

**WESTCHESTER LIBRARY SYSTEM**  
**Trustee Meeting**  
**October 24, 2017 – Approval Pending**

**REGULAR MEETING**

The Regular Meeting of the Westchester Library System was called to order by Cathy Draper, President, at 6:08 p.m. at WLS Headquarters. The quorum requirement was met with the following people in attendance:

Board Members present: Dave Donelson, Cathy Draper, Hope Furth, LaRuth Gray, Barbara Hickernell, Julie Mills-Worthey, Susan Morduch, Sue Neale, Sean Ryan (late), Edris Scherer, and Karen Zevin

Board Members absent: Mary Amato, Norman Jacknis, Alex Payan, Bernie Seiler

Also present from WLS were: Terry Kirchner, Francine Feuerman, Pat Brigham

**MINUTES**

The minutes of the meeting of September 26, 2017, were amended to delete the following sentence on Page 3: “Everyone learned through the process.” The revised minutes were accepted on a motion by Ms. Furth and seconded by Ms. Scherer. The motion passed unanimously. [Mr. Ryan was not present for the vote.]

**FINANCIAL REPORTS**

The financial report through September 2017 was presented by Ms. Feuerman and was accepted on a motion by Ms. Scherer and seconded by Ms. Furth. The motion passed unanimously. [Mr. Ryan was not present for the vote.] A number of line items were reviewed, and a suggestion was made to rename the Fund Raising & Contributions line on the Income Statement. The check register was distributed.

**INFORMATION ITEM**

*WLS Video Conference Policy & Fuze Software:* A demonstration of the Fuze software had to be postponed due to unforeseen issues experienced by Dr. Jacknis, who was assisting with testing the software. WLS staff will follow-up and provide additional information at a future meeting.

**COMMITTEE REPORTS**

*Budget Committee:* Ms. Scherer, Chair, reported that Budget Committee met on October 19<sup>th</sup> to review the first draft of the WLS 2018 Budget. Each line of the budget was examined in detail. The proposed IT Model was also reviewed, and the committee asked for additional information about the ramifications of different rate increases. The current IT model proposal can be found on the [WLS IT wiki](#). Another meeting of the committee will be scheduled shortly, and the final budget proposal will be presented at the November Board Meeting.

**Nominating Committee:** Chair Ms. Neale introduced Jon Marshall from Tarrytown, whose name will be on the slate to represent WLS District II (Briarcliff Manor, Ossining, Tarrytown) at the Annual Meeting next month. Ms. Draper encouraged all to strongly consider taking on a leadership role if asked.

**Development:** Although the Development Committee has not met recently, Ms. Brigham reported on current activity. November 28<sup>th</sup> is Giving Tuesday, a social media campaign celebrated on the Tuesday following Thanksgiving and the widely recognized shopping events Black Friday and Cyber Monday. This global day of giving supports philanthropy with events throughout the year. Ms. Brigham emphasized the importance of being a part of this campaign, and a link to the giving page along with other helpful campaign information will be made available to all libraries.

National Philanthropy Day will be celebrated on Tuesday, November 14<sup>th</sup>, at the DoubleTree by Hilton in Tarrytown. Ms. Brigham, this year's President of the Association for Fundraising Professionals (AFP) Westchester chapter, distributed a flyer for the event where experts—Tom Ahern, Simone Joyaux, and Adrian Sargeant—will be presenting. Library staff are encouraged to attend. Funds are available for any WLS Board members interested in attending.

Next year's National Library Week will be kicked off on Friday, April 6, 2018, at the Doral Arrowwood in Purchase. The Chief Executive Officer of Archie Comics, Nancy Silberkleit, will be the speaker. Ms. Silberkleit is a strong advocate of family literacy and has been instrumental in encouraging Comic Extravaganzas for libraries. Mount Vernon Public Library's recent "Comic Con" event was a great success and offers libraries an opportunity to introduce themselves to a different group.

## **PRESIDENT'S REPORT**

Ms. Draper distributed hard copy invitations for the State and County legislators to the WLS Annual Meeting on November 16<sup>th</sup>. Trustees were asked to personalize the invitation to the legislators who represent the areas in their districts.

A follow-up on the e-rate and filtering will be presented by Rob Caluori at the November Board Meeting.

As part of her research for her presentation at the October 3<sup>rd</sup> Trustee Institute, Ms. Draper wanted to be sure that WLS included the acceptance of all personnel appointments including salary information. Information about any positions in question will be included with the materials distributed prior to the board meeting when the appointments will be accepted.

## **EXECUTIVE DIRECTOR'S REPORT**

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

The 4<sup>th</sup> annual Battle of the Books was held on Saturday, October 21<sup>st</sup>, at the Hendrick Hudson High School in Montrose. This year's teams were energized and engaged. The teams studied 5 books and were asked Jeopardy style questions. The competition was intense but fun. The winners for Grades 4-6 were the *Bronxville Bosses*, and the winners for Grades 6-9 were *The Glows* from Peekskill's Field Library, who were dressed in shirts with LED lights.

Congratulations to the Committee, who did a wonderful job of organizing the event and fitting a lot into the one-day schedule. Further information can be found on the [Youth Services wiki](#).

Anne Marie Perdichizzi, Interlibrary Loan/Cataloging Clerk II, retired in early September after over 20 years with WLS. The Board applauded Ms. Perdichizzi in recognition of her excellent service. The position is currently being filled by Allison Pryor, who transitioned from the Public Innovation & Engagement Department.

Because PLDA Representative Carolyn Reznick was unable to attend, Dr. Kirchner also reported on the October Public Library Directors Association (PLDA) Meeting. An overview was given of the Central Library Study Committee Report and Recommendations approved by the WLS Board in September. The process for implementation of the Recommendations was discussed.

IT reported on the new optional Enhanced and Premium wireless networks being offered starting in 2018. In order to streamline the payments issues to libraries for fines and fees collected, WLS will not issue a check for under \$10 for a given calendar quarter. Any balances under \$10 will transfer to the next quarter but will be paid out by the end of the calendar year. The “staff secure” wireless network will be decommissioned, and another network will be used as the default for new laptops that are currently being supplied to the libraries. Booksite, the current software used to generate the carousel of book titles on many of the libraries’ websites, is being reviewed. Other free options are now available through Zepheira and open source versions which can connect to the WLS Catalog and will be explored. Larchmont Public Library has genealogical records on microfiche from the Church of Latter Day Saints that are now being digitized and will soon be available to all.

The December PLDA Meeting will include the annual holiday lunch, and a Strategic Plan Retreat for Directors from Plan A is being scheduled for January 2018.

## OTHER

Ms. Brigham spoke about the success of the recent *Community Conversations* programs. A variety of people have attended, and the conversations have been eye opening and educational. The next Conversation will be on Thursday (10/26) at John C. Hart Memorial Library in Shrub Oak and Saturday (10/28) at Mount Kisco Public Library. Videos of all programs will be put online.


Mr. Marshall thanked the board for the opportunity to attend the meeting. Listening to the topics was a good overview for a perspective new member.

Ms. Scherer will be attending the NYLA Annual Conference at Saratoga on November 9-11, representing WLS and the Library Trustees Association of New York State (LTA).

## ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:40 p.m. on a motion by Ms. Scherer that was seconded by Ms. Neale. The motion passed unanimously.

Respectfully submitted,

  
Sean Ryan  
Secretary