

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**June 24, 2008 – Approved 8/19/2008**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:08 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, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Marie Grace Mutino, Sue Neale

Board members absent: Deborah Fay, Blanca Lopez, John Sorice

Also present from WLS were: Siobhan Reardon, Rob Caluori, 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 following the regular business of the meeting on a motion by Ms. Fontanella and seconded by Ms. Dohrenwend. The motion passed unanimously.

**MINUTES**

The minutes of the meeting of May 27, 2008 were approved as submitted on a motion by Dr. Mutino and seconded by Ms. Dohrenwend. The motion passed unanimously.

**FINANCIAL REPORTS**

The financial reports for May 2008 were approved as presented on a motion by Ms. Hickernell and seconded by Ms. Neale. The motion passed unanimously.

**ACTION ITEMS**

***WLS Current Borrowing Facility:*** Mr. Smith explained that WLS has an existing Line of Credit with Commerce Bank, which allows WLS to borrow up to \$500,000 unsecured for a period of one year with neither facility fees nor covenants for this loan agreement. This facility expires on June 30, 2008, and extension of the facility for an additional year is recommended.

The Board approved the extension of the borrowing facility with Commerce Bank for an additional year on a motion by Ms. Dohrenwend and seconded by Ms. Hickernell. The motion passed unanimously.

## **INFORMATION ITEMS**

***FY 2008-09 State Aid for Public Library Construction:*** Ms. Reardon explained that the New York State Legislature has provided once again, for the third time, 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 in addition to the standard annual \$800,000 program, which allots \$37,271 for WLS.

The application information for both grant programs have been distributed to the member library directors, and a workshop was held for those interested in applying. The deadline for submission of applications to WLS is Friday, August 1, 2008. After review by WLS staff, the Public Library Directors Association (PLDA) Grants Committee meets to review and evaluate the grant applications and recommends awards on the basis of standard guidelines. These Committee recommendations are brought to the WLS Board for their approval. Because the deadline for submission of applications to the State is Wednesday, September 12, 2008, the Board has agreed to be on call for an additional August meeting to discuss this matter.

***Westlynx Pricing Formula:*** Ms. Reardon noted that at the request of PLDA, WLS was asked to evaluate the existing Westlynx pricing formula for IT services to determine its relevance. The current formula has been used for over twenty years and is based on the number and type of PC located at a library. The proposed model is based on utilization.

The focus of the Finance Committee was to charge for services in three distinct cost areas: the support of the catalog, costs associated with maintaining PC's and telecommunication charges and databases. The challenge with this model is that in certain cases libraries would see a significant increase (*15% or more*) in their Westlynx bill, while other libraries would see a significant decrease in their annual bill. The majority of libraries are not relatively impacted by the change in formula. Any change would be implemented over a three-year period, and there will be no impact on the bottom line for Westlynx.

The Committee continues to refine its analysis in preparation for a comprehensive discussion at the PLDA meeting in July; and any adopted changes would be brought to the WLS Board for approval.

## **PRESIDENT'S REPORT**

Ms. Fontanella noted that this would be Ms. Reardon's last official board meeting, as she has accepted a position as Director of the Philadelphia Free Library. Ms. Fontanella acknowledged the wonderful leadership provided by Ms. Reardon and the great deal that has been accomplished. Ms. Fontanella expressed the Board's gratefulness, and on behalf of the Board and staff, wished Ms. Reardon well in her new and exciting challenge ahead.

Ms. Fontanella reported on the Trustee Institute with Jerry Nichols on *Legal Issues for Library Boards*. It was a wonderful turnout and very informative; however, Mr. Nichols did not get to finish his presentation. Therefore, he will be asked to return to have a Part Two perhaps in September or October.

Ms. Fontanella thanked all those who came to the Legislator Breakfast held at the Ossining Public Library on Friday, June 20<sup>th</sup>. The event was well organized and well attended. WLS and member library staff thanked the legislators for their support and detailed the various programs made possible, and each legislator spoke glowingly about how libraries affected their lives.

