

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
May 28, 2024 –Approved June 25, 2024

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch at 6:02 p.m. The quorum requirement was met with the following people in attendance:

Board members present: Anthony Amiano, Andrea Bober, Robert Cartolano, Nishat Hydari, Wes Iwanski, Karen Kelley, Maureen LeBlanc, David Mener, Julie Mills-Worthy, Susan Morduch, Patricia Phelan, Barbara Tepper, Diane Tabakman, Karen Zevin

Board Members absent: Alice Joselow

Also present from WLS were: Terry Kirchner, Wilson Arana, Rob Caluori, Pat Brigham, Allison Midgley

Public Library Directors Association (PLDA) Representative: Jennifer Coulter, Director, Pound Ridge Library District

MINUTES

The minutes of the April 30, 2024, Board Meeting were discussed and approved with the following correction:

Under Action Item 1: Designation of Deposits- New York State Liquid Asset Fund (NYLAF) the last sentence should read: *NYLAF offers investment vehicles that make competitive interest rates available to these eligible groups while also ensuring investments comply with General Municipal Law.* The minutes were approved with the correction noted on a motion by Ms. Tabakman and seconded by Ms. Zevin. The minutes were accepted unanimously. [Ms. Phelan was not present for the vote.]

FINANCIAL REPORTS

Mr. Caluori presented the financial reports noting significant balances and activity. He spoke to the point that WLS is entering a period where cash in the operating account typically declines as WLS awaits funding from NYS and Westchester County. Mr. Caluori will work with the Treasurer to transfer money from reserves as needed to meet the cash flow demands of the organization. He also noted the organization is doing well with managing expenses, which are essentially in-line with revenues for the year-to-date. Check registers for March and April 2024 were distributed to the Board. The Board accepted the financial report for May on a motion by Ms. LeBlanc and seconded by Mr. Iwanski. [Ms. Phelan was not present for the vote.] The motion passed unanimously.

INFORMATION ITEMS

Extend for One Year Current Borrowing Facility: WLS has an existing Line of Credit with TD (Toronto Dominion) Bank. The facility allows WLS to borrow up to \$500,000 unsecured for a period of one year. There are neither facility fees nor covenants for this loan agreement. If borrowed against, the interest rate would be based on WSJ (Wall Street Journal) Prime + 50 bps (base percentage points), with a Floor of 3.75%. The only restriction consists of the submission of audited financial statements on the part of WLS. There is no action required at this time. This will be brought to the Board as an action item at the June 2024 meeting.

Policy Updates: The WLS Governance Committee met on May 21, 2024, to review the four policies: #1 Equal Employment Opportunity; #6 Progressive Discipline; #10 Internet Safety and Use; Employee Handbook. The Governance Committee reviewed and discussed four policies. All items were recommended for approval by the full board at the June 25, 2024, meeting.

COMMITTEE REPORTS

Nominating & Board Education: Ms. Kelley, Chair, reminded the Board that Nonprofit Westchester has an abundance of Committee resources that they can utilize, and they generally count toward trustee education.

EXECUTIVE DIRECTOR’S REPORT

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

- Wilson Arana spoke about Patron Purge as part of an overall strategy to get and provide statistics that are standardized and truly representative. Patron Purge resulted in a 41% decrease in patron cards, although libraries have since increased patron registrations 4%; summer and fall provide opportunities for more registrations. WLS is talking w vendors about Patron online autorenewal before introducing it to libraries. This will allow convenience for patrons and better tracking for stats.
- Patricia Brigham spoke about an internal demographic survey for WLS trustees which was introduced to understand our trustee’s diversity and inclusion as she develops grant initiatives.
- The libraries in the Town of Bedford (Bedford Hills Free Library, Bedford Free Library and Katonah Village Library) will meet in June to discuss chapter 414 vote for public library funding, and whether they will move forward this year.
- METRO “Library Field” concept; purchase land in Westchester for education that is nature-focused and sustainable.
- There are four upcoming Legislative Breakfasts throughout Westchester. This is an opportunity to build relationships with legislators and creates more opportunities for State aid for libraries.

PLDA LIASON’S REPORT

Ms. Coulter reported on the May 2024 PLDA meeting where the following was discussed:

- The PLDA Technology Committee met and discussed upgrades to Envisionware and Windows 11. They are looking to consortium pricing for Patron Point.
- The PLDA Civil Service Committee had a successful meeting with Lisa Denig, Westchester County Commissioner of Human Resources on March 22, 2024. She answered questions regarding what decisions were governed by the State vs. the County relating to the civil service hiring process.
- There was a discussion regarding a PLDA retreat later this year. An Action item was presented to use funds from PLDA treasury for the retreat. The motion was approved unanimously.

ADJOURNMENT

Having completed its agenda, the Board adjourned its meeting at 7:06 p.m. on a motion by Ms. Kelley and seconded by Ms. Bober that passed unanimously.

Respectively submitted,

Anthony Amiano

Anthony Amiano
Secretary