to the retreat. One important issue that arose was communication, and a committee was set up to address this issue. Mr. Jennings' follow-up letter noted the honest input from staff and the need for staff to have measurable goals.

The WLS Webpage Redesign is moving ahead. The site is structurally sound, and content is being added. The site will have generic and integrated appeal. People have started to comment – it's a very big change, very different.

OTHER

Ms. Fontanella invited all to the Friends of North Castle Public Library for their Armonk Art Show this weekend. She also asked to have this information added to the WLS Director's Blog.

Mr. Donelson reminded the Board that the third Trustee Institute will take place on Wednesday, October 3rd, at WLS from 6 to 8:30 p.m. The topic up for discussion will be *Planning for a Capital Campaign*.

PLDA REPRESENTATIVE

Ms. Marino noted that the revised Free Direct Access Plan was approved by the general membership; their Finance Committee is considering options for Westlynx; the Interim Director of Mount Vernon Public Library asked PLDA for an Advisory Committee on the Central Library.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:07 p.m. on a motion by Dr. Jacknis and seconded by Ms. Lopez. The motion passed unanimously.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, October 30, at 6:00 p.m.** at WLS headquarters.

Respectfully submitted,

Sue Neale, Secretary