

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**April 22, 2008 – Approved May 27, 2008**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:14 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Patricia Dohrenwend, Dave Donelson, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Norman Jacknis, Naseem Jamali, Marie Grace Mutino, John Sorice

Board members absent: Mary Amato, Hope Furth, LaRuth Gray, Barbara Hickernell, Blanca Lopez, Sue Neale

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

Guests: Andy Silverstein and Terry Ann Wheeler, Dorfman Abrams Music, LLC

**MINUTES**

The minutes of the meeting of March 25, 2008 were approved as submitted on a motion by Dr. Mutino and seconded by Mr. Donelson. The motion passed unanimously.

**FINANCIAL REPORTS**

The financial reports for March 2008 were approved as presented on a motion by Mr. Donelson and seconded by Ms. Dohrenwend. The motion passed unanimously.

**ACTION ITEMS**

***WLS Fiscal Year 2007 Year-End Audit:*** Ms. Reardon introduced Andy Silverstein and Terry Ann Wheeler from the auditing firm of Dorfman Abrams Music. Mr. Silverstein and Ms. Wheeler had met with the Audit Committee previously to go over their report and also distributed it to the Board. Mr. Silverstein gave an overview of the report and noted that Dorfman Abrams Music has issued an unqualified opinion that the financial statements present fairly, in all material respects, the financial position of WLS as of December 31, 2007, in conformity with the accounting principles generally accepted in the United States. The audit went very smoothly, and there were only a few changes in how things were reported to include more detail. Overall WLS is in a strong financial position, and Ms. Fontanella noted that this is attributed to the excellent management.

Mr. Sorice then reported on behalf of the Audit Committee. They had also met with Mr. Silverstein and Ms. Wheeler and reviewed the audit in detail. An audit letter on recommended control procedures is being prepared.

The Board approved the audit as presented by Dorfman Abrams Music on a motion by Ms. Dohrenwend and seconded by Ms. Fay. The motion passed unanimously. Ms. Fontanella thanked Mr. Silverstein and Ms. Wheeler for coming and thanked John Smith and the Audit Committee for their work.

## **PRESIDENT'S REPORT**

Ms. Fontanella congratulated Ms. Reardon for being featured as one of Westchester County Business Journal's Working Women of Westchester (WOW). Several WLS staff and trustees attended the reception that was held honoring those featured at The Atrium on Westchester Avenue in White Plains.

A special thanks goes to Kate Meyer and the Book & Author Luncheon Committee on another lovely event. The speakers were terrific, and Ernie Anastos was great. There were over 250 people in attendance with many libraries represented. Ms. Fontanella also thanked all those who contributed silent auction items and solicited journal ads.

On April 3<sup>rd</sup> the River Town libraries (Ardsley, Dobbs Ferry, Irvington, and Hastings) held a joint open house for their library trustees with a presentation by Ms. Reardon. It was a delightful success and served as a springboard to discuss other issues. This could be done in other areas.

Ms. Forte also noted that she and other Mount Vernon Public Library staff had a productive meeting with Patty Dohrenwend, Director, and other staff of the Westchester County Archives regarding their local history room.

Ms. Fontanella reminded the Trustees of the upcoming New York State Association of Library Boards (NYSALB) Conference taking place on May 2-3 in Saratoga Springs. Ms. Fontanella, Ms. Mutino, and Mr. Jamali are planning to attend. The next WLS Trustee Institute with Jerry Nichols is being held on June 5<sup>th</sup>.

## **DIRECTOR'S REPORT**

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

Ms. Reardon announced that WLS and its member libraries have been approached by The Helen Andrus Benedict Foundation to consider applying for a grant in partnership with an organization entitled Lifetime Arts, Inc. to provide arts programming for seniors in libraries throughout Westchester County. The purpose of the grant – which will have a competitive element to it and is a pilot project – will be for libraries to become the place for older adults (55+) to *create* art. Member libraries will need to apply for a grant to support this effort, and grants will range between \$1,500 and \$5,000. The total dollar value of funding for the various grants will total \$25,000. WLS will act as the fiscal agent for the program on behalf of the members and will

participate in the decision making process. WLS will also support member libraries in publicizing the program. Lifetime Arts is the lead applicant to the Benedict Foundation and will be responsible for providing technical training and assistance to the members in the grant application process and will also be responsible for connecting artists and arts organizations with the libraries. Should the grant application be approved by the Benedict Foundation, it would begin in July 2008 with the member libraries application for grants due in October 2008. The actual programs would begin in the first quarter 2009.

Ms. Reardon gave an update on the Bokomaten book vending machine. Scarsdale Public Library is moving ahead with the purchase of the first Bokomaten for Westchester County, and contracts are currently being prepared. In addition, WLS is in negotiation with Ciba Specialty Chemicals management to install the current display vending machine in the lobby of 540 White Plains Road. We expect the installation to be complete during the summer 2008.

WLS is seeking to upgrade its entire network, which is now five years old. This upgrade will also address better security for back-ups and disaster recovery. Dr. Jacknis suggested having another organization, perhaps another system, act as a back-up for WLS. A Request for Proposal (RFP) has been sent to five firms and a status report will be given at the next board meeting.

Over 200,000 items are now being transported through the WLS delivery on a monthly basis.

The search for the Director of External Affairs continues. Six candidates were interviewed from a total of 18 resumes received. Two finalists have been selected and will be interviewed by Ms. Reardon and Ms. Fontanella.

Ms. Reardon announced that Toni Cox-Burns, former WLS Trustee and current Co-Chair of the African-American Literary Tea, is being honored by the White Plains Public Library Foundation on May 8<sup>th</sup>. All board members were invited to attend.

### **PLDA REPRESENTATIVE**

The PLDA Representative was not in attendance and no report was given.

### **DEPARTMENT PRESENTATION**

Mr. Hay and Mr. Caluori attended the Computers in Libraries 2008 Conference, which included a number of presentations by libraries that are “Rethinking the Library” in terms of utilization and design of library space. Four libraries were highlighted: the Aarhus Library in Denmark; the Delft Public Library in the Netherlands; the Whitechapel Idea Store in London, England; and the Cerritos Public Library in California. CDs of the presentation will be distributed to the board.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Dr. Jacknis and seconded by Mr. Jamali. The motion passed unanimously.

Respectfully submitted,

Sue Neale, Secretary