

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

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:09 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Mary Amato, Patricia Dohrenwend, Deborah Fay, Patricia Fontanella, Hope Furth, LaRuth Gray, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Lawrence Lehman, Marie Grace Mutino

Absent: Dave Donelson, Mary Ellen Forte, Sue Neale, John Sorice

Also present from WLS were: Terry Kirchner, John Smith

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

## **MINUTES**

The minutes of the meeting of April 28, 2009, were approved as submitted on a motion by Ms. Furth and seconded by Ms. Hickernell. The motion passed unanimously.

## **FINANCIAL REPORTS**

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

## **ACTION ITEMS**

***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. Hickernell and seconded by Ms. Fay. The motion passed unanimously.

## **INFORMATION ITEMS**

***Upgrade of Wireless Access Network:*** Mr. Smith reported that WLS currently provides patron wireless access to the Internet in the member libraries. The present wireless equipment at the libraries is outdated and limits no more than seven devices at a time for continuous usage. Because a single patron can bring in multiple devices such as laptops, PDA's, iPhones and others

that connect through the patron wireless network, this has caused patrons to experience issues at all libraries due to increased usage of the wireless technology.

This project seeks to replace the wireless equipment in all of the member libraries so that patrons can gain free and open access to the Internet from their various devices. An estimated cost for this project will be between \$100,000 and \$150,000. A request for proposal (RFP) is being finalized and will be sent to a number of manufacturers. A complete report on the RFP will be submitted at the next board meeting.

***FY 2009-10 State Aid for Public Library Construction:*** Dr. Kirchner explained that the New York State Legislature has provided for \$14 Million for public library construction in the State Budget. For Westchester Library System, this means \$652,251 will be available to distribute to those libraries that apply. The standard annual \$800,000 program, which allocated \$37,271 for WLS, was eliminated.

The application information has been distributed to the member library directors, and a workshop will be held for those interested in applying. The deadline for submission of applications to WLS is Monday, August 3, 2009. 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. The deadline for submission of applications to the State is September 11, 2009. In order to meet this requirement, the Board will schedule in June a date for an August meeting to vote on this matter.

## **PRESIDENT'S REPORT**

Ms. Fontanella reported on the New York State Association of Library Boards (NYSALB) Trustee Institute held in Syracuse on May 1-2, 2009. Ms. Fontanella and Dr. Mutino attended from the WLS Board as well as Dr. Kirchner. The programs were relevant and gave different perspectives on issues; and Dr. Mutino spoke of the visit made to the School of Information Studies, Syracuse University and the inspiring award presentations.

NYSALB also has a program where board members can become Certified Trustees. Through acquisition of points for their participation, Certified Trustees get recognition (i.e. discount on Trustee Institute registration) for their contributions. This program was an initiative of past NYSALB President Norman Jacknis, and board members were encouraged to participate.

In addition, NYSALB also has a vacancy on their board; and they would like to have a representative from Westchester. If anyone is interested, they can contact Mary Ellen O'Connor, new President of NYSALB.

Ms. Fontanella reported on the feedback received regarding the idea of the District Meetings. Most libraries were receptive to the idea; but due budget issues, etc., scheduling of these meetings would be better in the Fall.

District V (Armonk, Bedford Village, Mount Pleasant, Pound Ridge) has scheduled a meeting of their District for Monday, June 15<sup>th</sup>, at the North Castle Public Library (Armonk). Ms.

Fontanella (representative for that district) spoke about the process of arranging this meeting. WLS's role and possible meeting topics were discussed in general.

## **COMMITTEE REPORTS**

**WLS Events Committee:** Dr. Mutino reported on the Events Committee meeting that was held prior to the Board Meeting. The 50<sup>th</sup> Annual Meeting will be held on November 12<sup>th</sup> at the White Plains Women's Club. Nomination forms for the three awards (service, support and innovation) are being finalized. Vendors are being approached for sponsorships.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner reported that he's been meeting with members of the County Board of Legislators, who were very encouraging. While we face difficult economic times, WLS will explore specific strategies to present initiatives to the County. Dr. Kirchner also met with US Congresswoman Nita Lowey and spoke about the stimulus money, especially with regard to libraries.

The Gates Broadband Opportunity Conference will be held June 3<sup>rd</sup>-4<sup>th</sup>, which will focus on the stimulus funds dedicated to broadband opportunities. Dr. Kirchner will attend; and although WLS is currently above the minimum requirements, he hopes to get ideas of how to access these funds.

Dr. Kirchner served as a panelist for the Leadership Development Program and judged the three innovative projects presented: Library Staff Learning through Literature: Launching an In-House Book Discussion Group; Mi Biblioteca: A Kit to Welcome Spanish Speakers into the Library; and Grant Writing: Mobile & Single Library Classroom Instruction.

Planning is underway for the next WLS Trustee Institute, which is scheduled for Wednesday, August 26<sup>th</sup>, with Josh Cohen, Executive Director of the Mid-Hudson Library System. His topic will be regarding director evaluation. Other topics are being considered for future Trustee Institutes, which we would like to return to holding on a quarterly basis.

## **PLDA REPRESENTATIVE**

Ms. Davis reported that the two newest directors, Laura Eckley of Bronxville Public Library and Maureen Petry of The Warner Library (Tarrytown) attended the May PLDA meeting. Also noted were New Rochelle's \$20,000 grant award for The Big Read; the free trial to Career Library database which is available through the end of the year; the Technology Committee's report on email notification and the Muse interface, which was renewed for another year; and the distribution of the results of the Strategic Planning Committee Survey.

## **OTHER**

Dr. Mutino noted that Queens Library was ranked as 4<sup>th</sup> in the world. They also produced four videos about how their library helped their patrons learn to read, etc.

Biographical forms were distributed to each trustee for updating.

## **ADJOURNMENT**

Having completed its agenda, the Board went into Executive Session at 7:30 p.m. to discuss a personnel matter on a motion by Dr. Jacknis and seconded by Ms. Dohrenwend, which passed unanimously. The executive session adjourned at 7:45 p.m., and the WLS Board re-convened the regular meeting at 7:46 p.m. and adjourned the meeting by consensus at 7:47 p.m.

The next Regular Meeting of the Board of Trustees will be held on Tuesday, June 30, 2009, at 6 p.m.

Respectfully submitted,

Elise Burke, Recording Secretary