

WESTBURY MEMORIAL PUBLIC LIBRARY AGENDA

Thursday, February 18, 2021

I. Call to Order with Quorum

II. Approval of Minutes

- a. January 21, 2021
- b. Executive Meeting February 2, 2021
- c. Executive Meeting February 4, 2021 – Part I
- d. Executive Meeting February 4, 2021 – Part II
- e. Executive Meeting February 4, 2021 – Part III
- f. Executive Meeting February 16, 2021

III. Principal Account Clerk's Report

- a. Approval of Treasury Warrant # 8 dated February 18, 2021

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

V. Director's Report

VI. New Business

- a. Approval of 2020 Annual State Report
- b. Review of Opusseven Website RFP Response
- c. Discussion of Computer Purchases

VII. Old Business

VIII. Public Comments

IX. Date of Next Session: March 18, 2021

X. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES

February 18, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on February 18, 2021 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 the 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 7:07 pm.

II. APPROVAL OF MINUTES

a. Minutes of January 21, 2021

Upon motion by Trustee Parillo, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of January 21, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of Executive Meeting February 2, 2021

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of February 2, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

c. Minutes of Executive Meeting February 4, 2021 – Part I

Upon motion by Trustee Rousseau, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of February 4, 2021 – Part I as presented.

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

MOTION CARRIED UNANIMOUSLY

d. Minutes of Executive Meeting February 4, 2021 – Part II

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 Executive Board Meeting of February 4, 2021 – Part II as presented.

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

MOTION CARRIED UNANIMOUSLY

e. Minutes of Executive Meeting February 4, 2021 – Part III

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of February 4, 2021 – Part III as presented.

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

MOTION CARRIED UNANIMOUSLY

f. Minutes of Executive Meeting February 16, 2021

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of February 16, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. **PRINCIPAL ACCOUNT CLERK'S REPORT**

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

RESOLVED, after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #8 dated February 18, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$205,437.79.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

- a. Historical Society Committee

Trustee Gerrard mentioned that there will be an online program on March 21st from 2 to 4pm called the History of Women in Songs. This program is a musical illustration of the role of women's lives in society from the 18th century to the 19th Amendment, by which women were given the right to vote. Linda Russell sings a variety of types of songs which illustrate the history she tells the audience about the changing status of women.

- b. Public Relations Committee
No Report
- c. Collections Committee
No Report
- d. Personnel Committee
No Report
- e. School Liaison
No Report
- f. Budget Finance Committee
No Report
- g. Technology Committee
No Report
- h. Building and Grounds Committee
No Report
- i. Director's Report

Director's Report
Tracy Van Dyne
February 18, 2021

- 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.
- Both buildings have been sanitized by OneService Maintenance this month for the safety of our staff..
- The staff utilized their Monday mornings to be trained on the following:

January 4, 2021	Verbal Judo with Don Longo. Conflict Management & Negotiation Through Language and Demeanor.
January 11, 2021	DiSC with Mary Simmons of Portnoy, Messinger, Pearl & Associates. DiSC is an acronym that stands for the four main personality profiles described in the DiSC model: (D)ominance, (i)nfluence, (S)teadiness and (C)onscientiousness. This training is used in companies to assist staff with

	building strong working relationships.
January 25	Active Shooter training (done at both buildings)

- Chris and I are looking into the option of switching over to Verizon FIOS for the library. It is more reliable, quicker and we will have one bill instead of the two that we currently have with Optimum.
- Constant Contact will now be used for our library email blasts. Chris has already set it up on the website for patrons to sign up for our online news. Constant Contact also allows us to create specific email lists.
- By NYS Law, libraries are encouraged to create a NYS Pandemic Operation plan that is due April 1, 2021. The library committee includes Chris Durrah, Camina Rapheal-Lubin, Emily Farrell, and myself. The first draft was presented to the Union with very few questions and is being updated. Once updates are made, 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.
- On February 12, NLS came in to install software for our backup internet line.
- The fire marshall did his annual inspection on February 9. The only concerns were the setup for our curbside pickup in the lobby which has already been addressed and the lock on the old front door needs to be updated to a different lock system. We have a couple of locksmiths coming in to present quotes to have it changed.
- Chris has met with our incoming IT consultant, OSI (as of February 1, 2021) He conducted a tour of the library with them and they have already discussed the beginning stages of improving our library network and resources. They have already updated some of the equipment in the Children's building to assist with the slow internet issues.
- At the request of the Board, I have sent out additional RFPs to other website companies. We received one response which will be presented to the Board with their packet.
- RBDigital has merged with OverDrive/Libby. All magazines can now be found on the Libby App and Overdrive.
 - Magazines have a checkout period of 21 days. There will be no wait time, no reserves, and no limit to the number of times a magazine can be checked out.
 - Checkouts of magazines will not count toward the Nassau Digital Doorway limits.
 - Magazines will be viewable across all OverDrive systems except for the Kindle App (Kindle users will either have to view the items in a browser or while using the Libby or OverDrive app)
 - Patrons will not be able to download and keep a magazine indefinitely as they do now on RBDigital (though they can check it out as often as they like). As for magazines patrons have previously saved on their RBDigital accounts, they will be able to retrieve them. According to OverDrive, "Any patron who previously borrowed ZINIO magazines from RBDigital will be able to access their historical magazine loans by either downloading the free ZINIO app or going to zinio.com. From the ZINIO app or website, patrons can register a new ZINIO account using the same email address they used to access RBDigital. Once registered, their previously borrowed ZINIO magazine loans will be available in their account.
- Fritz and I are looking into alarm issues in the cottage. We have asked Alarm Tech to come in to assess the situation. Since the building is old, it is very sensitive with the weather and sets off the alarm easily. We are looking at the possibility of either relocating the sensors so they are not right next to the windows or the option of going wireless. We will be receiving quotes to share with the Board.
- We are going to repurpose either an iPad or a laptop to keep in the lobby for those patrons who need to have a document printed on the fly and do not have their phone or something else with them.
- Thanks to a CARES Act grant through NLS, the library will receive an outside access point that will be on 24/7. After recently touching base with NLS, it looks like we should have

