

# AGENDA

## WESTBURY MEMORIAL PUBLIC LIBRARY

OCTOBER 15, 2020

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- I Call to order with quorum
- II Introduction and Welcoming of new Director, Tracy Van Dyne, and Adina Gunsburg
- III Approval of Minutes of September 17, 2020
- IV Approval of Treasury Warrant # 4 dated October 15, 2020
- V Approval of Hiring of Adina Gunsburg as a Typist -Clerk as Secretary to the Director
- VI Report on Discussion of New Contract for Contactless Payment
- VII Committee Reports
- VIII Public Comments

**MINUTES  
WESTBURY MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**October 15, 2020 at 7:00 PM**

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A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on October 15, 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.

Absent with Notice:

## **CALL TO ORDER**

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

## **NOTES OF WELCOME**

President Gerrard began the meeting by introducing and welcoming the new Director, Tracy Van Dyne, and new Assistant to the Director, Adina Gunsburg.

## **MINUTES**

### **Regular Board Minutes**

**Upon motion by Trustee Rousseau, seconded by Trustee Darkeh and it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the Minutes of September 17, 2020 as presented.

**VOTE:** Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)  
*MOTION CARRIED UNANIMOUSLY*

## **PRINCIPAL ACCOUNT CLERK’S REPORT**

Upon motion by **Trustee Lloyd, Seconded by Trustee Darkeh** it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the following financial reports:

- a) Treasury Warrant #4 dated October 15, 2020 which has been reviewed by the Principal Account Clerk, in the amount of \$87,740.89 plus payroll for the dates of September 17, 2020, October 1, 2020 and October 15, 2020 and NYS Retirement contributions. For a total in the amount of \$247,421.59.

**VOTE:** Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)  
*MOTION CARRIED UNANIMOUSLY*

## **NEW BUSINESS**

Upon motion by **Trustee Darkeh, Seconded by Trustee Rousseau** it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the Appointment of Adina Gunsburg to fill the position of Clerk-Typist / Assistant to the Director.

**VOTE:** Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)  
*MOTION CARRIED UNANIMOUSLY*

## **OLD BUSINESS**

- a) The Head of the Technology Department, Chris Durrah was called upon to give an update on the Comprise SAM Contactless Payment Terminals. Mr. Durrah stated that the terminals have arrived. However, they cannot connect them just yet as the Nassau Library System needs to purchase extra server space on their end, from Comprise, which will allow our patrons to interact with the terminals. NLS is still waiting to have the expenditure approved by their Board of Trustees. But Mr. Durrah does not expect that it will be met with any resistance.
- b) Mr. Durrah then addressed the outstanding order of laptops and a desktop. Mr. Durrah says he was in touch with the contractor for the order, Armando, who let him know that they were simply experiencing shipping delays. Director Van Dyne mentioned that she had just touched base with Armando in an email exchange, and her understanding was that the laptops would ship in another month, but the desktop and accompanying accessories should arrive next week. President Gerrard expressed hope that this timeline was truthful, and that we would wait for next week to see if the desktop items arrived as promised.

## **REPORTS**

### **Historical Society Committee**

President Gerrard: The Historical Society will be giving its first Zoom program Sunday October 18<sup>th</sup>, titled “Westbury from Above” at 2:30 PM.

### **Public Relations Committee**

President Gerrard: nothing to report

### **Collections Committee**

Trustee Parillo: nothing to report

### **Personnel Committee**

Trustee Parillo: nothing to report

### **School Liaison**

Trustee Rousseau: nothing to report

### **Budget Finance Committee**

Trustee Darkeh: nothing to report

### **Technology Committee**

Trustee Lloyd: nothing to report

### **Buildings and Grounds Committee**

Trustee Lloyd: nothing to report

### **Director's Report**

Director Van Dyne: Nothing yet as she has only held the position for a few days.

## **OPEN DISCUSSION**

There were 9 Board members and employees logged on to the meeting as well as 6 public viewers. A patron, Ray, welcomed the new Director and Assistant to the Library.

Board President Gerrard also thanked Ray for his help in finding patrons to fill the seats on the Board.

President Gerrard also wanted to mention that she has been getting a lot of positive feedback about the library offering online ordering and curbside pickup service during the COVID pandemic.

## **DATES OF NEXT MEETINGS**

November 19, 2020 at 7:00 PM

# ADJOURNMENT

At 7:14 PM the meeting was adjourned on a motion by Trustee Lloyd and seconded by Trustee Darkeh.

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** \_\_\_\_\_