

WESTBURY MEMORIAL PUBLIC LIBRARY AGENDA

Thursday, March 18, 2021

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting February 18, 2021
 - b. Executive Meeting February 18, 2021
 - c. Executive Meeting February 19, 2021
 - d. Executive Meeting March 5, 2021
 - e. Executive Meeting March 16, 2021
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant # 9 dated March 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
 - i. Director's Report
- V. New Business
 - a. Discussion of Freedom of Information Law (FOIL) Policy
 - b. Discussion of Computer Purchases
 - c. Technology Discard List
 - d. OverDrive Magazines
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: April 15, 2021
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES

March 18, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on March 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 7:13 pm.

II. APPROVAL OF MINUTES

a. Minutes of February 18, 2021

Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of February 18, 2021 as presented.

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

b. Minutes of Executive Meeting February 18, 2021

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 Board Meeting of February 18, 2021 as presented.

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

- c. Minutes of Executive Meeting February 19, 2021 – Part I

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 19, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- d. Minutes of Executive Meeting March 5, 2021 – Part II

Upon motion by Trustee Lloyd, 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 March 5, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- e. Minutes of Executive Meeting March 16, 2021 – Part III

Upon motion by Trustee Lloyd, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of March 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 Lloyd it was RESOLVED, after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #9 dated March 18, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$207,346.12.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

- a. Historical Society Committee

Trustee Gerrard announced that there will be a program this Sunday, March 21st at 2:30pm over Zoom. Historical Society of the Westburys: A History of Women in Song - via Zoom

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. Presenter Linda Russell is a historical musician with a background in the dramatic arts and has appeared in many well-known productions. She will sing a

variety of songs which illustrate and explain the history of 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
March 18, 2021

- We were very happy to welcome back our patrons on Monday, February 22. We welcomed 36 patrons into the building on the first day and we happily continue to watch those numbers increase. The library is currently open for limited services on Mondays, Wednesdays, and Fridays. Patrons are able to browse for 30 minutes or use the Computer Lab for 1 hour appointments. Patrons are still required to place their returned items to the drop box to be quarantined for 96 hours. When entering, patrons will first have their temperature taken and will then be given a wristband with their time out written on it. Curbside and document delivery services are still available Monday through Friday.
- The Library Budget Vote and Trustee Election will be held on Tuesday, April 20th. The vote will be held in the library from 9am - 9pm. Absentee ballot applications can be picked up at the District Clerk. There will be one open seat, currently occupied by Marie Antoinette Rousseau. Anyone interested in running for this position, can pick up a nominating petition at the District Clerk's office, or at the library by asking for [Adina Gunsburg](#).
- We will begin holding limited outside programming for both adults and children beginning with the summer newsletter. Patrons will still need to social distance and wear masks for these events. More information will be posted as we get closer.
- Chris and I are looking into the option of switching over to Verizon FIOS for the library. It is more a reliable, and faster service and we will have one bill instead of the two.
- With the installation of Comprise for our contactless service we also gained a wireless printing service called Smartalec. We began promoting this service with the limited reopening of the library.

- With RBDigital transferring over to OverDrive, usability wise it was not a smooth transition. Overdrive Magazines has now been established and will be discussed at this meeting. It will take over the RBDigital app that was previously being used.
- All staff members are being trained on the appointment portion of Comprise, our new contactless service. When the library begins to take fines and make appointments for meeting rooms, those options will be added to the Comprise system and staff will be trained on those. Patrons will be shown the system as well so they can pay fines, and make appointments on their own.
- Thanks to a CARES Act grant through the Town of North Hempstead, the library will receive an outside access point. The access points are currently being configured at NLS and we will be contacted once they are ready for delivery and installation. The access point will benefit the library by allowing for outside computer programs as well as giving our patrons 24/7 WiFi access even while the building is closed. Patrons will be able to access the Wifi while sitting in the parking lot or enjoying the weather in the courtyard.
- In order to ensure that our HR department is up to date and compliant, Adina and I have begun participating in a multi session workshop through SHRM (The Society for Human Resource Management).
- Ali and Emily have partnered with Vicki Sylvain, the F.A.C.E. Liaison for the Westbury School District on a Poetry Slam on April 29th.
- In order to better serve our patrons with our online programs, every staff member is being trained on the backend of Zoom in order to address any issues that may arise.
- Grants:
 - Unfortunately, we did not receive the LILRC Digitization Grant to assist in forming the Westbury Historical Database. We will work on finding a new solution to moving forward with this project.
 - Unfortunately, we did not receive the LILRC Technology Grant to purchase STEM equipment such as a patron requested computer to use for photo editing as well as an updated 3D printer. This is another project that we will look into other finding for. This is something that we feel that all ages in the community will benefit from.
 - 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. Now that the weather has subsided, Fritz and I will be safely meeting with HVAC companies about the units.
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- OverDrive/Libby numbers for 2021:
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January 2021	2294
February 2021	1951

- Hoopla Statistics for 2021:
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Date	Audio-Book	e-Book	Movies	Tele vision	Comics	Music	New Reg Patrons
Dec 29-20 - Jan 13-21	7	15	6	5	2	1	50
Jan-21	28	33	10	2	1	9	34

