

AGENDA

WESTBURY MEMORIAL PUBLIC LIBRARY

Thursday, November 19, 2020

I. Call to Order

II. Approval of Minutes of October 15, 2020

III. Approval of Minutes of November 12, 2020 Executive Session

IV. Principal Account Clerk's Report

- a. Approval of Treasury Warrant #5 dated November 19, 2020

V. Committee Reports

- a. Historical Society Committee
- b. Public Relations Committee
- c. Collections Committee
- d. Personnel Committee
- e. School Liaison
- f. Budget Finance Committee
- g. Technology Committee
- h. Building and Grounds Committee
- i. Director's Report

VI. New Business

- a. NLS Member Library Services Annual Payment
- b. ILS Budget Approval
- c. NYS LGS-1 Record Retention Adoption
- d. Hoopla Discussion
- e. Approval of Susan Kovarik's contract

VII. Old Business

- a. Update on Computer and Laptops
- b. Update on Comprise
- c. Resolution Re: Terms & Conditions: Adina Gunsburg employment

VIII. Date of Next Session

- a. Thursday, December 19, 2020

IX. Public Comment Period

X. Adjournment

| | | | |
|--|--|--|--|
| | | | |
| | | | |

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY

BOARD OF TRUSTEES

November 19, 2020 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on November 19, 2020 over Zoom.

The following Trustees were present constituting a quorum:

Judy Gerrard – President

Denise Parillo – Vice President

Marie Rousseau – Trustee

Shirley Darkeh – Trustee

Carmen Lloyd – Trustee

Also Present:

Tracy Van Dyne – Director

Adina Gunsburg – Assistant to Director

Lynn Graf – Principal Account Clerk

Chris Durrah – Head of Tech Dept.

I. CALL TO ORDER

The meeting was called to order by President Gerrard at 7:00 PM

II. APPROVAL OF MINUTES OF OCTOBER 15, 2020

Upon motion by Trustee Parillo, seconded by Trustee Rousseau it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Minutes of the Board Meeting on October 15, 2020 as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

III. APPROVAL OF MINUTES OF NOVEMBER 12, 2020 EXECUTIVE SESSION

Upon motion by Trustee Rousseau, seconded by Trustee Lloyd it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Minutes of the Executive Session on November 12, 2020 as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

IV. PRINCIPAL ACCOUNT CLERK'S REPORT

Upon motion by Trustee Lloyd, Seconded by Trustee Parillo it was

RESOLVED, that the Westbury Memorial Public Library Board of Trustees accept the following financial reports:

a) Warrant #5 dated November 19, 2020 which has been reviewed by the Principal Account Clerk, in the amount of \$299,694.97.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

V. COMMITTEE REPORTS

- a. **Historical Society Committee**
- b. **Public Relations Committee**
- c. **Collections Committee**
- d. **Personnel Committee**
- e. **School Liaison**
- f. **Budget Finance Committee**
- g. **Technology Committee**
- h. **Building and Grounds Committee**

President Gerrard announced that there really are no committee reports to give at this time seeing as the Library is still closed to the public with limited activity.

- i. **Director's Report**

- The staff have completed their annual mandatory New York State Sexual Harassment training through Kantola. Our new Trustees will be completing the training as well.

- We have converted from an old school phone chain to doing robocalls for the staff during snow days, emergencies, etc. This will be a quicker and more efficient form of communication.
- We will be bringing on a new program registration software called EventKeeper. It was created by Plymouth Rocket, the same company who our museum pass registration is from. It will allow patrons to register for programs online as well as allow in-house booking of meeting rooms. It will go live after all staff have been trained and a tutorial for patrons has been created for our website.
- The staff will begin Monday morning staff training in November. I have reached out to the staff to see who would be interested in instructing their colleagues and we've had a few people sign up already. I will also have outside training interspersed from time to time. Some training includes an Overdrive refresher, Canva training, a COVID Customer Service workshop, a microaggressions workshop, Google Suite, and training on our new payroll system, AccuData.
- After a meeting with Emily, we have reached out to the schools to offer them assistance. She and the Children's staff have already hosted a few virtual library tours as well as sent library card applications to the teachers. They are now working on setting up training for both children and parents in areas such as Google Classroom, and Computer Basics in both English and Spanish.
- The Children's Department hosted an outside Halloween Scavenger Hunt the week of 10/27 - 10/30. They had 2 nice weather days but were unfortunately rained out due to Hurricane Zeta.
- I have been working with Adina on updating our policies and putting them into a manual for the staff to keep at each department as well as an online version that can be kept handy on their desktops. Once the policies have been updated they will be put on the website.
- I am currently working with Adina on creating an Emergency Manual for the staff to keep at each department as well as an online version that can be kept handy on their desktops.
- I have completed my first round of meetings with the Department Heads and will be shadowing some departments in order to learn the ins and outs of the library. I have also had my first department head meeting.
- I did a complete building walkthrough with Fritz in order to learn about the buildings and property but to also see what will be upcoming for restoration projects.
- We have ordered 5 new Kindles for the Adult Reference Department in order to replace our older versions that are no longer supported.
- I completed a COVID memo regarding guidelines and expectations for the staff. Using my prior experience and by reaching out to the department heads I am hoping to answer as many questions as I can in regard to the pandemic. The memo will contain situational questions as well as normal care of the staff and building. This will be continuously updated as the situation changes. The memo was run past library counsel as well.
- Asked for the newsletter to be added to all curbside bags. I am currently looking into newsletter companies with Edna in order to reinstate a paper format again. If COVID taught us anything it's that not everyone has access to a computer or internet access and that we're missing those patrons. Chris has added information about the Lab and what services that are providing during partial closure.
- The Board was looking to open to browsing back in September but due to spikes in the area, postponed the opening. We continue to keep track of the situation and are hoping to open in some capacity soon. We are hoping to open to appointments only as our next step once the numbers trend downwards again.
- On Monday, October 26, I had the opportunity to meet with two members of the Carle Place Library Board.
- The patrons have had a positive response to our curbside services and are keeping Reference and Circulation busy. We'd like to thank our patrons for being so patient during this time.
- The document printing and faxing service performed by the IT department has been very popular with our patrons.
- The NYS Minimum Standards for Libraries have been updated and will go into effect on January 1, 2021.

