

# WESTBURY MEMORIAL PUBLIC LIBRARY AGENDA

Thursday, January 21, 2021

- I. Call to Order with Quorum
- II. Approval of Minutes of December 17, 2020
- III. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant # 7 dated January 21, 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
  - i. Director's Report
- V. New Business
  - a. Guest: John Aluotto from Renaissance Web Solutions
  - b. Policy Updates:
    - i. Removal of Staff Cell Phone Policy
    - ii. Removal of Tuition Reimbursement Policy
    - iii. Removal of Longevity Policy
    - iv. Removal of Personnel Files Policy
    - v. Removal of Mileage Reimbursement
    - vi. Removal of Spending Policy
    - vii. Removal of Discarding Books Policy
    - viii. Update of Collection Management Policy
    - ix. Update of Large Meeting Room Policy
    - x. Update of Procurement & Purchasing Policy
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: February 18, 2021
- IX. Adjournment

*PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON*

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES

January 21, 2021 at 7:00 PM

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A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on January 21, 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.

President Gerrard asked guest speaker John Aluotto from Renaissance Web Solutions to present.

### II. APPROVAL OF MINUTES OF DECEMBER 17, 2020

**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 December 17, 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 Rousseau it was**

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

- a) Warrant #7 dated January 21, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$255,240.73.

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

#### IV. **COMMITTEE REPORTS**

- a. Historical Society Committee
- b. Public Relations Committee
- c. Collections Committee

It was mentioned by Trustee Parillo that The Beatrix Potter journal will be mailed to us shortly from London. We are to receive 3 copies of the January issue which has a Peter Rabbit Sketch on the cover which is from our collection.

- d. Personnel Committee
- e. School Liaison
- f. Budget Finance Committee
- g. Technology Committee
- h. Building and Grounds Committee
- i. Director's Report

#### Director's Report Tracy Van Dyne January 21, 2021

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- The Board of Trustees along with Administration continue to evaluate the current COVID situation in order to make the safest decision for both our community and staff. Even though we have decided not to allow patrons in at this time, we are offering curbside service which has been very popular. We are always looking at new resources and ways to provide for our community. Reopening decisions are based on what information is currently provided by the state, local directives, the DOH, and the Westbury school district.
- Beginning in January, we began using EventKeeper as our new program registration software. It allows patrons to register for programs online as well as allow in-house booking of meeting rooms.
- NLS has completed its cloud upgrade for its servers. They are currently testing for bugs before putting our new Comprise Contactless payment system online. We are hoping that it will be done soon so that all staff will be able to become well trained before we begin allowing our patrons back in the library. The Comprise system will replace the need of cash registers and will allow for a safe and contactless form of payment for our patrons.
- The staff utilized their Monday mornings to be trained on the following:

December 7, 2020	Canva (Free publicity software)
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December 14 & 21, 2020	2 session Microaggression Training
December 28, 2020	Customer Service (Everyday & COVID based)
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)ncfluence, (S)teadiness and (C)onscientiousness. This training is used in companies to assist staff with building strong working relationships.

- Administration continues to work on updating the Library policy manual. There will be many policy updates that are being brought forward for approval. Some policies are currently with counsel for clarification and will hopefully be presented at the February meeting.
- 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 that is to be held on Monday, January 25th for the staff.
- I had the opportunity to meet with Al Coster from Baldessari and Coster, our accountants. Lynn and I were able to go through his recommended updates for the library. We have already implemented some of these recommendations such as a better separation of duties regarding the business office, having the Director compare and sign off on invoices before they are given to the Board for approval to ensure that printed checks match the invoice, initiating have 2 signatures for checks over \$10,000, and by bringing in an automated time system to replace paper time sheets..
- I am currently meeting with the department heads to become familiar with their budgeting needs for the 2022 FY.
- Edna and I continue to vet companies in regard to reinstating a paper format newsletter. Not everyone in the community has access to a computer or internet access and that we're missing those patrons.
- NYS Law encourages but does not require libraries 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 will be meeting again this week and hope to have the plan set in order to move it onto the union for questions and/or approval. 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.
- 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. We will be meeting with them soon to discuss budgeting needs for the upcoming year.
- At the request of the Board, I have sent out additional RFPs to other website companies. They will be presented at the February Board meeting. John Alutto from Renaissance Media Solutions will be present at the January meeting to give a presentation.
- Camina worked with MidWest to get our new streaming service, Hoopla, up and running for our patrons. It went live on December 29th. Publicity has been posted on the website, social media, the newsletter, sent out through email blasts and has been placed in patron's curbside bags. Staff have been provided with video training and patrons are able to access a tutorial on the library website.
- Grants:
  - o 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.
  - o A grant application has been submitted 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.

