

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
August 19, 2008 – Approved 9/30/2008

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, 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, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Marie Grace Mutino, Sue Neale, John Sorice

Board members absent: Dave Donelson, Hope Furth, LaRuth Gray, Blanca Lopez

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

AGENDA

The Board approved amending the agenda to include an Executive Session to discuss personnel matters following the regular business of the meeting on a motion by Dr. Jacknis and seconded by Ms. Dohrenwend. The motion passed unanimously.

MINUTES

The minutes of the meeting of June 24, 2008 were approved as submitted on a motion by Ms. Neale and seconded by Ms. Hickernell. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through July 2008 were approved as presented with great elucidation on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed unanimously.

WLS staff is in the process of reviewing the current NYS funds. Governor Paterson had already imposed 2% cut on all state library aid and construction funds. The \$14 Million construction allocation, supported with funding from the Dormitory Authority, was not impacted by the 2% cut. The NYS Legislature was called into a special session to discuss further reductions. The board will be kept informed of the final cuts determined and its impact to the 2009 budget year.

ACTION ITEMS***Applications for FY 2008-2009 State Aid for Public Library Construction \$14 Million***

Appropriation: The New York State Legislature provided, for the third year in a row, a one-time allocation of \$14 Million for public library construction in the State Budget. For Westchester Library System, this means an additional \$652,251 in aid. A total of 10 applications were received. The Public Library Directors Association (PLDA) Grants Committee met on Monday, August 11th, to review the applications. The PLDA Grants Committee is made up of the following members: Jeffrey Ault, Director, Dobbs Ferry Public Library; Jill Davis, Director, Hendrick Hudson Free Library/Montrose; and Ed Falcone, Deputy Director, Yonkers Public Library. All applications met the criteria for approval established by the State, which include more effective library service; more efficient utilization of the library building; and improved access to and use of building services. The Committee evaluated the applications on the basis of standard guidelines and priorities, and the Board requested a brief statement from the Committee. The Committee made the following recommendations for award:

\$14 Million Program Applicant Name	Description of Project	Recommended Award Amount	Rank
Ardsley Public Library	New Construction/Building Expansion: Building of new 2,200 sq. ft. addition to library; submitted project is for the new construction of the expansion. [Grand Total Project Cost: \$1,365,000]	\$111,891	1st
Katonah Village Library	Renovation/Rehabilitation/Energy Conservation/Accessibility: Major renovation to improve library interior; submitted project is for bathroom renovation for ADA compliancy; lighting & wiring improvements; increased storage for DVD/CD collection. [Grand Total Project Cost: \$515,133]	\$90,000	2nd
Mount Kisco Public Library	New Construction: New 2-story building, approx. 18,500 sq. ft.; submitted project is for portion of the steel and steel fabrication for the new building [Grand Total Project Cost: \$8 Million]	\$80,000	3rd
Larchmont Public Library	Renovation/Rehabilitation: Children's Room renovation to upgrade the infrastructure of the building to increase library service to children, make the building energy efficient, and add new lobbies on both floors to accommodate an elevator to improve access.	\$80,000	4th
Mamaroneck Public Library District	New Construction/Building Expansion/ Renovation/ Rehabilitation/Energy Conservation/Accessibility: New two-story wing and major renovation of the existing building; submitted project is for HVAC system for new addition. [Total Project Cost: \$20,417,133]	\$80,000	5th
New Rochelle Public Library	Renovation/Rehabilitation/Energy Conservation: Replacement of Cooling Tower and upgrade to HVAC System.	\$75,000	6th

Somers Library	Renovation/Rehabilitation/Energy Conservation: Upgrade to HVAC System.	\$72,500	7th
Chappaqua Library	Energy Conservation: Replacement of the HVAC cooling tower.	\$33,600	8th
Yorktown-John C. Hart Memorial Library (Shrub Oak)	Renovation/Rehabilitation: HVAC system replacement.	\$22,760	9th
Hastings-on-Hudson Public Library	Renovation/Rehabilitation: Creation of a second quiet reading room.	\$6,500	10 th

The Board approved the awards recommended by the PLDA Grants Committee for the public library construction aid \$14 Million Program as noted above on a motion by Ms. Hickernell and seconded by Ms. Neale. The motion passed unanimously.

