

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**May 27, 2008 – Approved June 24, 2008**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:02 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, Hope Furth, LaRuth Gray, Norman Jacknis, Naseem Jamali, Blanca Lopez, Marie Grace Mutino, John Sorice

Board members absent: Mary Ellen Forte, Barbara Hickernell, Sue Neale

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

PLDA Representative: Jane Marino, Director, Bronxville Public Library

**MINUTES**

The minutes of the meeting of April 22, 2008 were approved as submitted on a motion by Mr. Donelson and seconded by Mr. Sorice. The motion passed unanimously.

**FINANCIAL REPORTS**

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

**ACTION ITEMS**

***Upgrade of Westlynx Network – Phase I:*** Mr. Maurantonio reported that it has been 7-10 years since WLS's current network has been totally upgraded. This project seeks to replace the routers in all of the member libraries as well as other network equipment at WLS and will increase bandwidth connections at 21 member libraries and WLS headquarters using Metro Ethernet, which will better prepare WLS for future network demands.

The project has been broken down into two phases: Phase 1 will upgrade the library routers and include installation of high-bandwidth circuits (\$150,000) and Phase 2 will upgrade the WLS routers (\$100,000). A request for proposal for Phase I was sent out in April soliciting responses from five qualified providers of network support who will acquire, test and install the equipment at each library. The companies contacted were: Axis Point, CDW-G, Network Crazy, NWN, and Universal-E. Universal-E showed the greatest level of expertise and knowledge through

their experience and use of Cisco-certified technicians, and their proposal totaled \$125,006 (\$137,506 with at 10% contingency).

The Board approved Universal-E as the vendor for Phase I of the network upgrade on a motion by Dr. Mutino and seconded by Ms. Amato. The motion passed with one abstention, Dr. Jacknis.

***New York State Budget Application:*** New York State Library Division of Library Development collects budget information on the State Aid received by the System in the form of an online application. The information submitted is based on the budget already approved by the Board but in the categories requested by the State.

The Board accepted the WLS New York State Budget Application as presented on a motion by Ms. Dohrenwend and seconded by Mr. Donelson. The motion passed unanimously.

## **PRESIDENT'S REPORT**

Ms. Fontanella reported on the New York State Association of Library Boards (NYSALB) Trustee Institute which was held on May 2-3, 2008, in Saratoga Springs, NY. WLS Trustees Ms. Dohrenwend, Mr. Jamali, and Dr. Mutino also attended, and all found the workshops, presenters, and library visits to be very interesting and informative.

Ms. Fontanella emphasized the importance for WLS Trustees to be familiar with the services that WLS provides and to be in communication with their represented member libraries about WLS and upcoming events, especially the 6/5/08 Trustee Institute and the 6/20/08 Legislator Breakfast at Ossining Public Library.

Interviews were held for the Director of External Affairs position; however, no candidate proved the right fit, so the position will remain open at this time.

## **DIRECTOR'S REPORT**

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

Ms. Reardon distributed a copy of the design for the bookmobile, which is expected by the second week in July. The bookmobile will be going to community events and a regular schedule of stops is being created.

WLS received approval from the NYS Division of Library Development to use the LSTA Invitational Grant for our project entitled, "Stepping Back," which will assess our website and Sirsi catalog. Daniel O'Connor, Associate Professor of Rutgers University School of Communication, Information and Library Studies, will carry out this work and is scheduled to come on May 29<sup>th</sup>.

The Events Committee of the Board will meet with the Hospitality Resource Group (HRG) to discuss the planning and execution of our 50<sup>th</sup> Anniversary year.

WLS has won “Big W” Awards from the Advertising Club of Westchester as follows: WLS Website – Interactive Media – Website – Self Promotion (Tim Wood Design) and WLS African American Readers and Writers Literary Tea – Public Relations – Campaign or Special Event – Co-Communications. Whether the WLS entries have won first, second or third place in these categories will be presented at the “Big W” gala on June 4<sup>th</sup>.

WLS and Co-Communications (WLS public relations firm) have begun to work with the member libraries to develop a “Business Resources Road Show” designed to highlight the on-hand and online resources available to the business communities in each library’s service area. Currently we have 15 libraries that have expressed interest in this program.

Dr. Joshua Raff of Oncology and Hematology of White Plains gave two informative programs on cancer awareness and warning signs on May 6<sup>th</sup> and May 22<sup>nd</sup> at the Health Advocacy Resource Center located at the Grinton I. Will Branch Library in Yonkers.

The Helen Andrus Benedict Foundation was awarded WLS a grant award of \$67,000 for the “Creative Aging in Our Communities” project in partnership with Lifetime Arts. This grant project will encourage older adults to create their own art at the library and will cover the period of June 1, 2008 to May 31, 2009.

#### **DEPARTMENT PRESENTATION**

Ms. Sozzi gave a comprehensive overview of the various services available to adults in career transition through the WEBS programs.

#### **PLDA REPRESENTATIVE**

Ms. Marino reported on the May 15<sup>th</sup> general membership meeting of PLDA, at which they were informed of the upgrade to the network, status of the bookmobile and upcoming legislator breakfast. The directors also approved to change the ILL book renewal policy to one four-week period with no renewal. Staff abuse of circulation and loan policies were also discussed, and it is up to each director how to address individual problems.

#### **ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:08 p.m. on a motion by Mr. Donelson and seconded by Mr. Jamali. The motion passed unanimously.

Respectfully submitted,

Sue Neale, Secretary