

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
November 30, 2010 – Approved January 25, 2011

The Regular Meeting of the Westchester Library System (WLS) was called to order by Patricia Dohrenwend, President, at 6:05 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, LaRuth Gray, Norman Jacknis (arrived after 1st two votes), Lawrence Lehman, Sue Neale, Alvin Reiss, John Sorice

Absent: Hope Furth, Barbara Hickernell, Naseem Jamali

Also present from WLS were: Terry Kirchner, Fran Feuerman

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

AGENDA

The Board approved by consensus to amend the agenda to move discussion on the FY 2011 Budget to the very end of the meeting and include an Executive Session, following the regular business of the meeting, to discuss individual personnel issues and the annual review of the Executive Director.

MINUTES

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

FINANCIAL REPORTS

The financial reports for October 2010 were presented by Ms. Feuerman. Mr. Sorice thanked Ms. Feuerman for adding the projections through the end of the year on the financial statements. After discussion, Ms. Feuerman noted that she will work on issuing a chart of accounts with descriptions to clarify what is included in each line item. The report was approved as submitted on a motion by Mr. Sorice and seconded by Ms. Forte. The motion passed unanimously.

ACTION ITEMS

Ossining Public Library Variance Request for NYS Minimum Standards: Dr. Kirchner noted that the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards; this information is supplied by the libraries in the Annual Reports. If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld and ultimately their charter can be revoked, if no action is taken to come into compliance.

Currently, all WLS member libraries are recorded as being in compliance as of 12/31/2009, with the exception of the Ossining Public Library, who indicated on their Annual Report that they did not have a board-approved, written long-range plan of service [NYS Minimum Standard #2].

The Board of Trustees of the Ossining Public Library has submitted a Variance Request Form in compliance with State regulations. They are in the process of creating a new Long-Range Plan of Service for the library and have completed a patron survey; created a new Mission Statement; and a Board Retreat was held in August. They are looking to complete this process by February 2011.

The Board approved Ossining Public Library's Variance Request Form as submitted on a motion by Mr. Donelson and seconded by Ms. Neale. The motion passed unanimously.

Family Literacy Library Services Grant FY2011-2013: Dr. Kirchner reported that WLS is applying for a State-funded Family Literacy Library Services competitive grant program.

WLS's project entitled, *Imagining! Playing! Reading! -- From Library to Home*, seeks to support early learning and literacy by helping Westchester families integrate play into early literacy activities and turn everyday moments into fun, learning opportunities for children (birth to 6-years) and to further situate libraries as significant community resources for early learning and reading skills. The target group is parents/caregivers of children at lower socio-economic levels, including those whose first language is other than English. A particular focus within the target audience will address the special needs of teen parents. Ten WLS member libraries will focus on the target population and the development of interactive learning areas where young children and their parents can discover ways exploratory play contributes to early childhood literacy and learning. In addition, all 38 member libraries will be informed and updated on all events and activities. The amount requested will be \$90,000 for the two-year grant cycle in years 2011-2012 and 2012-2013 (\$45,000 per year).

The Board approved submission of the above-mentioned grant on a motion by Ms. Neale and seconded by Ms. Amato. The motion passed unanimously.

PRESIDENT'S REPORT

Ms. Dohrenwend thanked all those who attended the WLS Annual Meeting on November 9th at the Mount Kisco Public Library. Mount Kisco Public Library was a wonderful host, and the program went well.

The final Westchester County Board of Legislators Budget Hearing on December 9th will be held at the Westchester County Center. Dr. Kirchner and Mr. Donelson are planning to attend and give testimony. Currently, the allocation for WLS is at \$1 Million. Ms. Dohrenwend suggested sending a letter on behalf of the WLS Board to the County Board of Legislators to urge them not to cut the WLS allocation proposed and to inform them of the many crucial services provided by WLS.

Ms. Dohrenwend welcomed Mr. Reiss who will be representing District IV [Lewisboro (South Salem), North Salem, Somers] to his first official Board Meeting.

Ms. Fontanella was congratulated for joining the Board of the Library Trustees Association of New York State (formerly known as NYSALB -- New York State Association of Library Boards).

WLS COMMITTEE REPORTS

Dr. Jacknis, chair of the Governance Committee, thanked all those who submitted revisions to the WLS Policies currently under review. The policies with the proposed revisions were distributed. In order to give the Trustees time to review the corrections to the eleven policies, the vote to accept the revised policies was tabled to the next WLS Board Meeting. However, since the WLS policies indicate a yearly review and the next Board Meeting is not scheduled until January 2011, the Board voted to extend the existing policies on a motion by Mr. Lehman and seconded by Mr. Donelson. The motion passed unanimously.