- By NYS Law, libraries are encouraged to create a NYS Pandemic Operation plan that is due by April 1, 2021. I will begin this process with the assistance of the library staff and then put it to the BoT for review.
- We have had a plumbing issue with the main floor bathrooms a couple of times since July. I will be working with Fritz to bring in plumbing companies to inspect the situation and see what needs to be done to resolve the issue.
- The Fire Marshall came to do his annual inspection with our alarm company, Alarm Tech. We were directed to install an alarm pull in the Children's computer room. This has been completed.
- We are looking at the possibility of a new elevator company. Adina has been in contact with a number of companies to come in and review our elevator. Once their submissions have been reviewed we will bring a recommendation to the Board.
- An RFP was sent out for an IT Consultant to work with Chris on updating our technology infrastructure. The responses are due back by Monday, November 16. After Chris and I have reviewed the responses we will put together a recommendation for the Board.
- The library is looking to update our website. I have sent out a few quotes for this project.
- Quinn and Feiner have been in for their annual HVAC inspection.
- Our OverDrive numbers for 2020 have seen a wonderful increase in use:
Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20

1,433 1,418 1,431 2,029 2,369 2,243 2,336 2,381 2,089 1,888

VI. NEW BUSINESS

1. NLS Member Library Services Annual Payment

Upon motion by Board President Gerrard, seconded by Trustee Rousseau and after discussion it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the NLS Member Library Services Annual Payment as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

2. ILS Budget Approval

After discussion and upon a motion made by Trustee Gerrard, it was unanimously APPROVED, that the Westbury Memorial Public Library Board of Trustees approve the ILS Budget Approval as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

3. NYS LGS-1 Record Retention Adoption

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd and after discussion it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the NYS LGS-1 Record Retention Adoption as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

4. Hoopla Discussion

Upon motion by Trustee Lloyd, seconded by Trustee Rousseau, and after discussion it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the addition of the Hoopla platform as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

5. Approval of Susan Kovarik's contract

Upon motion by Trustee Darkeh, seconded by Trustee Rousseau, and after discussion it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2020-2021 contract update for Susan Kovarik as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

VII. OLD BUSINESS

1. Update on Computer and Laptops

Mr. Durrah gave an update on the computers and laptops which were purchased. As of the last meeting they had not yet arrived. He reported that all six laptops have been received as has the Director's new computer and 2 monitors.

2. Update on Comprise

Mr. Durrah gave an update on the Comprise contactless machine. As of the last meeting the equipment had arrived but NLS needed to add space on their server to allow for our connection and usage. He reported that we are still waiting at this time for NLS to create the space to add us on.

Mr. Durrah also mentioned that new copy machines have been ordered through Central Business Systems. They will be replacing 2 and returning those to Konica Minolta for us. And they will replace them with 3 of their machines. They are still working out installation dates.

3. Resolution Re: Terms & Conditions: Adina Gunsburg employment

Upon motion by Trustee Parillo, seconded by Trustee Lloyd, it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Resolution of the Terms & Conditions of Adina Gunsburg's employment as presented.

VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)

MOTION CARRIED UNANIMOUSLY

VIII. DATES OF NEXT MEETINGS

Thursday, December 19, 2020

IX. PUBLIC COMMENT PERIOD

X. ADJOURNMENT

The meeting was adjourned at 7:33 pm on a motion by Trustee Darkeh and seconded by Trustee Lloyd.

Respectfully,

Adina Gunsburg
Clerk Typist – Westbury Memorial Public Library

BOARD OF TRUSTEES:

Judy Gerrard, President _____

Denise Parillo, Vice President _____

Marie Rousseau _____

Shirley Darkeh _____

Carmen Lloyd _____