

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
March 30, 2010 – Approved April 27, 2010

The Regular Meeting of the Westchester Library System was called to order by Patricia Dohrenwend, President, at 6:07 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, Hope Furth, Barbara Hickernell, Norman Jacknis, Naseem Jamali, Sue Neale

Absent: Mary Ellen Forte, LaRuth Gray, Lawrence Lehman, John Sorice

Also present from WLS were: Terry Kirchner

Public Library Directors Association (PLDA) Representative: Susan Riley, Director, Mount Kisco Public Library

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

MINUTES

The minutes of the meeting of January 26, 2010, were approved as submitted on a motion by Mr. Donelson and seconded by Ms. Fontanella. The motion passed unanimously.

The minutes of the meeting of March 9, 2010, were approved as submitted on a motion by Ms. Fontanella and seconded by Ms. Amato. The motion passed unanimously.

FINANCIAL REPORTS

The financial reports for January and February 2010 were approved as presented on a motion by Ms. Furth and seconded by Ms. Hickernell. The motion passed unanimously.

ACTION ITEMS

Fiscal Year 2009 Year-End Audit: Ms. Dohrenwend welcomed Andy Silverstein, Partner of Dorfman, Music, Abrams, to present the audit to the Board. Mr. Silverstein met previously with the WLS Audit Committee to review the audit in complete detail.

Mr. Silverstein distributed two reports that were submitted: *Report to Those Charged with Governance for the Year Ended December 31, 2009* and the *Financial Statement with Independent Auditors' Report for Years Ended December 31, 2009 and 2008*. There was no difficulty in completing the audit; they had the cooperation of WLS staff; and Mr. Silverstein thanked former WLS Controller John Smith for his extraordinary dedication to helping complete the audit in a timely manner. The two audit reports were discussed. WLS received a very clean report, with the figures being very comparable to the prior year. The only recommendation was to develop an

accounting procedures manual. The 990 Form will also need to be submitted and will require board approval.

The Board approved the audit reports as presented on a motion by Dr. Jacknis and seconded by Ms. Hickernell with special thanks to John Smith. The motion passed unanimously.

PLDA REPRESENTATIVE

By consensus, the order of the PLDA Representative's Report was changed. Ms. Riley reported what was discussed at the March 18th PLDA Meeting. Rob Caluori gave a report on all the issues from the Sirsi maintenance done on March 9th-10th; noted that the contract with Bookletters starts April 1st; and the installation of Office 2007 has been postponed. Dr. Kirchner explained the Local Advocacy Database being developed with Libby Post. Directors voted not to renew MUSE for 2010-11. Mount Kisco will be hosting the June PLDA luncheon. The e-Collection Committee met and reported. Lewisboro Library plans to have a Chapter 414 budget vote in November.

ACTION ITEMS (continued)

Library Services & Technology Act (LSTA): The New York State Library has allocated \$1.6 Million in federal LSTA funds for a two-year service improvement invitational grant program for library systems. These grants are allotted for two years: half the funds are awarded for the period April 1, 2010 through March 31, 2011; and the second funding cycle will be for April 1, 2011 through March 31, 2012. The current allocation to Westchester Library System for FY2010-11 is \$17,400.

The WLS LSTA Service Improvement Grant will focus on support, evaluation, and promotion of the GED web portal developed by the Office of Community Connections. The first year will focus on a review and pilot testing of the current portal, and subsequent development of training and promotional supports to optimize use of the portal. The second year of the project will focus on connecting the portal with potential users through partnerships with service agencies and member libraries. The adult education consultant will conduct a series of workshops for end users in library and agency computer labs around the county and will also train staff from partner organizations on how to use and promote the web portal to clients.

The Board approved the Library Services & Technology Grant as presented on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously.

Library Services & Technology Act (LSTA) Mini Grants for 2010 Summer Reading Program: The New York State Library allocated a total of \$222,000 in LSTA funds to support the 2010 Summer Reading Mini-Grants Program. Of that total, \$12,000 is allocated to WLS. *Make a Splash! Read* is the theme for children and *Make Waves @ Your Library* is the theme for teens for the 2010 New York Statewide Summer Reading Program.

