

WESTBURY MEMORIAL PUBLIC LIBRARY

AGENDA

Thursday, April 15, 2021

I.Call to Order with Quorum

II.Approval of Minutes

- a. Board Meeting of March 18, 2021
- b. Executive Meeting March 26, 2021
- c. Executive Meeting April 8, 2021

III.Principal Account Clerk's Report

- a. Approval of Treasury Warrant # 10 dated April 15, 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. Guests - Michael Fleming and Sean Mohammadi from Halliday Financial
- b. Freedom of Information Law (FOIL) Policy - Addition of Appeal Form
- c. Discussion of NacTel phone contract

VI.Old Business

VII.Public Comments

VIII.Date of Next Session: May 20, 2021

IX.Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES

April 15, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on April 15, 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 Board Meeting March 18, 2021

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 Board Meeting of March 18, 2021 as presented.

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

- b. Minutes of Executive Meeting March 26, 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 March 26, 2021 as presented.

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

- c. Minutes of Executive Meeting April 8, 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 April 8, 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, that the Westbury Memorial Public Library Board of Trustees transfer \$5,000 from the Programs line in the Budget as follows: \$1,900 to Audio Visual. \$3,100 to Equipment and Furnishings.

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

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 report:

- a) Warrant #10 dated April 15, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$2,323,823.70.

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

IV. **COMMITTEE REPORTS**

a. Historical Society Committee

No Report

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

h. Building and Grounds Committee

Trustee Lloyd mentioned that she met with Director Van Dyne to discuss both the Technology and Building & Grounds committees. They shared their ideas for the direction the Library would like to go in with regards to Technology and Building and Grounds. Trustee Lloyd mentioned that she was impressed with Director Van Dyne's vision and understands that in this time of Covid the Library needs to be creative in the use of the property, with hopes to utilize the outside grounds for programming, including in-person Computers 101 courses.

i. Director's Report

Director's Report
Tracy Van Dyne
April 15, 2021

- Beginning the week of April 5th, the library opened for limited services Monday thru Friday. Patrons are able to browse for 30 minutes, receive assistance from a librarian or Circulation, or use the Computer Lab for a 1 hour appointment. Patrons are still required to place their returned items in the book drop to be quarantined for 72 hours. These items will remain on the patron's card until the end of the 3 day quarantine period. When entering, patrons will first have their temperature taken and will then be given a wristband with their time out written on it. Patrons must arrive wearing a correctly worn mask. 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 with the Budget Hearing to be held on Tuesday, April 13th over Zoom at 7pm. The vote will be held in the library from 9am - 9pm. Absentee ballot applications can be picked up at the District Clerk or on our website. Patrons will have the opportunity to vote for the one open trustee seat, currently occupied by Marie Antoinette Rousseau.
- The library has tax forms located across from the Reference desk or they can be retrieved online (FEDERAL: irs.gov / STATE: tax.ny.gov). AARP Tax Aide will only assist patrons through April 14th even with the May 17 extension. AARP can be reached by calling 888-227-7669 or online (aarp.org/money/taxes/aarp_taxaide).
- In order to assist the busy Computer Lab, we have posted for interns through the colleges.
- Beginning with the May/June newsletter, the library will begin holding limited outside programming. Each class will have a limited amount of patrons but in some cases multiple sessions will be scheduled. Patrons will still need to social distance and wear masks for these events. More information will be posted in the newsletter.
- Patrons will begin receiving at home, a new edition of the library newsletter beginning with the May/June edition.
- At the prior Board meeting, the Trustees approved the addition of a formal FOIL policy and request form. This policy has been added to the website for patron access.
- Adina and I continue to participate in a multi session Human Resource workshop through SHRM (The Society for Human Resource Management). The last day of classes is April 16th.
- 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.
- The wireless outdoor access point that the library received through a CARES Act grant through the Town of North Hempstead, has arrived and is being set up by Chris and our IT Consultant, OSI.
- Grants:
 - Vendors have been coming in to inspect the HVAC units to be replaced and will be sending in quotes for me to forward to DASNY.
- OverDrive/Libby numbers for 2021:

- | | |
|---------------|------|
| January 2021 | 2294 |
| February 2021 | 1951 |
| March 2021 | 2195 |

- Hoopla Statistics for 2021:

- | 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 |
| March-21 | 22 | 12 | 11 | 0 | 0 | 2 | 7 |

