

WLS Nominating and Board Education Committee Meeting – April 6, 2022

Meeting was held online via Zoom

IN ATTENDANCE:

Karen Kelley (District 12, Chair
Jonathan Marshall (District 2)
Nishat Hydari (District 3)
Francis Okelo (District 14)
Terry Kirchner, WLS Executive Director

The meeting began at 6:02pm

Karen Kelley, Chair, opened the WLS Nominating and Board Education Committee meeting with discussion on the three WLS trustee districts whose terms expire December 31, 2022. District 9 Trustee Catherine Draper's fine service has reached the limit of two consecutive terms. Ms. Kelley and Terry Kirchner will be discussing new trustee candidates with Ms. Draper and the committee. District 2 Trustee Jonathan Marshall and District 12 Trustee Ms. Kelley have each served one term and are interested in serving a second term.

The next agenda item was the status of the online WLS Trustee Manual review. Mr. Kirchner reported he is continuing to review and update specific links and content of the Trustee Manual. The committee members agreed on the annual review of the Trustee Manual site and ongoing updating of the Trustee Manual so that it remains useful to WLS trustees.

The final agenda item was a discussion of the WLS Trustee Institutes. The Trustee Institutes will aim to provide an opportunity for WLS member library trustees to meet and talk about key issues and information involving members' libraries, such as construction related topics, and broader WLS issues in Westchester County, such as digital equity and inclusion. A potential 2022 Trustee Institute timeline and topics was presented by Mr. Kirchner. The timing has a June 1 launch date, plus possibly four more events in 2022. Subjects being considered include construction, community long-range/strategic planning, legislative advocacy and digital equity and inclusion. The goal is for the events to provide a mix of in-person and online participation, with some occurring in a hybrid in-person/online environment

Mr. Marshall supported the idea of holding hybrid meetings with virtual platforms for all meetings where possible in order to expand the attendance. WLS could be a leader in hybrid meetings and programs. Nishat Hydari also supported this approach.

WLS would be promoting the meetings to member library trustees and recommends that WLS trustees help to inform member libraries in their districts about the Trustee Institute meetings.

The next meeting is scheduled for Monday, May 23, 2022, at 11:00am.

The meeting adjourned at 6:45pm

Meeting notes submitted by Jonathan Marshall.

Westchester Library System (WLS) Trustee Manual

This manual is designed to help you learn more about WLS and its role with the member libraries, Westchester County and New York State. The manual is divided into three information areas: the WLS Board, the WLS Organization and the role of the New York State Library's Division of Library Development (DLD).

WLS Board

[WLS Board Bylaws](#)

[WLS Board Approved Policies](#)

[WLS Board Meeting Minutes](#)

[WLS Board Meeting Materials and Schedule](#)

[WLS Board of Trustees Roster](#)

[WLS Board Committees](#)

[Handbook for Library Trustees of New York State](#)

- [Open Meetings Law](#)
- [Public Relations and Advocacy](#)
- [Working Together: Roles and Responsibilities Guidelines](#)

[WLS Trustee Institute Presentations](#)

[Library Trustees Association of New York State \(LTA\)](#)

WLS Organization

[WLS Member Library Annual Statistics](#)

[WLS Annual Report for Library Systems](#)

[WLS Plan of Service](#)

[WLS Central Library Plan of Service](#)

- [Central Library Information](#)
- [Central Library Aid Guidelines](#)

[WLS Free Direct Access Plan](#)

[Roster of Member Library Directors](#)

New York State Library's Division of Library Development (DLD)

[Minimum Standards for Public and Association Libraries](#)

[Types of Public Libraries: A Comparison](#)

[NYS Public Library Systems](#)

[State Aid for Construction](#)

[Handbook for Library Trustees of New York State](#)

Potential Trustee Institute Timeline – 1st Draft

Date: June 1 – New Rochelle Public Library (NRPL)

Topic: Rethinking the Public Library’s Role as an Anchor Institution

Presenter: Celeste Frye, Architect (she worked with NRPL on a recent project)

Summary: How can public libraries re-envision their role in creating communities during the pandemic and beyond? Join Celeste Frye, co-founder & CEO of Public Works Partners, LLC, as she explores how libraries can best meet the current needs of residents, support skills and wealth-building opportunities, and actively advocate for their community’s future. Discover how the New Rochelle Public Library and Queens Public Library are reimagining what it means to serve their communities, including actionable tips to help expand your reach and maximize impact.

Date: July 12 or 14 – Online/Zoom

Topic: Using Harwood Institute Techniques in Your Long-Range/Strategic Planning Process

Presenter: Elena Falcone, Director of Public Innovation & Engagement, WLS

Summary: How do discover who is living in your community and what aspirations they have? What techniques and questions will help more voices, especially those that have often been silenced, to be heard?

Date: mid-July – mid-August – four member libraries

Topic: Advocacy Breakfast for US, NYS and Westchester County Legislators

Presenter: Terry Kirchner, Executive Director, WLS

Summary: An opportunity to thank the legislators for their support and to showcase the WLS eVan that is used to support the WLS digital inclusion initiatives. There will be 4 events and each one would be held at a member library.

Date: September 7 or October 6 – a member library (north of 287)

Topic: Getting Off Go: Understanding the Pre-Construction Project Process

Presenter: Scott Bova, Principal Architect

Summary: What is the role of professional services in planning for a construction project? Issues to be discussed include:

- What libraries should do in preparation of a potential project
- When/How do engage design professionals
- Ways design professionals can assist libraries
- Project phases and the design process
- Funding and grant support services
- Preparation of bidding documents
- Awarding the project

Date: Nov 2 or 3

Topic: Digital Equity and Inclusion and the Role of Public Libraries

Presenter: Panel Discussion

Summary: How are WLS and the member libraries currently engaged in digital equity and inclusion efforts in their communities? What have been the successes and what challenges still exist? How can we work together and with others to best address the challenges?

Trustee Handbook Book Club:

Register at <https://midhudson.org/trusteebookclub/>

Upcoming 2022 Dates:

- April 19: [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy](#)
- May 3: [Planning & Evaluation](#)
- June 14: [PR & Advocacy](#)

Recordings from previous sessions:

Policies & Risk Management (March 29, 2022) | Recording to be posted soon

Facilities (February 22, 2022) | [Recording Available Here](#)

Budgets & Finance (January 18, 2022) | [Recording Available Here](#)

Personnel (December 14, 2021) | [Recording Available Here](#)

Library Board Meetings (November 16, 2021) | [Recording Available Here](#)

Duties & Responsibilities (October 19, 2021) | [Recording Available Here](#)