Applications for FY 2008-2009 State Aid for Public Library Construction \$800,000 Annual Appropriation: The New York State Legislature provides annually \$800,000 toward public library construction in the State Budget. For Westchester Library System, this is a total of \$37,271 in aid. This year Governor David Paterson cut agency's budgets by 2% including this aid; therefore, only \$36,526 is available. A total of 6 applications were received. As noted above, the **same** Public Library Directors Association (PLDA) Grants Committee met on Monday, August 11th, to review the applications. All applications met the criteria for approval established by the State, which include more effective library service; more efficient utilization of the library building; and improved access to and use of building services. The Committee evaluated the applications on the basis of standard guidelines and priorities, and the Board requested a brief statement from the Committee. The Committee made the following recommendations for award:

\$800,000 Program Applicant Name	Description of Project	Recommended Award Amount	Rank
Somers Library	Renovation/Rehabilitation/Energy Conservation/Accessibility: Upgrade to Lighting.	\$7,215	1st
Katonah Village Library	Renovation/Rehabilitation/Energy Conservation: Replacement of main boiler plant.	\$7,215	2nd
Mount Kisco Public Library	New Construction: New 2-story building, approx. 18,500 sq. ft.; submitted project is for security system for both interior and exterior of the new building. [Total Project Cost: \$8 Million]	\$7,215	3rd

Mamaroneck Public Library District	New Construction/Building Expansion/ Renovation/ Rehabilitation/Energy Conservation/Accessibility: New two-story wing and major renovation of the existing building; submitted project is for plumbing and fire protection portion of new addition. [Total Project Cost: \$20,417,133]	\$7,215	4th
Armonk-North Castle Public Library	Energy Conservation: HVAC Replacement.	\$4,216	5th
Hastings-on-Hudson Public Library	Renovation/Rehabilitation: Handrails for the walkway to the Library.	\$3,450	6th

The Board approved the awards recommended by the PLDA Grants Committee for the public library construction aid \$800,000 Program as noted above on a motion by Ms. Dohrenwend and seconded by Ms. Neale. The motion passed unanimously.

WLS FY2009 Request to the County of Westchester for Annual Operating Support: Each year the Westchester Library System makes a request to the County of Westchester for operating support for a number of critical functions that support our overall service to the member libraries. Ms. Reardon presented to the Board the letter to County Executive Spano detailing the \$1,250,000 request for support for the following services: Cataloging: \$530,000; Delivery Service: \$350,000; Program Services (Children, Teens, Professional Development, Bookmobile): \$305,000; Downloadable Audio: \$65,000—and, from the Department of Senior Programs and Services budget for the Health Advocacy Resource Centers: \$40,000.

It was also suggested by Ms. Dohrenwend to check with County Executive Spano's office as to whether the WLS Bookmobile and other vehicles may be able to get gas from the County pumps.

The Board approved the request as submitted on a motion by Dr. Mutino and seconded by Ms. Fay. The motion passed unanimously.

WLS 50th Anniversary Celebration: It was decided by consensus to consider this item along with the Special Events Committee Report.

PRESIDENT'S REPORT

Ms. Fontanella noted the *Review of the Strategic Plan*, included with the board materials, which was presented by Ms. Reardon at the 7/30/08 WLS Staff Retreat. Ms. Fontanella encouraged the trustees to take this opportunity to review the WLS Plan of Service along with this review of the accomplishments over the previous years.

Ms. Fontanella suggested the idea of a WLS Board Retreat to evaluate and assess the Board's progress. Full participation of the board members would be vital. With the search for a new director, this may be a good time to ensure that the entire board shares the same vision for WLS and is effectively working together. The facilitator, place and time for this retreat were discussed.

The Board approved having a Board Retreat and contracting with Jerry Nichols as the facilitator at an off-campus site in the latter part of September or early October on a motion by Dr. Jacknis and seconded by Ms. Neale. The motion passed unanimously.

Ms. Fontanella thanked Ms. Reardon again for all that she accomplished here at WLS and for staying on until this last official board meeting. Ms. Fontanella also thanked Elise Burke and Kate Meyer for their help in organizing the wonderful reception held in Ms. Reardon's honor this afternoon. Ms. Reardon was wished well in her new position as director of the Philadelphia Free Library.

COMMITTEE REPORTS

WLS Search Committee: Ms. Fontanella reported for Mr. Donelson that the interview process had begun and more information will be provided at the next meeting.

WLS Special Events Committee: Ms. Amato reported that the Special Events Committee met on July 22nd to further discuss the upcoming benchmark of WLS's 50 years of service to the public libraries in Westchester County. The Committee reviewed the possibility of a year long celebration which would include a number of events to help raise awareness of and advocate for public libraries and public library service in Westchester County.