- Circulation Statistics for the month of February:

- | | ADULT ITEMS | JUVENILE ITEMS |
|-------------------------|-------------|----------------|
| All Items | 2869 | 1203 |
| Book (NF) | 452 | 178 |
| Book (Fic) | 682 | 564 |
| Reference | 0 | 0 |
| NEW (NF) | 126 | 6 |
| NEW (Fic) | 267 | 6 |
| Civil Service/Test Prep | 6 | 0 |
| World Language | 66 | 35 |
| Picture Book | 61 | 367 |
| Video Recording | 367 | 23 |
| Sound Recordings | 172 | 3 |
| NEW Sound Recordings | 110 | 0 |

NEW Video Recordings	191	0
Graphic Novel	29	5
ILL	13	0
Video Game	3	10
Periodicals	169	16
KIT	0	64
Summer Reading Assignment	2	0
YA (Fic)	98	9
YA (NF)	9	1
Museum Passes	6	0

Respectfully Submitted,
Tracy Van Dyne
Library Director



ADMINISTRATION & TRAINING:

- Marypat learned how to administer Zoom meetings
- Constant Contact is being used for publicity by Marypat
- Working on learning EventKeeper

COMMUNITY & OUTREACH:

- Edna translated the 2021-2022 Budget Card/Report to the Community Card (Spanish)
- Continued sending program information to the Westbury Times (Anton Media)
- E-mailed a few registrants to inform them when a particular program is filled (Ex. Mosaic program)

CURRENT & FUTURE PROJECTS:

- Working on the first printed newsletter with MariaLoren Designs and Jetco (printer), developing dates for proper, on-time printing and mailing to the community
- Developing and coming up with new programs and establishing the proper protocol to follow for any future staff member

Respectfully submitted,

Edna Harpaul

March 2021

Program & Notes	Date	Attendees
Chair Yoga	3-Mar	9
Dr. Burgess	4-Mar	16
Writer's Workshop 10 am - Anne Wolf - fee	5-Mar	8
Journaling - 7 pm - Linda Williams - fee	5-Mar	7
Chair Yoga	10-Mar	9
Pilates - 6 pm - Mary Ellen Petassi - fee	11-Mar	0
Journaling - 7 pm - Linda Williams - fee	12-Mar	7
Meditation - 10 am - Stephany Taylor	16-Mar	8
Collaging	16-Mar	10
Chair Yoga	17-Mar	9
Pilates - 6 pm - Mary Ellen Petassi - fee	18-Mar	11
Writer's Workshop 10 am - Anne Wolf - fee	19-Mar	7
Journaling - 7 pm - Linda Williams - fee	19-Mar	7
Historical Society	21-Mar	22
Meditation - 10 am - Stephany Taylor	23-Mar	9
Special Book Talk	23-Mar	19
Chair Yoga	24-Mar	10
Senior GPS - Linda Williams, 6 pm	24-Mar	0
Pilates - 6 pm - Mary Ellen Petassi - fee	25-Mar	6
Journaling - 7 pm - Linda Williams - fee	26-Mar	7
Meditation - 10 am - Stephany Taylor	30-Mar	9
St. Francis Health Bus	30-Mar	10
Totals		200

Tech problem

cancelled due to attendance

Children's Library

April 2021 Board Report

ADMINISTRATION & TRAINING:

- Stephanie served on a panel presented by NLS to discuss successful programming that has taken place during Covid at our library.
- Emily, Stephanie and Andrea attended the virtual seminar *Appropriation vs. Appreciation: Planning a Thoughtful Program* presented by NCLA.
- Liz attended a seminar entitled *What We Talk About When We Talk About "Equity": From Essential Workers to George Floyd to Nice White Parents*, presented by the Metropolitan NY Library Council.

COMMUNITY & OUTREACH:

- The Children's staff performed virtual class visits for all Westbury 1st graders, 340 students, to celebrate Read Across America Day on March 2nd.
- Ali, Emily and Tracy met with Vicki Sylvain, FACE representative, to discuss future collaborations. We will be co-hosting a Poetry Slam on April 29th at 7pm.
- Ali and Emily met with all of the Westbury school librarians to discuss collaborating with the Summer Reading program and ways to get students library cards. We will be creating a video advertising our Summer Reading program that will be available on the school district website, as well as zooming into library classes during the month of June.

