

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 25, 2008 – Approved April 22, 2008

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:04 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, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Naseem Jamali, Marie Grace Mutino, Sue Neale, John Sorice

Board members absent: Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Blanca Lopez

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

MINUTES

The minutes of the meeting of February 26, 2008 were approved as submitted on a motion by Ms. Dohrenwend and seconded by Ms. Neale. The motion passed unanimously.

FINANCIAL REPORTS

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

ACTION ITEMS

Library Services & Technology Act (LSTA) Service Improvement Invitational Grant: New York State Library allocated \$500,000 in federal FY 2008 LSTA funds for an Invitational Grant Program focused on assisting library systems in improving library services. These grants will be awarded over two years: half the funds awarded for the period April 1, 2008 through March 31, 2009 and the second funding cycle will be for April 1, 2009 through March 31, 2010.

After the launch of our new website as well as the upgrade to our Integrated Library System (ILS), this grant entitled, “Stepping Back,” will assess how people—staff and public—use the new website and ILS. This project seeks to track users of our online catalog and online web resources through focus groups and other survey medium drawn from a variety of service areas including library staff, teens, teachers, career guidance, seniors and Spanish speakers. The total funds requested is \$22,110. The allocation to WLS is \$11,055 for 2008-09; and the current

allocation for 2009-10 is \$11,055. However, as these are federal funds, there is no guarantee that the second-year amount will exactly match the first.

The Board approved the WLS LSTA Service Improvement Grant on a motion by Mr. Donelson and seconded by Mr. Sorice. The motion passed unanimously.

Authorization to Borrow from Board Restricted Fund: Mr. Smith reported that each year WLS runs into cash flow problems due to the delay in receiving State Aid; and a similar cash flow problem for the second quarter of 2008 is anticipated and may require temporary borrowing of funds from Board Restricted Funds.

A motion was made by Ms. Dohrenwend and seconded by Dr. Mutino to approve temporary borrowing of funds when necessary from Board Restricted Fund due to cash flow problems caused by delay of State or County aid payments with any such borrowing being documented on the financial statements and being paid back as soon as the State or County aid is received.

After discussion, it was clarified that this borrowing request would be in perpetuity, and most board members felt that this authorization needs to be reviewed and approved each time this situation arises. Therefore, the motion was defeated.

The motion was then amended by Ms. Dohrenwend and seconded by Dr. Mutino to approve temporary borrowing of funds if necessary in 2008 from Board Restricted Funds due to cash flow problems caused by delay of State or County aid payments. Any such borrowing would be documented on the financial statements and be paid back as soon as the State or County aid is received. Future board approval would be required for subsequent years. The motion passed unanimously.

Central Library Development Aid Budget: Ms. Reardon noted that each year the State of New York requires the submission of a budget proposal for the use of funds set aside for services provided by the System's central library. The FY08 anticipated appropriation for Central Library Development Aid (CLDA) is \$367,007. Both the Mount Vernon Public Library Board of Trustees and the members of the Public Library Director's Association approved this budget at their March meetings. Ms. Reardon gave an overview of the submitted budget and noted that monies previously used to support delivery are now being directed toward collection building through the Westlaw database and Learning Express.

The WLS Board approved the Central Library Development Aid budget as submitted on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously.

Authorization to Use the IT Capital Account as WLS Investment Account: Mr. Smith reported that WLS's banking relationship with Commerce bank provides for the operating accounts to earn interest income based on 91-day T-bill rate while the IT Capital account rate is based on a market rate determined by Commerce, referred to as Commerce's Public Funds Investment Rate, which is higher than the T-bill rate. Due to the continuing reduction in interest rates on the part of the Federal Reserve Bank, actual interest income is lower than originally budgeted; therefore, ways are being explored to achieve higher interest income. The allowance of temporary transfers of excess funds between the operating and capital accounts would achieve a higher investment rate and not jeopardize the accounts' liquidity. Also, the division of WLS funds collected from

IT service fees from member libraries would continue as well as the maintenance of separate books and records for the two funds. It was also suggested that the WLS Budget Committee look into creating an investment policy for WLS.

