

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**January 26, 2010 – Approved March 30, 2010**

**ORGANIZATION MEETING**

The annual Organization 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 at both the Organizational and Regular Meetings of the WLS Board of Trustees:

Board Members present: Mary Amato, Patricia Dohrenwend, Dave Donelson, Patricia Fontanella, Mary Ellen Forte, Hope Furth, LaRuth Gray, Norman Jacknis, Sue Neale, John Sorice

Board Members absent: Deborah Fay, Barbara Hickernell, Naseem Jamali, Lawrence Lehman, Marie Grace Mutino

Also present from WLS were: Terry Kirchner, Rob Caluori, Judith Rovenger

Public Library Directors Association (PLDA) Representative: Tom Geoffino, Director, New Rochelle Public Library, and PLDA President

Guest: Frank Musantry, President, Greenburgh Public Library

Mary Ellen Forte, Chair of the Nominating Committee, reported that the following trustees have agreed to run for office as noted. With no nominations from the floor, the following slate was presented:

President: Patricia Dohrenwend  
Vice-President: Hope Furth  
Secretary: Mary Ellen Forte  
Treasurer: Dave Donelson

The above slate of officers was approved as submitted on a motion by Ms. Neale and seconded by Mr. Sorice. The motion passed unanimously.

The Oath of Office required by New York State for public library system trustees was administered to the re-elected trustees for their terms.

There being no further business, the organizational meeting adjourned at 6:07 p.m. on a motion by Ms. Dohrenwend and seconded by Ms. Amato. The motion passed unanimously.

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Ms. Dohrenwend, President, at 6:08 p.m. Ms. Dohrenwend thanked Ms. Fontanella for the fabulous job she did as President and welcomed all the new officers for 2010.

## MINUTES

The minutes of the meeting of December 1, 2009, were approved as submitted on a motion by Mr. Donelson and seconded by Ms. Fontanella. The motion passed unanimously.

## FINANCIAL REPORTS

The pre-audit financial reports through December 2009 were presented by Dr. Kirchner. A number of questions were raised regarding the submitted financials; therefore, approval of the report was tabled to next month's meeting, so that clarifications could be made.

## PRESENTATION

Judith Rovenger, WLS Youth Services Consultant, spoke about the essential nature of children's services, the impact of the recent budget cuts and the innovations and challenges that lie ahead.

A discussion ensued regarding library conditions across the County, due to the current economic climate. Mr. Geoffino offered to request and compile anecdotal illustrations from the member library directors of how their libraries have suffered due to recent budget cuts.

## ACTION ITEMS

***Authorization to Borrow from Board Restricted Fund:*** Dr. Kirchner noted that WLS historically has cash flow issues due to the delay in receiving State or County Aid. The Board Restricted Fund has been used 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. A question was raised whether other options are available; however, due to the recent vacancy of the Chief Financial Officer's position, this information was not available at the time of the meeting.

The Board approved the borrowing of funds from the Board Restricted Fund with the provision that the loan details be brought before the Board for approval on a motion by Mr. Donelson and seconded by Ms. Amato. The motion passed unanimously.

## PRESIDENT'S REPORT

Ms. Dohrenwend distributed the Board Committee list and asked members to reconsider their assignments.

The roles of some of the committees were discussed. The role of the Governance Committee was expanded to include strategic planning to play a more pro-active role in response to the current economic climate. It was suggested that the Events Committee look at a more aggressive approach to the sale of Journal ads for WLS's two fundraising events (the African-American Literary Tea and Book & Author Luncheon). The idea of having the WLS trustees contact potential vendors

was raised; and Mr. Donelson offered to draft a script for trustees to use for the upcoming Book & Author Luncheon.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Dr. Kirchner spoke about the impact of the staff reductions made as of December 31, 2009. Gaps in service have been identified and continue to be reviewed, but staff have stepped up to bridge those gaps. Progress is being made in finding more efficient ways of sharing information through technology and different methods of communication.

Meetings with Sirsi continue on a regular basis. Their Enterprise software is being considered for the WLS website. The server from Columbia has not yet been delivered, so the open software project Evergreen is going slower than anticipated.

The auditors completed their site work last week for FY2009, and we anticipate their full report to be made at the March Board Meeting. Details regarding the State budget for FY2010 indicate another cut to Library Aid. Library Lobby Day will be held on March 2<sup>nd</sup> and all Trustees were encouraged to attend.

The African-American Literary Tea was a wonderful event. The different program format was well received; however, the event was not successful from a financial perspective. Various elements of the event were discussed, and WLS will brainstorm with the co-chairs of the event for future ideas.

## **PLDA REPRESENTATIVE**

Mr. Geoffino noted that his goals as new PLDA President are to amplify the feelings and thoughts the member library directors have regarding WLS, to help them function more efficiently in their meeting, and present information and support WLS to increase the level of competency and transparency. At their January meeting, PLDA took two actions: renewed both EBSCO Literary and Novelist databases and Tumblebooks. They discussed Library Lobby Day and three libraries agreed to assist with the LSTA Grant Survey regarding the online library catalog—Eastchester, Montrose, and New Rochelle.

## **OTHER**

Frank Musantry, President of Greenburgh Public Library, was introduced. He has been the Board President at Greenburgh for the past year and has been learning a lot about libraries. Even though they have a brand new facility, getting the funding to maintain library service has been difficult; and he noticed that many libraries are having the same problems. In order to facilitate the sharing of information and open the lines of communication between the libraries in the County, Mr. Musantry is hosting a meeting for all Library Board Presidents in Westchester on Saturday, January 30, at 10 a.m. at the Greenburgh Public Library.

**ADJOURNMENT**

Having completed its agenda, the Board adjourned its meeting at 7:45 p.m. on a motion by Dr. Jacknis and seconded by Mr. Donelson. The motion passed unanimously.

Respectfully submitted,

Mary Ellen Forte, Secretary