Ms. Neale, Chair of the Nominating Committee, noted the appointment of Alvin H. Reiss as the District IV Representative, which was unanimously accepted by the Board on a motion by Ms. Neale and seconded by Ms. Fontanella. Mr. Reiss noted that he is very impressed with the services supplied by libraries. His background is in the arts field and has considerable experience in advocacy and public relations. He also volunteered to be on the Ways & Means Committee.

Ms. Neale mentioned that the slate of WLS Officers for 2011 is currently being reviewed. Confirmation has been received from Chris Hansen regarding representing District XIII [Mount Vernon] since Ms. Forte is stepping down. The Board approved Mr. Hansen's appointment as District XIII Representative on a motion by Ms. Neale and seconded by Ms. Amato. The motion passed unanimously.

The Ways & Means Committee concentrated on the African-American Literary Tea at their last meeting. NYS Senator Ruth Hassell-Thompson has agreed to be Honorary Chair of the event. Public relations for the event needs to be strengthened, and Trustees were asked to send out additional invitations and seek journal ads. The detailed information regarding the journal ads will be sent out to all board members, and the board requested receiving the invitation in an e-vite format.

EXECUTIVE DIRECTOR'S REPORT

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

Dr. Kirchner noted that he and Ms. Feuerman attended a separate County budget hearing held by George Oros, the Chief of Staff of the County Executive's Office. Kevin Plunkett, Deputy County Executive, was also in attendance.

No news regarding the NYS budget has been received. It was suggested to reach out to Governor-Elect Andrew Cuomo, who lives in Westchester. The current State structure for libraries and the importance of advocacy efforts were discussed.

PLDA REPRESENTATIVE

Ms. Riley reported that at the November PLDA Meeting, several changes were approved to the Sirsi menu as proposed by the PLDA Circulation Committee. The following databases were renewed for a total of \$200,312 for FY2011: ProQuest/Ancestry Plus, ProQuest/New York Times Historical, Tumble Books, Ebsco Literary Reference Center, Ebsco Novelist and LexisNexis. Learning Express Library was also approved but will be purchased through other funds. PLDA

agreed to hire a consultant for a one-day retreat to assist their organization with future strategies. Tom Geoffino asked to re-activate the senior patron category, which had been eliminated in October. The reinstatement of this category was approved; and it is up to each library whether to use it. The following slate of officers for 2011 was also passed: Jill Davis, President; Susan Riley, Vice President; Maureen Petry, 2nd Vice President; Tracy Wright, Secretary; and Susan Benton, Treasurer.

ACTION ITEMS (continued)

WLS FY 2011 Budget: Mr. Donelson thanked the Budget Committee members for their hard work, which started back in October. The process in gathering information to formulate the various budget scenarios was explained. Bottom-up budgets were requested from each department, and a complete examination of what services fulfill the WLS mission was made.

The proposed FY2011 budget has prompted a few policy changes. WLS employees will be asked to contribute 10% toward their health insurance coverage as well as a larger portion for family coverage.

The Budget Committee also looked into two other issues: 1) coverage of spouses of WLS employees who are eligible to receive medical benefits from their own employer and 2) an “opt out” incentive for those WLS employees who have alternative medical coverage available to them. However, more information was needed for a formal decision; and a thorough review of the WLS insurance benefits package was requested.

The proposed budget was reviewed in complete detail by Ms. Feuerman. The proposed FY2011 budget includes revenues from all sources of just over \$6 million, a decrease of approximately \$110,000 or 1.8% over the adopted FY2010 budget. Being very conservative in forecasting revenues for FY2011, the following assumptions were used:

- Funding from the State of New York will decrease by 10% from the budget we adopted for 2010.
- \$1 Million in operating funds will be received from Westchester County with no additional revenues for the Senior Benefits Information Centers.
- Federal aid of \$100,000 to WLS via the E-rate program is expected to continue in FY2011.
- With the implementation of the new financial model for IT services, member library contributions for IT support will increase slightly for FY2011. This will be the first increase in IT fees since 2006. The IT budget also includes an appropriation from the Capital Fund for the replacement of core network routers, two servers, and one van for on-site library visits.
- No funding from private contributions has been assumed in the 2011 budget.
- Investments/Interest Income has been significantly reduced for 2011. The delay of receipt of monies from the State has reduced interest income for 2010 and that trend is likely to continue.

As the budget for 2011 was developed, the focus was on WLS's core mission of providing cost effective, high quality services, and promoting engagement between libraries and their communities. During the process, the Budget Committee worked closely with WLS staff, particularly senior staff, in the preparation of departmental budget requests. Managers submitted very conservative budget proposals and provided impact statements regarding the implications of reduced or eliminated funding for their programs.

