

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 29, 2008 – Approved February 26, 2008**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Dave Donelson, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Marie Grace Mutino, Sue Neale, John Sorice

Board members absent: Patricia Dohrenwend, Blanca Lopez

Also present from WLS were: Siobhan Reardon, Rob Caluori, Rachel Charny, Wayne Hay, Robin Osborne, Steven Pisani, Judith Rovenger, John Sexton, Hui Sheng, John Smith, Elaine Sozzi

PLDA Representative: Sue Feir, Director, Hastings-on-Hudson Public Library; President, Public Library Directors Association (PLDA)

Guest: Marilyn Johnson, Author

**MINUTES**

The minutes of the meeting of November 27, 2007 were approved as submitted on a motion by Dr. Mutino and seconded by Mr. Sorice. The motion passed unanimously.

**FINANCIAL REPORTS**

Mr. Smith noted that the financial reports were delayed by the audit, which is in the process of being completed. Ms. Furth noted that the finances are in order.

**ORGANIZATION MEETING**

Upon a motion by Ms. Neale and seconded by Mr. Sorice, which passed unanimously, the annual Organization Meeting of the Westchester Library System was called to order by Dave Donelson, President, at 6:10 p.m. at WLS Headquarters.

Mary Ellen Forte, Chair of the Nominating Committee, reported that the following trustees have agreed to run for the offices noted. With no nominations from the floor, the following slate was presented:

President: Patricia Fontanella  
Vice-President: Patricia Dohrenwend  
Secretary: Sue Neale  
Treasurer: Hope Furth

The above slate was approved on a motion by Ms. Forte and seconded by Dr. Jacknis. The motion passed unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the re-elected trustees.

There being no further business, the organizational meeting adjourned and the regular meeting resumed at 6:16 p.m. by consensus.

## **ACTION ITEMS**

***Revision of WLS ByLaws:*** The current By-Laws of the Westchester Library System did not reflect the governing practices of the organization since the establishment of a committee structure. The Governance Issues Committee revised the By-Laws, taking out irrelevant items and making some language changes. The main changes were in the following areas: Strengthening of the role of WLS trustees with respect to the library boards in the area they represent; term limits were added for Trustees as of 2008; the Director's title is now Executive Director; and the wording regarding Committees was changed to reflect the current structure.

The Board approved the revised ByLaws as submitted on a motion by Dr. Jacknis and seconded by Ms. Hickernell. The motion passed unanimously.

***Library Services & Technology Act (LSTA) Mini Grants for 2008 Summer Reading Program:*** The New York State Library allocated a total of \$210,000 in LSTA funds to support the 2008 Mini Grants for Summer Reading Programs. Of that total, \$12,000 is allocated to WLS. *Catch the Reading Bug* is the theme for children and *Metamorphosis @ Your Library* is the theme for teens for the 2008 New York Statewide Summer Reading Program.

The WLS project will include allocation of competitive mini grants to our member libraries for special summer programming, kickoff events, and reading support in their libraries for the Summer Reading Program 2008. Several teen projects will also be considered as WLS initiates support for summer reading activities for teens. WLS will also provide the 38 member libraries with professionally prepared reading lists to be given to the children participating in the summer reading programs to encourage reading.

The Board approved WLS's LSTA Mini Grants for 2008 Summer Reading Program on a motion by Mr. Donelson and seconded by Ms. Amato. The motion passed unanimously.

**WLS Holiday Closings 2008:** Ms. Reardon noted that WLS is seeking to keep our holiday closings more in line with those of the majority of our member libraries. In 2008, Christmas Day and New Year's Day 2009 both fall on Thursdays; and the member libraries were polled to see whether they would be closing any additional time around these holidays. Any additional closings would be prior to the two holidays not after. Therefore, WLS proposes an addition to its regularly scheduled holiday closings of two early closings (1 p.m.) on both Christmas Eve and New Year's Eve.

The Board approved the 2008 holiday closings as submitted on a motion by Ms. Furth and seconded by Ms. Neale. The motion passed unanimously.

**WLS Internet Policy:** During the process of revamping the WLS website, it was noted that the Internet Policy was in need of revision. A revised version updating the guidelines regarding Internet use was distributed.

The Board approved the WLS Internet Policy as submitted on a motion by Ms. Hickernell and seconded by Mr. Donelson. The motion passed unanimously.

**WLS Privacy Policy:** Ms. Reardon also noted that no formal Privacy Policy was in place either. A Privacy Policy was drafted to let WLS website visitors know what to expect during use of the website, to define our commitment to the confidentiality of information and sets forth parameters for use of electronic data collected. Dr. Jacknis suggested changing the wording of the last sentence of the first paragraph to: "Any information you choose to provide will only be used to more effectively provide and better target library services to you." He also suggested the addition of a disclaimer that the information gathered would not be distributed or sold to any vendors.

The Board approved the WLS Privacy Policy with the above amendments on a motion by Dr. Jacknis and seconded by Ms. Forte. The motion passed unanimously.

## **DIRECTOR'S REPORT**

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

Ms. Reardon met with the Westchester Delegation of the New York State Assembly and Senate members to discuss the WLS request for the 2008-09 budget. Unfortunately, Governor Spitzer's proposed 2008-09 Budget contains a \$5 million cut in supplemental system aid (approximately \$215,000 for WLS) added by the Legislature in 2007-08 State Budget; however, this amount was not counted on as revenue within the WLS 2008 budget. The \$14 million in public library construction aid remained in the Governor's proposed budget. Another issue from Albany was the news of the arrest of a NYS Department of Education employee who allegedly stole hundreds of historic documents and artifacts belonging to the State Library and sold some for personal profit on eBay.

Ms. Reardon reported on a trustee issue at the New Rochelle Public Library and a delay with the public library construction grant application for the Greenburgh Public Library.

Ms. Reardon noted that this year's African-American Literary Tea was successful, and WLS received a proclamation from the County Executive. Although there was wide-spread coverage of this event, ticket sales were off from previous years; and the event lost both of its major sponsors, Bank of America and *The Journal News*.

## **DEPARTMENT PRESENTATION**

Steven Pisani, Head of Cataloging & Interlibrary Loan (ILL) Services, spoke about his Department, especially with regard to the implementation of Susan Baerg Epstein's suggestion to change ILL to an online application. Mr. Pisani also spoke about OCLC and their World Cat databases.

## **PLDA REPRESENTATIVE**

Ms. Feir reported that PLDA had a busy year in 2007 with new bylaws, the migration, and a number of new directors. The focus in 2008 will be on communication, and PLDA will use the WLS Strategic Plan as a basis for their own plan. An ad hoc committee was formed to work with Opal Brown Lindsay on the Central Library; their finance committee has been exploring models of payment for services; and Sirsi training, exploration and discussion needs to be continued.

## **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:52 p.m. and agreed to go into Executive Session to discuss a personnel matter on a motion by Ms. Forte and seconded by Mr. Jamali. The motion passed unanimously. The executive session adjourned at 8:12 p.m., and the WLS Board re-convened the regular meeting at 8:13 p.m. and adjourned by consensus at 8:14 p.m.

The next regular meeting of the WLS Board of Trustees is scheduled to take place on **Tuesday, February 26, at 6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY.

Respectfully submitted,

Sue Neale, Secretary