The WLS project will include allocation of competitive mini grants to our member libraries for special summer programming, kickoff events, and reading support in their libraries for the Summer Reading Program 2010. Several teen projects will also be considered as WLS initiates support for summer reading activities for teens. WLS may also provide the 38 member libraries

with professionally prepared reading lists to be given to the children participating in the summer reading programs to encourage reading.

The Board approved WLS's LSTA Mini Grants for 2010 Summer Reading Program on a motion by Ms. Hickernell and seconded by Ms. Fay. The motion passed unanimously.

Acceptance of the 2009 WLS System Annual Report to New York State: An Annual Report for Library Systems must be submitted each year to New York State's Division of Library Development. The report covers operational and financial statistics and includes a section to document the accomplishments made throughout the year.

The Board reviewed and accepted the WLS System Annual Report on a motion by Dr. Jacknis and seconded by Ms. Furth. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Dohrenwend announced that a letter had been received from Marie Grace Mutino, WLS Trustee representing District IV (Lewisboro, North Salem, Somers) that tendered her resignation as of March 25th. Ms. Dohrenwend thanked and acknowledged Dr. Mutino for her 5 years of service.

Ms. Dohrenwend went over the WLS Committee assignments. The Budget, Events, and Nominating Committees currently do not have Chairpersons. When these committees meet, they will need to select a chairperson. Ms. Dohrenwend suggested a meeting of the Budget Committee at the end of May or early June for a mid-year review of the WLS FY2010 budget; and by that time, the new Chief Financial Officer should be on board. Discussion took place of what other committees would be involved in strategic planning and addressing the current fiscal situation. It was suggested holding a workshop session focusing on this topic at a board meeting instead of bringing it to a committee.

Ms. Dohrenwend noted that Dave Donelson gave testimony at the Westchester Senate Delegation Budget Hearing on March 19th. Mr. Donelson's testimony can be read or heard on his blog. Ms. Dohrenwend and Dr. Kirchner will participate in a WVOX interview on April 7th for National Library Week.

Ms. Dohrenwend announced a number of upcoming events that WLS Trustees can share with their represented libraries' board members: the WLS Trustee Institute with Jerry Nichols on April 7th; the WLS Book & Author Luncheon on April 15th; a Board Presidents Meeting at Greenburgh Public Library on April 17th from 10 am-12 noon; the Rivertown Libraries Meeting on April 20th; and the NYSALB Trustee Institute being held in Melville, NY, on April 30th-May 1st.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner reported that Ossining Public Library had a computer virus that originated on one of their staff computers. The WLS IT Department staff identified the problem and contained and shut down the virus quickly.

WLS was notified of a 10% decrease in the FY2010 County budget allocation, a total of \$110,725. The County funds support cataloging and interlibrary loan services; outreach to teens; delivery; and downloadable materials through OverDrive. With this cut, other funding sources will need to be found for OverDrive and part of the delivery.

Special Legislative Funds were received in the amount of \$50,000 from Senator Suzi Oppenheimer.

Lisa Areford, WLS Representative from the NYS Library Division of Library Development, visited three libraries on March 9th and 10th: Bronxville Public Library, Greenburgh Public Library, and Mount Vernon Public Library. Bronxville Public Library is considering becoming a School District Library. Greenburgh Public Library had questions regarding WLS's Free Direct Access Plan. Mount Vernon Public Library's status as a small city school district public library requires that its budget and trustees are voted on by the public. The Division of Library Development is looking for that to take place by 2011.

A complete review of the FY2009 Central Library funds and outstanding invoices was made. Work on the FY2010 Central Library Budget has begun with Opal Brown Lindsay, which will be brought to PLDA.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:32 p.m. and went into Executive Session at 7:35 p.m. to discuss a personnel matter on a motion by Ms. Furth and seconded by Ms. Neale; the motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 7:52 p.m. on a motion by Ms. Hickernell and seconded by Ms. Furth; the motion passed unanimously. The Board approved the hiring of the candidate presented by the Executive Director for Chief Financial Officer on a motion made by Ms. Furth and seconded by Ms. Fay. The motion passed unanimously.

Having completed its agenda, the Board adjourned its meeting at 7:53 p.m. on a motion by Mr. Donelson and seconded by Ms. Fontanella. The motion passed unanimously.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, April 27, 2010, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,

Elise Burke, Recording Secretary