## **COMMITTEE REPORTS**

Ms. Amato reported that the Special Events Committee met following the May board meeting, and a copy of their committee report was distributed. Robert Sanders, President, and Michael Lattari, Chief Operating Officer, of HRG (Hospitality Resource Group) came to discuss possibilities for WLS's 50<sup>th</sup> Anniversary Celebration. A year-long celebration was discussed starting with a kick-off event at the Annual Meeting in November 2008 and concluding with a gala in November 2009. Trustees were encouraged to send their ideas and suggestions to Ms. Amato, and the Events Committee will make up a plan of action and present it at the next board meeting.

## **DIRECTOR'S REPORT**

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

Ms. Reardon attended the first meeting of the Westchester County Education Collaborative hosted by the County Executive. The meeting was attended by Regents Harry Phillips and Saul Cohen and a number of people from educational organizations and the business councils. The idea of the collaborative is to establish a countywide information network which would provide resources on the number of existing partnerships among educational, community-based organizations, libraries, etc., throughout the County.

The Port Chester Public Library successfully completed their three-year long battle to have the name of the library changed to the Port Chester-Rye Brook Library and be assured of a stable source of funding for the ongoing operation of the library as well as support for the building renovation project. The amendment, along with elements of Board restructuring and other technical items, must be approved by an act of the NYS legislature.

The Purchase Free Library celebrated the 80<sup>th</sup> Anniversary of its Charter as an association library on June 4th. WLS director, Executive Assistant and Purchase Free Library representation to the WLS Board, Dave Donelson, attended the reception in honor of this recognition.

On May 29<sup>th</sup>, WLS kicked off its two-year LSTA project entitled, "Stepping Back," to assess the effectiveness and ease of use of both its new website as well as the SIRSI catalog. Professor Daniel O'Connor of Rutgers University will lead the project on WLS's behalf. Currently, Professor O'Connor is reviewing documentation provided by WLS staff, as he and his team

ready for both on-line and off-line surveying. Lisa Ann Graziadei, WLS Web Master, will be the project manager; and she has been re-assigned to report to Wayne Hay, IT Manager.

WLS's website and African American Readers and Writers Literary Tea both won Silver "Big W" awards in the Interactive Media-Self Promotion and Public Relations-Event categories.

The WLS grant for its "Creative Aging in Libraries" project was formally acknowledged at an event hosted by the Helen Andrus Benedict Foundation, the United Way of Westchester and Putnam and the Westchester County Department of Senior Programs and Services.

Ms. Reardon also encouraged trustees to attend the International Federation of Library Associations (IFLA) Conference being held in Quebec on August 10-14, 2008.

### **DEPARTMENT PRESENTATION**

Ms. Osborne gave an overview of the various services available through the Office of Community Connections, highlighting the following: WLS Bookmobile; Learner Web; Learning Express; Learning Ambassadors; Math off the Shelf; Bridges Out of Poverty; and *Connect @ Your Library*, a program for new immigrants at Mamaroneck Public Library District.

### **PLDA REPRESENTATIVE**

Ms. Marino reported on the June general membership meeting of PLDA and semi-annual lunch. Topics discussed included a memo issued regarding staff abuse of circulation and loan policies which are ultimately up to each individual library but affects the entire system; a unanimous vote to renew the Novelist and Ebsco Literary databases; and Ms. Reardon's departure. The directors found the Trustee Institute very helpful, and those who attended were glad to hear that Jerry Nichols would be back.

### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. and went into Executive Session at 7:50 to discuss a personnel matter. The executive session adjourned at 8:37 p.m., and the WLS Board re-convened the regular meeting at 8:41 p.m. The board decided by consensus to meet on Tuesday, August 19<sup>th</sup>, at 6 pm and the meeting adjourned at 8:42 p.m.

Respectfully submitted,

Sue Neale, Secretary