- o A grant application has been submitted 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 and video equipment that can be used to create tutorial videos for our patrons. We are hoping to turn this into a more advanced STEM room in the future.
- o I have requested an extension from DASNY in the hope that we will be able to complete the HVAC project that was initially begun. If an extension is granted I will begin to receive updated quotes and permits.
- o We have expired quotes to restore our windows in the Children's building. I will reach out to vendors who specialize in restoration in order to receive updated quotes so we can get a better idea of what we are looking at grant wise. The windows in both buildings need repair or replacement and are letting in drafts.

- OverDrive/Libby numbers for January - December 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
December 2020	1731

- Hoopla Statistics for December 29, 2020 through January 13, 2021

<u>Type</u>	<u>Total</u>
AudioBook	7
eBook	15
Movies	6
Television	5
Comics	2
Music	1
Patrons Signed Up	50

- Circulation Statistics for the month of December:

	<u>ADULT ITEMS</u>	<u>JUVENILE ITEMS</u>
All Items	1826	592
J Fiction	195	507
Fiction	626	10
Non-Fiction	356	1
Video Recordings	222	1
J Non-Fiction	31	59
Sound Recordings	181	0
J Video Recordings	22	1
Serials	58	0
Blank	16	0
Suppress	2	0
Other Electronics	24	0
J Sound Recordings	6	0
Other Non-Electronics	3	0
Unknown	57	0
Uncataloged	27	0
Other J Non Electronics	0	13

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

<u>Program</u>	<u>Date</u>	<u>Attendees</u>
Meditation	December 1	8
Book Discussion	December 2	13
Journaling	December 4	7
Meditation	December 8	8
Movie Discussion	December 9	0
Journaling	December 11	6
Meditation	December 15	8

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

<u>Program</u>	<u>Date</u>	<u>Attendees</u>
Computers & Internet 101	December 1	3

- Children's Program Statistics for the month of December (Provided by Emily Farrell):

<u>Program</u>	<u>Date</u>	<u>Attendees/Views</u>
Winter Craft	12/11/20-1/4/21	85
STEAM to Go! Build It!	12/11/20-12/30/20	20
STEAM to Go! Catapult	1/4/21-1/12/21	20
Friday Circle time	December 11	10
Storytime Live	December 15	509
Friday Circle Time	December 18	40
Winter Wonderland	12/21/20-12/23/20	22
Storytime Live	December 22	23
Storytime Live	December 29	249
Winter Reading Club	January 1	15
Cinnamon Rolls	January 5	85
Storytime Live	January 5	25
So Magic	January 7	40
Friday Circle Time	January 8	28
p(ART)y Art Studio	January 11	30
Storytime Live	January 12	56

- Patron Services Statistics for the months of December 2020 (Provided by Kathleen Gaskin):
  - WMPL BOOK CLUB  
(Session attendance on first Wednesday, monthly)  
December: 13
  - OCLC INTERLOAN PATRON REQUESTS PROCESSED  
December: 27
  - OUTREACH to HOMEBOUND  
(Approximately 11 items delivered weekly on Fridays : books, DVDs, CDs, audiobooks)  
December: 36
  - OUTREACH TO THE BRISTAL ASSISTED LIVING  
December: 10 items loaned monthly