In order for WLS to execute a truly successful 50th anniversary celebration, it was suggested to hire an event planner. Ms. Fay had suggested Hospitality Resource Group (HRG), as this was a firm Entergy Nuclear Northeast uses on a regular basis for their events and programs. A proposal was received by HRG and was reviewed at the July 22nd meeting. The proposal included a roster of events that builds upon already existing events that WLS hosts, such as the Annual Meeting, the African-American Readers and Writers Literary Tea and the Annual Book and Author Luncheon, and in addition, included a Summer Tour kickoff for the Bookmobile, a Party in a Box for each of the members and a 50th Anniversary Gala – which would be the culminating event of the celebration year. HRG will also coordinate with WLS and Co-Communications on the marketing and communications aspects of the celebration. The total proposal presented by HRG totalled \$35,000 and would run from July 2008 through November 2009. Specific goals, timelines and desired outcomes will be set by WLS.

In addition, Ms. Fay also suggested that Entergy Nuclear Northeast may consider sponsoring HRG/50th Anniversary Celebration. WLS has submitted a proposal to Entergy Nuclear Northeast in the amount of \$50,000 to sponsor the event and help defray the cost of HRG.

The Board approved contracting with Hospitality Resource Group (HRG) for up to \$35,000 to assist WLS staff in preparation for and support of the 50th Anniversary celebration on a motion by Mr. Sorice and seconded by Ms. Hickernell. The motion passed unanimously.

DIRECTOR'S REPORT

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

Ms. Reardon reported that the County Board of Legislators included an additional \$50,000 in the FY2008 County Annual Operating Budget for WLS. WLS submitted a proposal for the use of this one-shot allocation to establish a Cultural and Career Initiative, which is designed to reach multiple audiences throughout the County in a number of ways—such as \$25,000 in support for WEBS programs, \$10,000 to support the New Rochelle Public Library's Juneteenth Celebration by bringing the Harlem Book Fair to New Rochelle and \$10,000 to support the libraries along the Hudson River celebrate the quadricentennial of the discovery of the Hudson River. The final \$5,000 will be used to support the book collection on the WLS bookmobile. We are currently awaiting final approval of the proposal, which will run from July 2008 to June 2009.

The WLS bookmobile kicked off service to the WLS members on a pilot basis on July 8th. It has been very busy, and the concept has been well received by the participating member libraries as well as the communities we are currently assisting.

WLS will be supporting the Palmer School of Library and Information Science's Public Library Administrators' Certification Program. Students in this 5-class program will earn up to 15 credits towards their Masters in Public Administration. Unfortunately, several students recently dropped out, bringing us under the required minimum number of students; therefore, the program's start may need to be postponed to the next semester.

WLS had its second meeting with Dan O'Connor of Rutgers University, who is the consultant on the LSTA Stepping Back project assessing the WLS web page and catalog. The project objectives were reviewed as well as timetables and target dates for project deliverables. Several types of surveys and focus groups will be conducted. Web statistics will be also collected and analyzed

Ms. Reardon expressed her thanks to the Board and the WLS staff for their support over the past nearly three years as she had the pleasure to serve as WLS Executive Director.

OTHER

Ms. Fontanella noted that the Board reluctantly accepted Ms. Reardon's resignation letter effective as of 8/19/2008. A letter dated 8/14/2008 was received from the State Education Department Division of Library Development regarding the hiring process for a new director. This letter also included their *Public Library System Director Appointment Procedures*, which indicated that a candidate's professional library experience must be post-MLS and that the system must obtain State Education Department approval from the New York State Library before the system's Board of Trustees formally appoints a candidate.

PLDA REPRESENTATIVE

Ms. Marino reported that PLDA had an additional meeting in July to discuss the report on the Westlynx pricing formula for IT services. The proposed model was not supported by those libraries that it affected adversely, and no vote will be made in September. The finance committee was asked to go back to the drawing board.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:20 p.m. and went into Executive Session at 7:50 p.m. to discuss a personnel matter on a motion by Dr. Mutino and seconded by Ms. Neale; the motion passed unanimously.

The executive session adjourned at 7:45 p.m. and the WLS Board re-convened the regular meeting at 7:46 p.m. on a motion by Ms. Dohrenwend and seconded by Mr. Sorice; the motion passed unanimously. The board agreed to appoint John Smith as Interim Director until a new Executive Director is hired. This appointment was made on the condition that Mr. Smith would not apply for the permanent position. The meeting adjourned at 8:05 p.m. on a motion by Dr. Jacknis and seconded by Dr. Mutino. The motion passed unanimously.

Respectfully submitted,

Sue Neale, Secretary