

WESTBURY MEMORIAL PUBLIC LIBRARY
AGENDA

Thursday, December 17, 2020

I.Call to Order with Quorum

II.Approval of Minutes of November 19, 2020

III.Principal Account Clerk's Report

- a. Approval of Treasury Warrant # 6 dated December 17, 2020

IV.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

V.New Business

- a. Website Redesign
- b. IT Consultant Recommendation

VI.Old Business

VII.Date of Next Session: January 21, 2021

VIII.Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY

BOARD OF TRUSTEES

December 17, 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 7:11 PM

II. APPROVAL OF MINUTES OF NOVEMBER 19, 2020

Upon motion by Trustee Darkeh, seconded by Trustee Rousseau it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Minutes of the Board Meeting on November 19 2020 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

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

a) Warrant #6 dated December 17, 2020 which has been reviewed by the Principal Account Clerk, in the amount of \$207,079.86.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. **Historical Society Committee**

- Trustee Gerrard noted that due to the COVID, the Historical Society has not been holding events.

b. **Public Relations Committee**

c. **Collections Committee**

- Trustee Parillo mentioned that the Nassau County Legislature approved a grant of \$50,000 to be put towards the Children's Historical Collection. The library will have 5 years to allocate those funds.

d. **Personnel Committee**

e. **School Liaison**

f. **Budget Finance Committee**

g. **Technology Committee**

h. **Building and Grounds Committee**

i. **Director's Report**

- Administration and the Board of Trustees continue to evaluate the current COVID situation in order to make the safest decision for our community and staff. Even though we have decided not to open at this time, we are always looking at new resources and ways to provide for our community. Please continue to take advantage of our curbside service as well as calling us for reference help.
- The Board of Trustees, Adina and I have taken a Trustee training course with Caroline Ashby of NLS. This training covers the role and responsibilities of library trustees as well as answers any other questions that Trustees may have.
- Chris has been able to work out a contract with a new copier company, Central Business Systems, to replace our current copy machines. The new contract saves money on both the machines and the cartridges. We will be receiving three new machines as opposed to two for less money.
- We are currently working on the January/February newsletter where we will be introducing new programs such as a Virtual Citizenship Preparation Classes and free Career Counseling by calling the Computer and Career Center.
- I have asked Adina to begin putting together a compliance calendar so that the Administration office can better keep track of when contracts and/or insurance will be expiring.
- We are still waiting for NLS to add us to their cloud server so that we can get our Comprise contactless system up. We were last told hopefully sometime in December as they are still moving their SAM servers to the cloud themselves.

- Along with the other Nassau libraries, we have extended digital library cards through July 1, 2021. A link has been added to the website to inform our patrons about digital card access and their uses.
- We have now added a tutorial link on our website for easy access for both our patrons and staff. Some of these tutorials include Google Classroom, Zoom, Google Docs, and Google Slides. These tutorials have been provided by our staff, school district, and one of our teen patrons.
- Through the CARES Act, NLS has received roughly \$83,000 to use towards outside WiFi access for each Nassau Library. I have applied to receive an access point for the library. We will receive all of the hardware for free and will only need to pay a one time \$400 license fee. The access point will reach 300-400 feet and will give our patrons better access while not in the building.
- Beginning in January, we will begin using 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. At this time departments are busy entering future programs to prepare for its use. We are looking to go live in January.
- In November, the staff used their Monday mornings to be trained on the following: OverDrive, AccuData, and Zoom. So far, for the month of December, the staff have been trained on Canva and they have begun a two session Microaggression training.
- There will be many policy updates that are being brought forward for approval as Adina and I look to update our policy manual.
- An extensive Emergency manual is in it's beginning stages but is steadily moving forward. With the update of this policy will also come Active Shooter training as well as disaster preparedness and fire drills for all buildings. I am starting to look into pricing for the addition of AED units for the buildings.
- We have received the completed paperwork from Nassau County in regard to the \$50,000 grant for the Children's historical collection. I will begin working on moving forward on this with the Trustees.
- We will be submitting an application to LILRC for a Digitization Grant to assist in forming the Westbury Historical Database. We would like this to become an online, patron accessible database that encompasses all of the historical society items as well as the old Westbury Times.
- We will be submitting an application to LILRC for a Technology Grant to purchase STEM equipment such as a patron requested computer to use for photo editing as well as an updated 3D printer. We are hoping to turn this into a more advanced STEM room eventually.
- Edna and I are still doing our research on printing companies in order to bring back the hardcopy version of the newsletter. We have learned that not everyone has access to a computer or internet access and we do not want to continue missing those patrons. Once the newsletter is up and running we will be able to add it to our website, send it out on social media, and send it out as email blasts to those patrons who do use the virtual version.
- The NYS Minimum Standards for Libraries have been updated and will go into effect on January 1, 2021. A few changes being made are that the ByLaws must be reviewed and reapproved every five years; meeting minutes must be posted within 2 weeks of the meeting; staff must be trained on any technology brought in to the library; and the library must partner with one or more community organizations.
- By NYS Law, libraries are encouraged to create a NYS Pandemic Operation plan that is due by April 1, 2021. The library committee includes Chris Durrah, Camina Raphael-Lubin, Emily Farrell and myself. We have already met and have divided up portions of the plan. Once this plan goes to the staff union for review and input, it will then be sent to counsel before being placed to the Board for review. We are going to use this policy to begin creating a Work at Home policy for the staff.

