

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
September 29, 2009 – Approved October 27, 2009

The Regular Meeting of the Westchester Library System was called to order by Patricia Fontanella, President, at 6:00 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, Hope Furth, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Lawrence Lehman, Marie Grace Mutino, Sue Neale, John Sorice

Absent: Mary Amato, LaRuth Gray

Also present from WLS were: Terry Kirchner, John Sexton, John Smith

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

MINUTES

The minutes of the meeting of August 26, 2009, were approved as submitted on a motion by Ms. Hickernell and seconded by Mr. Lehman. The motion passed unanimously.

FINANCIAL REPORTS

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

PRESENTATION

John Sexton, WLS Teen Services Consultant & Specialist, gave an overview of the new Teen Job Finder Guide [<http://www.westchesterlibraries.org/teenjobfinder/>]. One of the most frequently asked questions that a teen librarian gets is, "Where can I find a job?" This database is a tool for teens to find information about local employers who would hire them on a full or part-time basis as well as information about where they can go locally for community service opportunities and internships. It also has information about getting certifications (life guarding, babysitting), working papers and state and federal rules about teen employment.

The job information currently posted is from work done by Tracy Wright, Director, and Teresa Chang, Teen Librarian, at the Eastchester Public Library. Rachel Charny, WLS Office of Professional Development Manager, recognized that this service, once done by high school counselors, had been abandoned by most schools. It was suggested that a sample of employment opportunities be posted on Eastchester's newly designed website. It turned out to be a great way to make connections with other municipal departments, businesses and schools. WLS seeks to make this available to every community.

More information is being added and other refinements are being made. Mr. Sexton will meet with the teen librarians over the next couple of months to demonstrate how the database works, and the Teen Job Finder Guide is scheduled to be available to the public in February 2010.

ACTION ITEMS

WLS Policies: Dr. Kirchner reported that WLS staff reviewed each WLS Policy as well as the *WLS Employee Handbook*. The following policies were found to be in order and require no changes: Policy #3-Workplace Violence; Policy #4-Electronic Data and Telecommunication; Policy #7-Code of Ethics and Conflict of Interest; Policy #8-Record Retention; and Policy #11-Privacy.

The following revisions were recommended to the other policies and *WLS Employee Handbook*:

WLS Employee Handbook:

Page 2: Adds note that all WLS Policies are on file in the Personnel Office and on the WLS webpage;

Page 7: Adds reference to compliance with Record Retention Policy;

Pages 10-11: Addition of wording to allow for more timely submission of reimbursement forms;

Pages 16-17: Adds reference to new online program for submission of timesheets; and

Page 33: Reflects change already made to post-retirement health care benefits.

Policy #1-Equal Employment Opportunity: Addition of wording to allow for recourse if Executive Director does not act.

Policy #2-Anti-Harassment: Changes “email” to “electronic format” and adds other members of management to those to whom employees can bring a matter.

Policy #5-Exempt and Non-Exempt Employee Pay: Corrects typographical error to “occur,” adds reference to new online timesheet program, and corrects Director’s title.

Policy #9-Whistle-Blower Protection: Changes title of Chairperson of Audit Committee.

Policy #10-Internet Use: Changes wording re filtering and contact information for assistance.

The Board approved the revisions recommended above on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Fontanella reported that the Trustee Institute held following last month’s meeting was well received, and she thanked all of the WLS staff who worked on putting the event together. She also thanked the WLS Trustees for inviting their represented board members to the Trustee Institute and asked that they continue to reach out to encourage participation for the 50th Annual Meeting.

WLS COMMITTEE REPORTS

Events Committee: Dr. Mutino reported that the Committee met prior to the Board Meeting. Details of the 50th Annual Meeting were reviewed. Marilyn Johnson, author of “This Book is Overdue,” will be the speaker. A good number of nominations have been received for the Service, Support, and Innovation Awards; and a panel will be selected to review all nominations and chose the winners. All those nominated will be recognized with a certificate.

Budget Committee: Mr. Smith noted that a meeting will be scheduled for the latter part of October to review the FY2010 WLS Budget.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that public forums are being held on the New York State Board of Regents' Statewide Educational Technology Plan. WLS staff will attend the forum on October 8th at Putnam/Northern Westchester BOCES in Yorktown Heights. The Regents set overall education policy for the State of New York and head The University of the State of New York (USNY). Libraries and other cultural institutions, as well as the traditional state supported schools, are part of USNY and are included in this plan.

WLS's budget request to Westchester County for Fiscal Year 2010 was submitted, and Dr. Kirchner is scheduled to meet with the County Executive on October 19th. WLS is requesting a total funding increase of \$135,000. WLS Services supported by County funds include the cataloging of library collections; the delivery/intra-library loan service; programming, outreach and professional development services; and downloadable audio and electronic books.

The Big Read is having a press event on October 5th at ArtsWestchester in White Plains to announce the member libraries who have received mini-grants: Dobbs Ferry Public Library, Greenburgh Public Library, Hendrick Hudson Free Library (Montrose), Katonah Village Library, Mount Vernon Public Library, and the Somers Library. This year's selected book is *The Things They Carried* by Tim O'Brien. New Rochelle Public Library received an individual grant and are reading *The Shawl* by local author Cynthia Ozick. Discussion followed regarding the value of grants in general.

Dr. Kirchner spoke about open source software opportunities for the online library system. Basically, open source software permits users to use, change, and improve the software because the source code and other rights normally reserved for copyright holders are in the public domain. A number of regional cooperatives and consortia have gone to open source software for their library systems. As WLS looks into this possibility for the future, one idea was to develop a circulating Professional Collection at WLS as a sample system to test on open source software.

Westchester Disabled on the Move, Inc., awarded the Westchester Library System their 2009 Corporate Citizenship Award. This award acknowledges the commitment of a corporate culture which values and accommodates people with disabilities as employees and customers. The award will be presented to Robin Osborne, Manager of the Office of Community Connections,

who works directly with WDOM on behalf of WLS and the member libraries, at their 25th Anniversary Gala on October 16th.

Dr. Kirchner gave an update on the GoLibrary unit for Scarsdale and noted that a number of different vendors, located in the U.S., are now manufacturing book-vending machines. These new machines will be explored as possibilities for the unit being sought by Montrose, Peekskill and Shrub Oak.

PLDA REPRESENTATIVE

Ms. Davis reported that at the September Meeting of PLDA, they had a guest speaker from F.Y.EYE, a non-profit organization that provides LCD display panels to libraries at low- or no cost. The displays can disseminate library-related and public service announcements. Greenburgh and Yonkers Public Libraries are already using these displays. The Circulation Committees reported on the upcoming upgrade to Symphony; the Technology Committee reported on the Muse interface; and the Finance Committee presented a new model for member library funding of IT services. Beth Bermel will be the new Director of Scarsdale Public Library.

OTHER

The following upcoming events were announced: North Castle Public Library Outdoor Art Show on October 4th; Westchester County Historical Society Giant Tag Sale on October 10th; an Evening with T.C. Boyle Live Onstage at the Paramount Center for the Arts in Peekskill on October 17th; and Wine & Cheese Reception with Jean Chatzky at Hendrick Hudson Free Library (Montrose) on October 21st.

ADJOURNMENT

Having completed its agenda, the Board adjourned the meeting at 7:25 p.m. by consensus.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, October 27, 2009, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,

Sue Neale, Secretary