The Board approved the allowance of temporary transfers of excess funds between the operating and capital accounts on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Fontanella expressed the Board's condolences to Steven Pisani on the loss of his father; and Mr. Pisani thanked the board for their expression of sympathy.

Ms. Fontanella asked how communication with the Board Presidents was going. Ms. Dohrenwend met with the new director of the Eastchester Public Library, Tracy Wright; and Mr. Jamali went as an observer to the Dobbs Ferry Public Library Board Meeting. On April 3rd the River Town libraries (Ardsley, Dobbs Ferry, Irvington, and Hastings) will be having a joint open house for their library trustees. Ms. Reardon will be giving a presentation at that meeting which she will share with the WLS Board.

The Book & Author Luncheon is on track for April 17th. All Board members were reminded to do what they can to get journal ads and come up with some great silent auction items. It was suggested to have the Silent Auction items publicized prior to the event. Womrath's in Bronxville will be selling the books this year.

The WLS Bookmobile is scheduled to be ready the second week in May, and the NYSALB Trustee Institute is being held on May 2-3, 2008, in Saratoga Springs. Ms. Fontanella, Dr. Mutino, and Ms. Dohrenwend are planning to attend; and all other trustees were invited as well.

DIRECTOR'S REPORT

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

Ms. Reardon announced that Westchester County was named as one of the Top Seven Intelligent Communities of the Year by the Intelligent Community Forum, a non-profit international think tank that focuses on economic development. Westchester's telecom network was a major contribution to Westchester becoming a finalist, which is a tribute to Andy Spano's and Norm Jacknis's vision. Ms. Reardon met with independent judge from the ICF and noted that it was wonderful that libraries were at the table.

Bokomaten has approved a one-unit purchase. Scarsdale has the money available, and they are going ahead with their purchase. The unit will be placed at the train station.

The second Health Advocacy Resource Center at the John C. Hart Memorial Library is having its Grand Opening on Tuesday, April 1st.

Mr. Hay reported on a number of Sirsi issues presented by the member libraries. In many cases, these issues were traced back to personnel/input problems and not direct system problems.

Ms. Reardon reported that Library Lobby Day on March 11 was successful, with a total of 30 people representing Westchester. Both the Assembly and Senate have restored the \$5 Million in Library Aid to their budgets; but it is still uncertain what the final figures will be under Governor Paterson.

Board Meeting materials will no longer be emailed to Trustees but posted to a separate “Trustees Only” section on the WLS webpage. The procedures to access this area of the webpage were distributed, and an email notifying of their availability will be sent each month.

PLDA REPRESENTATIVE

Ms. Marino reported that Francine Vernon presented at the March PLDA meeting regarding *Extra Hands*. Also at the March meeting was a representative from the Westchester End-of-Life Coalition regarding National Healthcare Decisions Day on April 16th. Volunteers will be available at most Westchester libraries for 2 hours regarding Health Care proxies. Reports were also given by Ms. Burke regarding Library Lobby Day; Mr. Hay regarding the holds and other Sirsi issues and solutions; and Ms. Lindsay Brown regarding the CLD Report and a discussion of WestLaw database. The PLDA Finance Committee and the Automation Committee also reported. Directors are pleased with response on SVA and input regarding what the message will say, and they are looking forward to Sirsi training on Director’s stations.

DEPARTMENT PRESENTATION

John Sexton and Francine Vernon spoke about their role and the programming regarding Teen Services.

OTHER

Ms. Fontanella asked the Board with regard to the April Board Meeting if the regularly scheduled date of April 29th could be changed to one week earlier to April 22nd. It was agreed by consensus to change the meeting to April 22nd at **6:00 p.m.** at WLS headquarters, 540 White Plains Road, Tarrytown, NY.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:50 p.m. on a motion by Ms. Amato and seconded by Ms. Dohrenwend. The motion passed unanimously.

Respectfully submitted,

Sue Neale, Secretary