

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
June 30, 2009 – Approved August 26, 2009

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:07 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Patricia Dohrenwend, Dave Donelson, Deborah Fay, Patricia Fontanella, Mary Ellen Forte, Naseem Jamali, Lawrence Lehman, Marie Grace Mutino, Sue Neale, John Sorice

Absent: Mary Amato, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis (called in via phone)

Also present from WLS were: Terry Kirchner, Rob Caluori, Nancy Coradin, Steven Pisani, John Smith

PRESENTATION

Nancy R. Coradin gave an overview of her work at WLS as the new Spanish Language Cataloger. She helps provide access to the catalog by creating records for Spanish Language materials in both Spanish and English. WLS is one of the only systems to do this. WLS also has a Spanish only portal for the online catalog. Ms. Coradin assists member libraries with acquisitions for their Spanish language collections, which has been a very welcome service.

In addition, Ms. Coradin spoke of her involvement with the WLS Leadership Development Program, in which her team developed a packet of materials as a welcome kit for Spanish speakers coming to the library. Because many Latinos are not familiar with libraries, this packet was designed to alleviate the fear they might have about coming to a library and to help library staff relate to these patrons as well. Future projects include setting up a wiki for open conversation among the library staff regarding Spanish language collections.

MINUTES

The minutes of the meeting of May 26, 2009, were approved as submitted on a motion by Ms. Neale and seconded by Ms. Dohrenwend. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through May 2009 were approved as presented on a motion by Dr. Mutino and seconded by Ms. Neale. The motion passed unanimously.

ACTION ITEMS

Upgrade of Wireless Access Network: Mr. Caluori noted that this project seeks to replace all the wireless routers in the member libraries that currently subscribe to this service (only Hastings-on-Hudson, Purchase, and New Rochelle's Huguenot Children's Library Branch do not). Because the current network is outdated and limits usage to no more than seven devices at a time, this upgrade will expand those capabilities and look toward more scalability for the future.

A Request for Proposal was sent out to four vendors, but only two submitted proposals: CDW-G, Illinois; and Universal e-Business Consulting, New York. The two proposals, which were presented to the Public Library Directors Association (PLDA), were discussed in detail.

One concern raised was the fact that there were only two effective bids and the Request for Proposal did not specify certain equipment needs, making it difficult to compare the bids.

The Board rejected the proposals submitted and approved the resending of the Request for Proposal with detailed hardware specifications on a motion by Ms. Dohrenwend and seconded by Mr. Donelson. The motion passed unanimously.

WLS Current Borrowing Facility: Mr. Smith explained that WLS has an existing Line of Credit with TD 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, 2009, and extension of the facility for an additional year is recommended.

The Board approved the extension of the borrowing facility with TD Bank for an additional year on a motion by Mr. Donelson and seconded by Ms. Fay. The motion passed unanimously.

INFORMATION ITEMS

WLS Policies: Dr. Kirchner noted that the WLS staff will be reviewing over the summer months the various policies adopted by the WLS Board that are currently in place. WLS Trustees are welcome to review the policies, and any comments can be forwarded via email to Dr. Kirchner. A full report on any revisions required will be made at the September Board Meeting. In addition to these policies, WLS will also be creating a Disaster Recovery Plan.

GoLibrary Review: With the GoLibrary unit now in place at the WLS Headquarters for six months, a review was made of its services. The first six months saw a circulation of 740 items checked out to a population that does not exceed 500. The circulation has been increasing on a monthly basis on an average of greater than 10% a month. The increase from November 2008 to April 2009 was 43%. April's circulation was 171 check outs. There has been a very heavy use of DVDs and books, with a particular relationship to movie releases. More recently audiobook-CDs of some of the biggest bestsellers was introduced; and while they are showing some circulation, it is too early to draw a conclusion on their popularity. The WLS GoLibrary circulation policy is 14 days for books and 7 days for DVDs/CDs. A few manageable problems were experienced over the last six months; but in general, the unit is functional 95% of the time.

We are anticipating the installation of the Scarsdale unit at their train station to determine the full benefits of GoLibrary to the public. John C. Hart Memorial Library (Shrub Oak) and Hendrick Hudson Free Library (Montrose)/The Field Library (Peekskill) are also interested in installing units. The only other units currently installed and being utilized are located in Contra Costa County Library, California.

PRESIDENT'S REPORT

Ms. Fontanella reported on the WLS District V Meeting [North Castle, Bedford Free, Mount Pleasant, Pound Ridge] held on June 15th. Everyone was quite pleased with the great give and take and sharing of ideas.

COMMITTEE REPORTS

WLS Events Committee: Dr. Mutino reported on the Events Committee meeting that was held prior to the Board Meeting. The nomination forms for the three awards (service, support and innovation) were finalized and have been sent out; copies will be distributed to the WLS Board as well. Vendors are being approached for sponsorships, and the search is on for a guest speaker. A "Save the Date" reminder will be sent in mid-August for the 50th Annual Meeting on November 12th. The next meeting will be held prior to the August meeting.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that he has been at WLS for six months. He is working on better methods of sharing information of WLS services with the member libraries and others. Currently, WLS staff are working on creating information guides for their services; and they will be distributed at the August Trustee Institute as a pilot.

Dr. Kirchner noted a few upcoming events. Lisa Areford, WLS Regional Consultant from the New York State Library Division of Library Development, is planning a visit some time in August to WLS and a number of our member libraries. Mount Kisco Public Library plans to open their new building at the end of July, with a Grand Opening in September. There will be a workshop held at WLS Headquarters on July 8th regarding the New York State Construction Grant Program.

Dr. Kirchner attended an orientation for The Big Read in Minneapolis, Minnesota. Along with ArtsWestchester, many versions of activities are in negotiations for this event which will take place in January-February 2010.

OTHER

Ms. Fontanella thanked the WLS Managers for the wonderfully detailed Department Reports.

Ms. Fontanella noted that the deadline for the New York State Construction Grant applications to the System is Monday, August 3rd. Therefore, a meeting will be required for the WLS Board to vote on this matter in order to meet the deadline to the State of Friday, September 11th. It was agreed to hold a special Board Meeting on Wednesday, August 26th, at 5:45 p.m. in the WLS Conference Room—prior to the Trustee Institute.

ADJOURNMENT

Having completed its agenda, the Board adjourned the meeting at 7:48 p.m. on a motion by Ms. Dohrenwend and seconded by Mr. Lehman. The motion passed unanimously.

The next Meeting of the Board of Trustees will be held on Wednesday, August 26, 2009, at 5:45 p.m. at the WLS Headquarters.

Respectfully submitted,

Sue Neale, Secretary