the access point by the end of March. We are hoping to open an outside computer lab utilizing the access point for our patrons once it becomes nicer outside.

- I had a Zoom meeting with Lorraine Gilligan and Caroline Drabik from Westbury Gardens in regard to the archival software they use.
- Ali, Emily and I had a Zoom meeting with Vicki Sylvain, Westbury School's F.A.C.E. Liaison. We discussed how we can collaborate and assist each other with promotion and publicity. We are looking at collaborating on a poetry slam event on April 29th as our first joint endeavor.
- Ali will be nominating one of our resident teens for the NCLA B.E.S.T Award. The B.E.S.T. Award (Bringing Excellence in Service by Teens) was established to honor significant contributions by a teenager in library service. Each year, there are two winners: one from Nassau and one from Suffolk. They are chosen by a committee of members of the Young Adult Services Divisions of the Nassau and Suffolk Library Associations. A commemorative plaque and a \$150 stipend are awarded annually to a teenager in each county.
- The annual Library Advocacy Day has gone virtual for 2021. It will be held on February 26th. Libraries need people like you (library staff, trustees, volunteers, users, and Friends groups) on Advocacy Day to help our legislators understand that libraries are a funding priority. Your personal experiences are powerful. Share your stories about how the library impacts the lives of its community members and why your library needs stable funding. If you are interested in attending please register here: <https://www.lilrc.org/event-4061513>.
- With Library Advocacy Day going virtual this year, NLS has been brainstorming ways to use social media to share the impact of local libraries with our legislators and communities. They have come up with a digital postcard campaign inspired by the Southern Tier Library System. NLS created an online form where library patrons can share text about why they love their library at <http://bit.ly/2021LibraryLove>. We will be sharing this link on our social media platforms, websites, and through email blasts. As responses are collected, NLS will format the text onto a digital postcard template, and then share the finished card images so member libraries can post them. NLS will post them as well, tagging the Governor and the legislators in the library's district, as well as the library. The campaign will run from now through the end of March.
- Attended the Family and Community Engagement (F.A.C.E) Advisory Council meeting on January 27th and look forward to future meetings.
- Grants:
 - In regard to the \$50,000 grant for the Children's historical collection. The past few weeks have seen different vendors coming in to inspect and provide quotes for electric, and thermal control.
 - We have submitted 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 have submitted 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.
 - I was able to get an extension to update our quotes for the HVAC project. Updated estimates are due into DASNY by 2/13/2022. They will then conduct a new financial review and provide an additional extension depending on how long the Library will need to complete the project.
 - As for the window restoration project, I have reached out to the companies who had previously submitted quotes. I have only heard back from one of those companies so I reached out to my fellow Directors who have completed renovations themselves to get other company names.

- OverDrive/Libby numbers for 2021:

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January 2021	2294
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- Hoopla Statistics

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Date	Audio-Book	e-Book	Movies	Tele vision	Comics	Music	Reg Patrons
Dec 29-20 - Jan 13-21	7	15	6	5	2	1	50
Jan-21	28	33	10	2	1	9	34

- Circulation Statistics for the month of January:

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	ADULT ITEMS	JUVENILE ITEMS
All Items	1798	957
Book (NF)	340	208
Book (Fic)	368	568
Reference	0	0
NEW (NF)	68	2
NEW (Fic)	141	3
Civil Service/Test Prep	0	0
World Language	3	5
Picture Book	53	290
Video Recording	243	3
Sound Recordings	102	1
NEW Sound Recordings	54	3
NEW Video Recordings	59	0
Graphic Novel	13	5
ILL	12	0
Video Game	3	0
Periodicals	48	2
KIT	33	0
Summer Reading Assignment	3	0