Feb-21	19	32	18	5	7	10	29
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- Circulation Statistics for the month of February:

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	ADULT ITEMS	JUVENILE ITEMS
All Items	1874	830
Book (NF)	291	281
Book (Fic)	381	437
Reference	0	0
NEW (NF)	81	4
NEW (Fic)	129	10
Civil Service/Test Prep	1	0
World Language	3	3
Picture Book	0	300
Video Recording	242	16
Sound Recordings	136	7
NEW Sound Recordings	82	0
NEW Video Recordings	88	0
Graphic Novel	31	2
ILL	14	0
Video Game	4	6
Periodicals	46	6
KIT	38	1
Summer Reading Assignment	3	0
YA (Fic)	33	0
YA (NF)	5	0
Museum Passes	3	0

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

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<u>Program</u>	<u>Date</u>	<u>Attendees/Views</u>
Meditation	Feb 2	9
Brain Abs	Feb 3	4
Pilates	Feb 4	9
Journaling	Feb 5	5
Mediation	Feb 9	8
Brain Abs	Feb 10	4
Pilates	Feb 11	10
Sirens & Superstars	Feb 12	8
Mediation	Feb 16	8
Sculpture	Feb 17	4
Cooking	Feb 17	7
Pilates	Feb 18	10
Journaling	Feb 19	6
Brain Abs	Feb 24	4
Regal Just as I Am: A Tribute to Cicely Tyson	Feb 25	21

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

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<u>Program</u>	<u>Date</u>	<u>Attendees/Views</u>
Kids Book Club	Feb 10	3
Stay & Play Hooray	Feb 11	2
Courageous Parenting	Feb 11	4
Circle Time	Feb 12	53
STEAM to Go: Marble Mazes	Feb 15	50
Storytime Live	Feb 16	557
Kids Book Club	Feb 17	5
Courageous Parenting	Feb 18	1
Circle Time	Feb 19	23
Storytime Live	Feb 23	315

Book Nook	Feb 24	2
Author Workshop: Jen Calonita	Feb 25	6
Circle Time	Feb 26	37
STEAM to Go: Build It!	Mar 1	50
Decorate a Mask	Mar 1	49
Dryden Class Visit - PreK & K (10am)	Mar 2	120
Dryden Class Visit - K (1:30pm)	Mar 2	100
Dryden Class Visit - PreK & K (2:30pm)	Mar 2	120
Storytime Live	Mar 2	75
Circle Time	Mar 5	35
Family Baking: Silly Shamrock Cookies	Mar 8	15
Storytime Live	Mar 9	33
Art Talk	Mar 9	14

- Patron Services Statistics for the month of February (Provided by Kathleen Gaskin):
 - WMPL BOOK CLUB: 16
 - OCLC INTERLOAN PATRON REQUESTS PROCESSED: 13
 - OUTREACH to HOMEBOUND: 31
 - OUTREACH TO THE BRISTAL ASSISTED LIVING: 11
 - BOOK DONATIONS TO COMMUNITY ORGANIZATIONS
 - 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
 - Book Fairies: 12 boxes totaling approximately 500 items
 - US Army Veterans: 39 boxes totaling approximately 1300 items

Respectfully Submitted,

Tracy Van Dyne

Library Director



It was also discussed that the Nassau County Library Association Directors had a meeting to discuss updating the current 96 hour item quarantine time to 3 days/72 hours beginning April

1st. The Board and Director were comfortable with the updated time frame so will begin quarantining returned items for 72 hours.

V. **NEW BUSINESS**

- a. Discussion of Freedom of Information Law (FOIL) Policy

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Freedom of Information Law (FOIL) Policy.

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

MOTION CARRIED UNANIMOUSLY

- b. Discussion of Computer Purchases

Upon motion by Trustee Parillo, seconded by Trustee Rousseau it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the purchase of 22 Dell computers, 2 monitors and 10 cable covers in the amount of \$11,502.16.

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

MOTION CARRIED UNANIMOUSLY

- c. Technology Discard List

There was discussion about the presented list noting that all discarded technology items will be sent off to e-waste for recycling.

- d. OverDrive Magazines

There was discussion regarding the fact that RBDigital magazines were transferred to OverDrive. It was not a smooth transition and does not work appropriately with Kindles. It was determined that OverDrive Magazines would be an appropriate replacement at a little over \$400 per quarter.

VI. **OLD BUSINESS**

VII. **PUBLIC COMMENT PERIOD**

Patron Ray M. spoke up about how nice it was to return in-person to the Library and meet the new Director. He also thanked Chris Durrah, the Head of the Technology department for being so helpful with figuring out how to use the interactive tax PDF forms. He also mentioned that he is looking for an obscure book about a local Westbury jeweler, Edmond Cavanagh that the librarians have been so diligently trying to locate for him.

VIII. **DATES OF NEXT MEETINGS**

Thursday, April 15, 2021

IX. **ADJOURNMENT**

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd the meeting was adjourned at 7:59 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 _____