ADJOURNMENT

Having completed all other business, the Board adjourned its meeting at 7:35 p.m. and went into Executive Session at 7:40 p.m. to discuss matters pertaining to the employment of specific personnel affected by the expense portion of the proposed FY2011 WLS Budget as well as the annual performance appraisal of the Executive Director on a motion by Mr. Donelson and seconded by Dr. Gray. The motion passed unanimously.

The executive session adjourned and the regular meeting was re-convened at 8:05 p.m. by consensus. The Board approved the following on a motion by Mr. Sorice and seconded by Ms. Neale:

- Acceptance of the FY2011 WLS Budget as submitted (see attached) – This includes the reduction of WLS staff by 4 full-time positions and starting 1/1/2011 WLS employees will be required to make a 10% contribution by toward the cost of the individual health insurance coverage premium and WLS employees opting for family health insurance coverage will contribute half the difference between the cost of the individual and family premium plus 10% of that difference.
- A salary adjustment for Executive Director Terry Kirchner in accordance with his employment contract.

The motion passed unanimously.

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, January 25, 2011, at 6:00 p.m. at the WLS Headquarters.

Respectfully submitted,



Mary Ellen Forte
Secretary

WESTCHESTER LIBRARY SYSTEM

Comparative Data Analysis

FY2007 - FY 2011 Adopted Budgets - REVISED 11/29/2010

	FY2007	FY2008	FY2009	FY2010	2011	% change over	Overall %
<u>Funding by Revenue Source</u>	Final	Final	Final	Adopted	Proposed	2010 Adopted	of budget
Member Libraries	2,352,090	2,365,763	2,458,927	2,441,749	2,499,508		41.6%
Capital Allocation					170,000		2.8%
New York State Aid	2,810,277	2,720,214	2,427,040	2,120,959	1,908,864		31.7%
Westchester County	1,260,000	1,177,000	1,143,306	1,147,250	1,105,000		18.4%
E-Rate & other grants	336,840	521,127	502,618	297,400	100,000		1.7%
Special Events	98,123	75,390	69,358	85,250	56,250		0.9%
Contributions & other revenue	4,813	6,813	10,000	15,000	48,300		0.8%
Investments/Interest Income	141,881	55,433	15,066	17,340	10,000		0.2%
Board Restricted Funds					116,700		1.9%
Total Operating Revenues	7,004,024	6,921,740	6,626,315	6,124,949	6,014,623	-1.8%	100%

	FY2007	FY2008	FY2009	FY2010	FY2011	% change over	Overall %
<u>Budget by Major Expense</u>	Final	Final	Final	Adopted	Proposed	2010 Adopted	of budget
Salaries and Benefits	3,378,503	3,398,610	3,382,774	3,270,664	3,147,650		52%
Delivery Service	342,217	356,318	360,038	353,600	375,152		6%
Library Materials & Databases	498,402	436,314	285,505	331,301	413,576		7%
Building Operations	276,337	294,161	277,566	307,802	312,469		5%
Equipment/Repair/Maintenance	448,683	611,752	522,235	646,500	764,500		13%
LLSA Pass-Through Payments	291,226	283,569	251,658	237,413	213,672		4%
Special Events	41,865	40,922	45,385	54,600	43,400		1%
Prof'l Fees, Contracts, Other	811,946	1,300,052	1,120,201	602,232	346,527		6%
Telephone & Internet	322,753	310,605	363,538	380,850	422,850		7%
Contingency			-	70,000	48,300		1%
Total Expense Budget	6,411,932	7,032,303	6,608,900	6,254,961	6,088,096	-2.7%	100%
	592,092	(110,563)	17,415	(130,012)	(73,473)		

	FY2007	FY2008	FY2009	FY2010	FY2011	% change over	Overall %
<u>Budget by Major Function</u>	Final	Final	Final	Adopted	Proposed	2010 Adopted	of budget
Administration	1,139,972	1,226,782	1,336,238	1,133,867	1,247,957		20%
Delivery Service	342,292	356,318	360,038	353,600	408,367		7%
System Technology Services	2,235,745	2,574,684	2,625,911	2,581,749	2,769,509		45%
Cataloging/ILL			661,417	652,228	710,584		12%
Consultant Services	2,693,923	2,874,519	1,625,296	1,533,517	951,679		16%
Total Functional Budget	6,411,932	7,032,303	6,608,900	6,254,961	6,088,096	-2.7%	100%

	FY2007	FY2008	FY2009	FY2010	FY2011
<u>Headcount Analysis</u>	Final	Final	Final	Adopted	Proposed
WLS Salaried Staff (FTE)	26	25	22	22	18
IT Salaried Staff (FTE)	10	11	11	11	9
Total Headcount	36	36	33	33	27