CURRENT & FUTURE PROJECTS:

- Limited outdoor programming will begin in May with crafts and storytimes.
- For summer we will be offering a mix of in person and virtual programming to meet the needs of the community.
- We held a successful four week virtual Art program taught by a former Westbury student who graduated FIT and worked at the library as a teenager, Alex Lopez-Guevara. An average of fourteen children attended each week to discuss different artists and create their own pieces of artwork.
- Stephanie held a five week book discussion for kids. They read chapters of the book *The Secret Life of Edward Tulane* each week and had a discussion at the end of the session. Stephanie will begin another series in May.
- Our Take & Make programs have been filled with a waiting list each time and we will continue them throughout the summer.
- Emily met with a representative from Launchpad to discuss purchasing and circulating pre-loaded devices for children.

Respectfully Submitted,

Emily Farrell
Head of Children's Library

Date	Program	Attendance/Views
11-Mar	Tots Night In	4
12-Mar	Circle Time	3
15-Mar	Rainbow Art Workshop	30
15-Mar	STEAM to Go: Kaleidoscope	40
16-Mar	Storytime Live	400
16-Mar	Art Talk	16
19-Mar	Circle Time	44
22-Mar	Sensory Bottle Craft	23
22-Mar	STEAM to Go: Cloud Dough	40
23-Mar	Storytime Live	158
23-Mar	Art Talk	13
26-Mar	Circle Time	34
29-Mar	STEAM to Go: Umbrella Challenge	18
30-Mar	Radical Reptiles	14
30-Mar	Art Talk	9
31-Mar	Kids Book Club	5
2-Apr	Circle Time	22
5-Apr	Family Baking Program: Pretzels	72
6-Apr	Storytime Live	51
7-Apr	Kids Book Club	5
7-Apr	Toddler Stay and PlayHooray	2
Total Engagement:		1003

Circulation Department

March 2020 Board Report

ADMINISTRATION & TRAINING:

- Staff have completed Comprise training
- Staff have completed Zoom back door training
- Didi has submitted statistics for the State Report

COMMUNITY & OUTREACH:

- Submitted information for newsletter and website to Edna

ONGOING & FUTURE PROJECTS:

- Replacing old book labels- ongoing
- Obtaining statistics on library materials- ongoing
- Creating an instruction manual on circulation functions- ongoing

Respectfully Submitted,

Didi deCastro
Head of Circulation

Local History Cottage

April 2021 Board Report

ADMINISTRATION & TRAINING:

- Could use a volunteer since I lost the one I had. Duties would include: cutting out Westbury Times articles and working on the obituary file.

COMMUNITY & OUTREACH:

- Village hall mural: Maggie Molito took pictures of Herbert Pratt (local artist) paintings to consider.
- Found a high school class picture with names for a patron who was very pleased.

CURRENT & FUTURE PROJECTS:

- Still working on order of archival supplies.
- Working on figuring out where to locate donated items. We have received a number of artifacts which require different storage.

Respectfully Submitted,

Susan Kovarik, Curator

Patron Services

March 2021 Board Report

ADMINISTRATION & TRAINING:

- In-house instruction received in the use of Novelist.
- Attended Department Heads meeting
- Attended monthly scheduled meeting with the Director as well as discussion about the 2021 Summer Reading Club.
- Joined the Long Island Reads Committee

COMMUNITY & OUTREACH :

- Deliveries to a homebound patron at Magnolia Gardens. 33 homebound deliveries for the month.
- The Bristol Assisted Living : 11 items lent monthly for their book discussion.
- The Senior Citizens of Westbury, Inc.: 2 short stories selected and 14 copies supplied for their bi-monthly short story club.

CURRENT & FUTURE PROJECTS :

- On March 4, via Zoom, conducted a Women's History Month program entitled – *A Breath of Fresh Air* – presented by Judith Burgess : 16 attendees.
- Women's History Month pictorial color display entitled – **HER PARADE** - featuring a cross-section of national and international influential women. The display is across from the Reference desk on the quiet room windows.
- Zoom programs attended in-house and at home
- Hofstra book discussion of the Long Island Reads 2021 book – *The Vanishing Half*.
- NCLA discussion presented by the Library staff of Color - Appropriation vs. Appreciation
- NYS webinar – Summer Reading Resources for Readers with Print Disabilities.
- Working on The Friends of the Library project with Ron.