- o BOOK DONATIONS TO COMMUNITY ORGANIZATIONS

December: 0

see additional “circulation” pages

Respectfully Submitted,

Tracy Van Dyne

Library Director



## V. **NEW BUSINESS**

a. Website Redesign – Guest: John Aluotto of Renaissance Web Solutions

b. Policy Updates:

- i. Removal of Discarding Books Policy
- ii. Removal of Staff Cell Phone Policy
- iii. Removal of Longevity Policy
- iv. Removal of Personnel Files Policy
- v. Removal of Spending Policy
- vi. Removal of Tuition Reimbursement Policy

**Upon motion by Trustee Rousseau, seconded by Trustee Darkeh it was RESOLVED,** that the Westbury Memorial Public Library Board of Trustees accept the removal of the following items from the library policy manual:

- i. Discarding Books Policy
- ii. Staff Cell Phone Policy
- iii. Longevity Policy
- iv. Personnel Files Policy
- v. Spending Policy
- vi. Tuition Reimbursement Policy

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

vii. Removal of Mileage Reimbursement Policy

**Upon discussion it was decided to table removal of this policy.**

viii. Update of Collection Management Policy



**Upon motion by Trustee Parillo, seconded by Trustee Lloyd it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees update the following policies in the library policy manual:

- i. "Collection Management" Policy which will now be titled "Curating Materials Policy: Development
- ii. Maintenance and Discarding of Collection" Policy

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

- ix. Update of Large Meeting Room Policy

**Upon motion by Trustee Lloyd, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees update the following policies in the library policy manual: "Meeting Room" Policy to become the "Large Meeting Room" Policy.

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

- x. Update of Procurement & Purchasing Policy as amended

**Upon motion by Trustee Parillo, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees update the Procurement & Purchasing Policy in the library policy manual, as amended.

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

## VI. OLD BUSINESS

## VII. PUBLIC COMMENT PERIOD

Trustee Darkeh mentioned that Westbury Arts will be holding a Black History Month program online on February 6<sup>th</sup>, and that she would be MCing! She hopes all will attend.

Vicki Sylvain, Family and Community Engagement Liaison for the Westbury School District, was in attendance and mentioned that she is working with the schools to help promote student activity within the community. (part of FACE—see below)

\*She asked us to clarify our policy for discarding books and mentioned that there is a former Westbury student who has recently published a children's book. She inquired as to whether there are ways we can cooperate to promote her book. Director Van Dyne suggested that the author send a copy to the Children's Library to vet it. Trustee Gerrard suggested a book-reading over Zoom which can promote the book.

\*Ms. Sylvain also mentioned that the Black History Month event that the Library held in 2020 was a huge success. She had hoped we could find a way to host something via Zoom for 2021.

\*Trustee Lloyd mentioned that Superintendent Budhai holds events to promote partnerships between community organizations and the local schools. A program

called FACE-Family and Community Engagement. She mentioned that the next FACE meeting will be held via Zoom on January 27<sup>th</sup> at 6 pm, and pre-registration is required.

Ray M. commented on the Google Translate function that Mr. Aluotto had discussed earlier in his presentation from Renaissance Web Solutions.

He also mentioned that he volunteers from the Westbury Neighborhood House at 334 Winthrop Street in Westbury. There is someone in attendance weekdays from 10am to noon who can be reached at 516-333-0207. He mentioned that due to the ongoing pandemic many organizations who used to accept donations of books are no longer doing so, and as such, the Westbury Neighborhood House currently has a large collection of donated books that he would be happy to arrange to distribute to Vicki Sylvain if she knows of families who would like them.

**VIII. DATES OF NEXT MEETINGS**

Thursday, February 18, 2021

**IX. ADJOURNMENT**

Upon motion by Trustee Darkeh the meeting was adjourned at 8:52 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** \_\_\_\_\_