YA (Fic)	40	28
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- Adult Program Statistics for the month of December (Provided Edna Harpaul):
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<u>Program</u>	<u>Date</u>	<u>Attendees</u>
Writer's Workshop	1/8/21	7
Meditation	1/12/21	9
Pilates	1/14/21	9
Writer's Workshop	1/15/21	7
Meditation	1/19/21	10
Joy of Watercolors	1/19/21	16
Brain Abs	1/20/21	3
Quick & Easy Main Dishes	1/20/21	4
Pilates	1/21/21	10
Writer's Workshop	1/22/21	7
Meditation	1/26/21	10
Pilates	1/28/21	12
Brain Abs	1/27/21	3
Journaling	1/29/21	5
Writer's Workshop	1/30/21	6

- Children's Program Statistics for the month of January (Provided by Emily Farrell):
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<u>Program</u>	<u>Date</u>	<u>Attendees/Views</u>
Winter Reading Club	1/4/21-2/26/21	24
STEAM to GO: Catapults	1/4/21-1/15/21	20
STEAM to GO: Mandelas	1/18/21-2/1/21	40
Full STEAM Ahead	1/14/21	6
Friday Circle Time	1/15/21	48
Storytime Live	1/19/21	177
Courageous Parenting	1/21/21	3
Friday Circle Time	1/22/21	65
Storytime Live	1/26/21	391
Kids Book Club	1/27/21	3
Courageous Parenting	1/28/21	2

Friday Circle Time	1/29/21	33
Kids Book Club	2/3/21	3
Courageous Parenting	2/4/21	3
p(ART)ty Art Studio: Valentine's Day	2/8/21	30
Storytime Live	2/9/21	70

- Patron Services Statistics for the months of January 2021 (Provided by Kathleen Gaskin):
 - **WMPL BOOK CLUB**
(Session attendance on first Wednesday, monthly)
January: 14
 - **OCLC INTERLOAN PATRON REQUESTS PROCESSED**
January: 22
 - **OUTREACH to HOMEBOUND**
January: 32
 - **OUTREACH TO THE BRISTAL ASSISTED LIVING**
January: 11
 - **BOOK DONATIONS TO COMMUNITY ORGANIZATIONS**
 - Eagle Scout Project with Mr. DeMaro. He will be accepting stacks of discarded magazines for the men's shelter.
 - The Senior Citizens of Westbury (The Westbury Senior Center) has received and held their first two short story sessions with 2 stories each. Copies supplied by the WMPL

Respectfully Submitted,

Tracy Van Dyne

Library Director



- Reopening

An announcement was also made by Director Van Dyne, that the Library plans to reopen to patrons on Monday, February 22nd, and Monday, March 1st for the Computer Lab, with limited hours and with some restrictions in place.

The plan is to have the Library open to the public on Mondays, Wednesdays and Fridays for 30 minute browsing and 1 hour computer lab use. It was mentioned that the Library will need to stay under 25% capacity, and that staff will be keeping track of patrons within the building, including the use of wristbands to track their timing. There will also be signage to let patrons know that masks and social distancing are required, and temperature checkpoints have been

set up at the entryways as well.

V. **NEW BUSINESS**

a. Approval of 2020 Annual State Report

Upon motion by Trustee Parillo, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2020 Annual State Report as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Review of Opusseven Website RFP Response

Upon discussion of the proposal, it was determined that the Board would not need Opusseven to give a presentation regarding their web design services given the very high cost of their services. It was requested by the Board that the Director continue to reach out to receive responses from other web designers she has already reached out to but had not yet heard back from.

c. Discussion of Computer Purchases

Technology Department Head Durrah mentioned that a number of the computers in the Library are still running on Windows 7, which is a platform that is no longer supported, outdated, and many programs will not function properly with. After much discussion it was determined that there are a total of 22 computers in need of such an upgrade. Mr Durrah received 2 quotes from Dell, the better of which discounted computers to \$499 each. While the quotes received were not for the full 22 computers needed, the Board suggested that funding should be reallocated from other parts of the budget to complete the purchase at this time.

VI. **OLD BUSINESS**

VII. **PUBLIC COMMENT PERIOD**

- Ray M. mentioned that the Village of Westbury recently updated their website. He suggested that the Director should reach out to someone at Village Hall to get the contact information for that firm.
- He also requested information on computer hotspots. Mr. Durrah explained that as a Westbury Library patron he is able to borrow a hotspot from the library, or alternatively, Mr Durrah could find out the discounted rate that AT&T offers to purchase this item.

VIII. **DATES OF NEXT MEETINGS**

Thursday, March 18, 2021

IX. **ADJOURNMENT**

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd the meeting was adjourned at 8:06 pm.

Respectfully,

Adina Gunsburg
Assistant to the Director
Westbury Memorial Public Library

BOARD OF TRUSTEES:

Judy Gerrard, President _____

Denise Parillo, Vice President _____

Marie Rousseau _____

Shirley Darkeh _____

Carmen Lloyd _____