- Fritz and Adina have been meeting with plumbers to find a solution to our flooding issue with the main floor bathrooms. The general consensus right now is that with so little people in, the paper is not being constantly pushed through the pipes. Various plumbers have recommended flushing more often before looking to resolve the problem with a larger fix.
- 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. Chris and I have reviewed the responses and he has put together a recommendation for the Board.
- We have received a quote for a redesign of the library website that will be presented at this Board meeting.
- Camina has been working with MidWest to get our new streaming service, Hoopla up and running for our patrons. The launch date is December 29th.
- OverDrive/Libby numbers for January - November 2020:

January 2020	1433
February 2020	1418
March 2020	1431
April 2020	2029
May 2020	2369
June 2020	2243
July 2020	2336
August 2020	2381
September 2020	2089
October 2020	1888
November 2020	1706

- Circulation Statistics for the month of November:

	ADULT ITEMS	JUVENILE ITEMS
All Items	1809	804
J Fiction	145	642
Fiction	678	34
Non-Fiction	370	12
Video Recordings	183	2

J Non-Fiction	34	107
Sound Recordings	181	0
J Video Recordings	16	0
Serials	99	0
Blank	8	0
Suppress	1	0
Other Electronics	22	0
J Sound Recordings	1	1
Other Non-Electronics	3	0
Unknown	54	0
Uncataloged	13	0
Other J Non Electronics	1	6

- Adult Program Statistics for the month of November (Provided Edna Harpaul):

Program & Notes	Date	Total Prog	Attendees
Cooking - Thanksgiving Side Dishes - fee	9-Nov	1	6
Meditation - 10 am - Stephany Taylor	10-Nov	1	11
Journaling - 7 pm - Linda Williams - fee	13-Nov	1	7
Meditation - 10 am - Stephany Taylor	17-Nov	1	9
Journaling - 7 pm - Linda Williams - fee	20-Nov	1	10
Feng Shui - 7 pm - Laura Cerrano - fee	23-Nov	1	5
Meditation - 10 am - Stephany Taylor	24-Nov	1	7
Totals		7	55

- Technology Program Statistics for the months of September-December 1 (Provided by Chris Durrah):

Date	Program	Attendance/Views
9/16	Smartphone/Tablet Basics	2
9/17	Smartphone/Tablet Basics	1
11/10	Staying Safe Online	0
11/11	Staying Safe Online	0
12/01	Computers and Internet 101	3

- Children's Program Statistics for the months of July-November (Provided by Emily Farrell):

