

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 31, 2009 – Approved April 28, 2009

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, Mary Ellen Forte, Hope Furth, LaRuth Gray, Naseem Jamali, Lawrence Lehman, Marie Grace Mutino, Sue Neale, John Sorice

Absent: Barbara Hickernell, Norman Jacknis

Also present from WLS were: Terry Kirchner, John Smith

Public Library Directors Association (PLDA) Representative: Jill Davis, Director, Hendrick Hudson Free Library (Montrose)

Guest: Andy Silverstein, Partner, Dorfman, Abrams, Music, WLS Auditors

MINUTES

The minutes of the meeting of February 24, 2009, were approved as submitted on a motion by Mr. Donelson and seconded by Mr. Sorice. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports through February 2009 were approved as presented on a motion by Ms. Furth and seconded by Ms. Dohrenwend. The motion passed unanimously.

The State Budget is up for vote by the Legislature. The current edition of the Budget includes an overall 9.2% cut to Library Aid as opposed to the 18% cut proposed by the Governor. A suggestion was made to include an additional column on the financial statements for projected costs through the end of the fiscal year.

ACTION ITEMS

Fiscal Year 2008 Year-End Audit: Mr. Sorice, head of the Audit Committee, welcomed Andy Silverstein, Partner of Dorfman, Music, Abrams, to present the audit to the Board. Mr. Silverstein met previously with the Audit Committee to review the audit in complete detail.

Mr. Silverstein reported that there was no difficulty in completing the audit; they had the cooperation of WLS staff and completed their report in a timely manner. The audit report was distributed and discussed. The only internal control suggested was to have the accounting and

regular back-up materials stored at an offsite location. It was suggested to check with the County Archives regarding storing our back-up materials there.

The Board approved the audit on a motion by Mr. Donelson and seconded by Ms. Forte with special thanks to Mr. Silverstein and the Audit Committee for their complete review of the report and WLS staff for all their assistance. The motion passed unanimously.

Authorization to Borrow from Board Restricted Fund: Mr. Smith noted that WLS historically has cash flow issues due to the delay in receiving State Aid. The Board Restricted Fund was established to allow temporary borrowing of funds when necessary to meet daily cash needs. This borrowing would be documented on the financial statements and would be paid back as soon as the State Aid is received.

The Board approved the borrowing of funds from the Board Restricted Fund should it be necessary on a motion by Ms. Dohrenwend and seconded by Ms. Neale. The motion passed unanimously.

Library Services & Technology Act (LSTA) Service Improvement Invitational Grant: Dr. Kirchner reported that the New York State Library has allocated funds for a second year of the Invitational Grant Program focused on assisting library system improve library services. The current allocation to WLS for Year 2 FY2009-10 is \$11,055. The WLS LSTA Service Improvement Invitation Grant is entitled, “Stepping Back.”

In Year 1, this project focused on gathering information on the use of our online catalog and online web resources through focus groups and other mediums in order to see whether the use of the online resources provided by WLS occur at an optimum level. In Year 2, information gathering will continue and analysis of the data will be reported back to WLS with suggestions for improvements.

The Board approved the LSTA Service Improvement Invitational Grant as presented on a motion by Ms. Furth and seconded by Ms. Neale. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Fontanella noted that the Book & Author Luncheon being held on April 16th has received approximately 140 reservations thus far and reminded the trustees to respond. A few trustees had not received the invitation; and several suggestions were made on how to get the invitations out to a broader audience (i.e. Friends Groups, member library Book Club Groups, putting the information in member library's newsletters, etc.)

The New York State Association of Library Boards (NYSALB) is holding their annual Trustee Institute on May 1-2, 2009, in Syracuse. WLS trustees interested in attending should contact Elise Burke to register.

Ms. Fontanella presented an idea for getting trustees more involved with each other by hosting District Meetings similar to that being done by the Rivertowns (Ardsley, Dobbs Ferry, Hastings-on-Hudson, and Irvington) on April 23rd. The pros and cons were discussed, and there was an

overall consensus to pursue the idea. Ms. Fontanella will work on drafting a lettering to introduce the idea to the member libraries.

COMMITTEE REPORTS

WLS Events Committee: Dr. Mutino reported on the Events Committee meeting that was held prior to the Board Meeting.

The culminating event for WLS's 50th Anniversary has been changed from a fundraising event to a celebration/thank you in conjunction with the Annual Meeting. A sponsor will be sought and tickets will be provided to the member libraries for their staff. The Party-in-a-Box idea has also been changed.

Applications for the three service awards (Service, Support and Innovation) are being finalized. No word has been received regarding the grant application to Entergy to support these festivities.

The next Events Committee will take place prior to the April Board Meeting (April 28th).

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner has visited 21 member libraries thus far and is now focusing on meeting all WLS staff members. Once all visits have been completed, Dr. Kirchner will compile a list of consistent themes. An initial survey of the member library directors was also sent out to get a snapshot of priorities for WLS services.

Dr. Kirchner attended the program held at Barnes & Noble on "How to Market Your Library." The program was well attended and sparked new ideas and conversation.

The PLDA Finance Committee met and they are re-visiting pricing models for Information Technology fees. Dr. Kirchner shared the pricing fee structure from Suffolk County Library System.

PLDA REPRESENTATIVE

Ms. Davis reported that PLDA met in March. Ms. Davis asked the WLS Board for an idea of what they wanted reported to them, since many technical issues were discussed. The Board expressed an interest in concerns affecting oversight and policy versus management issues.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:35 p.m. on a motion by Ms. Neale and seconded by Ms. Amato. The motion was approved unanimously.

The next Regular Meeting of the Board of Trustees will be held on Tuesday, April 28, 2009, at 6 p.m.

Respectfully submitted,

Sue Neale, Secretary