Date	Program	Attendance/ Views
July/August		
7/1/2020 - 8/11/2020	Summer Reading Club	55
7/1/2020 - 7/10/2020	Take and Make Craft	10
7/1/2020	Cancion del Dia – Songs of the Day Video for Social Media	64
7/9/2020	Just Bring the Baby Book Club – Book Discussion for Parents	2
7/10/2020	Friday Circle Time – Toddler Program	63
7/16/2020	Tots Night In – Zoom Toddler Program	2
7/22/2020	Family Trivia Night	12
7/24/2020	Friday Circle Time – Toddler Program	42
7/27/2020	Family Bingo Night	4
7/29/2020	Art with Amy – Zoom Art Instruction	9
7/31/2020	Friday Circle Time – Toddler Program	47
8/3/2020 - 8/31/2020	Take and Make Craft	48
8/6/2020	Green Meadows Farm – Zoom Animal Program	6
8/11/2020	So Magic – Zoom Magic Workshop	8
8/13/2020	Stay and PlayHooray – Zoom Toddler Program	4
8/14/2020	Friday Circle Time – Toddler Program	38
8/21/2020	Friday Circle Time – Toddler Program	35
8/23/2020	Virtual Storytime	23
8/27/2020	Just Bring the Baby Book Club – Book Discussion for Parents	2
8/28/2020	Friday Circle Time – Toddler Program	63
8/31/2020	Virtual Storytime	23
Total Summer Engagement:		560
September		
9/1/2020 - 9/30/2020	Take and Make Craft	18
9/1/2020 - 9/11/2020	STEAM to Go: Marshmallow Engineering	20
9/4/2020	Friday Circle Time – Toddler Program	39
9/14/2020 - 9/18/2020	STEAM to Go: Slime Time	18

9/14/2020	p(ART)y Art Studio Virtual Workshop: Llamas	21
9/16/2020	Virtual Bilingual Storytime	6
9/18/2020	Friday Circle Time – Toddler Program	35
9/21/2020 - 9/30/2020	STEAM to Go: Popsicle Stick Catapult	40
9/25/2020	Friday Circle Time – Toddler Program	43
9/28/2020	Virtual Storytime	4
	Total September Engagement:	244
	October	
10/1/2020 - 10/31/2020	Books Bundles: Halloween	10
10/1/2020 - 10/9/2020	STEAM to Go: Popsicle Stick Catapult	20
10/2/2020	Friday Circle Time – Toddler Program	42
10/5/2020	p(ART)y Art Studio Virtual Workshop: Halloween Black Cat	21
10/5/2020	Storytime	1
10/9/2020	Friday Circle Time – Toddler Program	31
10/12/20 - 10/30/2020	STEAM to Go: Leaf Foliage	24
10/15/2020	Baking Workshop: Spider Cake Pops	24
10/16/2020	Friday Circle Time – Toddler Program	53
10/16/2020	Bilingual Storytime	6
10/16/2020	Toddler Storytime	4
10/23/2020	Friday Circle Time – Toddler Program	37
10/26/2020 - 10/30/2020	Haunted Forest	28
10/30/2020	Friday Circle Time – Toddler Program	49
10/30/2020	Class Visit – Park Avenue 4th Grade	20
10/30/2020	Class Visit – Powell's Lane – 1st Grade	23
	Total October Engagement:	393
	November	
11/1/20 - 11/30/2020	Westbury Kids Storytime Page: Rainbow Weaver	3
11/1/20 - 11/30/2020	Westbury Kids Storytime Page: Los Gatos Black	3
11/1/20 - 11/30/2020	Westbury Kids Storytime Page: Eek! Halloween	3
11/1/20 - 11/30/2020	Westbury Kids Storytime Page: The Ghosts Went Floating	1

11/1/2020 - 11/15/2020	STEAM to Go: Slime Time	54
11/16/2020 - 11/30/2020	STEAM to Go: Suncatchers	40
11/2/2020	Class Visit - Headstart	85
11/2/2020	p(ART)y Art Studio Virtual Workshop: Pumpkins	20
11/6/2020	Class Visit - Powell's Lane 2nd Grade	22
11/6/2020	Class Visit - Powell's Lane 1st Grade	19
11/13/2020	Friday Circle Time - Toddler Program	55
11/13/2020	Class Visit - Powell's Lane 2nd Grade	20
11/20/2020	Friday Circle Time - Toddler Program	35
11/20/2020	Class Visit - Powell's Lane 2nd Grade	23
11/20/2020	Class Visit - Powell's Lane 2nd Grade	20
11/27/2020	Green Screen Holiday Photos	10
	Total November Engagement:	413
	December 1 - 10	
12/1/2020 - 12/31/2020	Book Bundles: Holidays	3
12/1/2020	Family Gingerbread House Workshop	58
12/2/2020	Storytime Live	133
12/3/2020	Stay and Play Hooray	4
12/4/2020	Friday Circle Time - Toddler Program	44
12/7/2020	p(ART)y Art Studio Virtual Workshop: Wooden Snowman	30
12/8/2020	How To Video: Gale Databases	13
12/8/2020	Storytime Live	125
12/9/2020	Tots Night In	2
12/10/2020	Boy Scout Visit	8
	Total December 1-10 Engagement:	420
	Total Children's Library Engagement, July 1 - Dec 10, 2020:	2,030

- Patron Services Statistics for the months of September - November 2020 (Provided by Kathleen Gaskin):
 - **WMPL BOOK CLUB. (20 Active members)**
(Session attendance on first Wednesday, monthly)

- September: 15
- October: 16
- November: 17
- **OCLC INTERLOAN PATRON REQUESTS PROCESSED**
 - September: 15
 - October: 19
 - November: 15
- **OUTREACH to HOMEBOUND**
(Approximately 11 items delivered weekly on Fridays : books, DVDs, CDs, audiobooks)
 - September: 45
 - October: 44
 - November: 46
- **OUTREACH TO THE BRISTAL ASSISTED LIVING**
 - September, October, November : 10 items loaned monthly : 7 large print, 3 regular print books, 1 audiobook
 - **BOOK DONATIONS TO COMMUNITY ORGANIZATIONS**
 - (Book Fairies at Freeport, received the supply held-over from the pre-COVID shut-down)
 - October 14: 110 books
(US Army veteran, for distribution to active service personnel)
 - August 12: 50 books
 - October 21: 75 books

New York State Library: New Minimum Standards for New York's Public and Association Libraries (Effective January 1, 2021)

All public and association libraries in New York State must meet minimum standards of service according to Section 90.2 of the Regulations of the Commissioner of Education. These standards support improved public library services for the people of New York and are intended to:

- ♦ promote quality local public library service in all communities of New York State,
- ♦ empower libraries to strengthen community relations and promote public support for quality library services, and
- ♦ support a culture of transparency, accountability, and continuous improvement

When Must a Library Meet the Minimum Standards?

All the minimum standards for public and association libraries must be met at the time of application for a library charter or registration. Education Law requires that a library be chartered and registered in order to legally receive local and State funds.

Any public or association library that was registered (licensed) by the department on or before December 31, 2020, shall meet the new minimum standards by January 1, 2021 to continue to be registered by the department. A public or association library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the new minimum standards.

What if a Library Cannot Meet Minimum Standards?

If a library cannot meet one or more of the minimum standards, the director or board president should contact the library system to discuss available options. Education Law and Commissioner's Regulations provide a process for libraries that cannot meet a standard because of circumstances beyond the library board's control.

How do Public Library Systems and the State Library Help Libraries Meet the Minimum Standards?

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards.

See online:

Helpful Information for Meeting Minimum Public Library Standards for further information.

<http://www.nysl.nysed.gov/libdev/helpful/index.html>

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development.

New York's 14 Minimum Standards for Public and Association Libraries (as of January 1, 2021)

(1) is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;

(2) has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;

(3) provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;

(4) has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;

(5) annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;

(6) periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;

(7) is open the following scheduled hours:

Population	Minimum weekly hours open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

(8) maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;

(9) provides programming to address community needs, as outlined in the library's long-range plan of service;

(10) provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;

(11) provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;

(12) employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education;

(13) provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and

(14) establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Revised 11/8/2019



Respectfully Submitted,

Tracy Van Dyne

Library Director

V. **NEW BUSINESS**

1. Website Redesign

After discussion it was decided that further information is needed. Trustee Gerrard requested that there should be quotes from other vendors at next month's Board meeting. The Board would also like to see a presentation by Renaissance Web Solutions at the next meeting to make a better determination.

2. IT Consultant Recommendation

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve to hire OSI Technologies as the library's IT Consultant.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

VII. **PUBLIC COMMENT PERIOD**

- Patron, Ray, noted that the Village of Westbury just had a redesign of their website. He also asked about the reasoning for having a social worker through the library.

VIII. DATES OF NEXT MEETINGS

Thursday, January 21, 2021

IX. ADJOURNMENT

Upon motion by Trustee Lloyd the meeting was adjourned at 8:28 pm.

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 _____