Respectfully submitted,

Kathleen Gaskin

Patron Services Librarian

Reference Department

March 2021 Board Report

ADMINISTRATION & TRAINING:

- Novelist Training for staff presented by Ron Schachter 3.8.21
- Monthly meeting with Director 3.22.21
- Celebrate women in literature with Gale Webinar 3.11.21
- Booklist: Titles for tough times: How books can help educators support SEL 3.25.21

COMMUNITY & OUTREACH:

- Daily social media posts.
- Book titles for newsletter

CURRENT & FUTURE PROJECTS:

- Ongoing- Relabeling materials in collaboration with circulation department
- Ongoing - Updating Non-fiction collection based on statistics
- Updated computer books and currently updating civil service section

Respectfully Submitted,

Camina Raphael-Lubin, Head of Reference Services

Technology Department

April 2021 Board Report

Administration and Training

- Worked with Circ Department to confirm all clerks are trained on Zoom
- Began Google Drive Backup and Restore Training with Staff
- Trained staff on Comprise contactless system in the Lab

Community & Outreach

- We're currently getting the public used to our new computer lab rules, guidelines, and self-service focus with Comprise.
- Outdoor Computer Basics classes are being prepared and should be occurring in May and June, provided the outdoor wifi- and computer lab setup goes as currently planned.

Current & Future Projects

- Comprise is currently working to expand our self-serve kiosk to it's full intended capacity. We're currently working on implementing Fine and Fee payment and merchandise purchasing in addition to paying for prints,scans, faxes, and copies
- The 22 Computers from Dell have all been received and are in the process of being configured and deployed to staff members.
- The outdoor wi-fi project is moving along. The Hotspot itself has been delivered and configured by NLS. We're now attempting to find the most cost effective means of mounting and connecting it to allow for courtyard internet access.
- NacTel has sent us a service quote for becoming our contracted phone service provider, This would alleviate several long running issues, such as wrong answering machine issues, night-mode switching malfunctions, and remote access for emergency greetings being unavailable.
- With the purchase of our new computers comes a newly updated library technology inventory system. A brand new tech inventory is being worked on and should hopefully be completed by the early summer.
- Purged 500 spam emails from our new Constant Contact account.

Submitted by:
Chris Durrah

Young Adult Department

April 2021 Board Report

ADMINISTRATION & TRAINING:

- LGBT 101 webinar with the Long Island Pride Alliance February 16th
- Matchmaking with MacMillan Library Webinar March 26th
- NLS Summer Reading meeting April 12th & April 15

COMMUNITY & OUTREACH:

- YA Program - College Admissions in the Time of Covid - discussed the changing landscape of the admissions process during the pandemic. 21 families registered, 9 attended.
- Meeting with Children's and YA librarians and Westbury school media specialists and Head of Technology to discuss library cards, database resources and future collaboration, including summer reading. Westbury school staff very much interested in online option for applying for library cards
- Virtual meeting with Vicki Sylvain, Family and Community Engagement Liaison, to discuss partnering on programs and promoting opportunities within the school/library/community.

CURRENT & FUTURE PROJECTS:

- Working with WHS group Students of Westbury Advancing Technology (SWAT) to create an instructional video for students on how to use Libby.
- Coordinating with Children's library staff for Summer Reading Program promotional video

Respectfully Submitted,

Alexandra Blau
Young Adult Librarian

In response to hearing about and reviewing the reports there were a few questions from the Trustees:

Trustee Lloyd brought it to the public's attention that an article was written about our Library and our new Director, Tracy Van Dyne, in the April 14-20, 2021 edition of *The Westbury Times*.

Trustee Lloyd also mentioned that it was very nice to see the department heads publishing their own reports each month along with the program statistics. It is her hope that we can analyze this data to further understand our programming wins and better plan for future events.

In relation to this point it was mentioned that the program entitled "College Admission in the time of Covid" did not seem to have as large of a turnout as the Board had seemingly expected. Upon discussion it was consensus that this program may be worthwhile to repeat, possibly as an outdoors presentation.

Trustee Lloyd also pointed out that some preschool programming seemed to have very large turnouts and began a discussion to understand why some programs seemed more successful than others.

Mr. Durrah mentioned that a course entitled "Computers 101" was a popular monthly class given pre-Covid, but once Covid hit, the course, given via Zoom, had only 2 attendees. He suggested that this simply might mean that people who want to take this class would not be in the category of people who would understand how to log in to a Zoom class. Once the weather cooperates it would be a great idea to start giving these classes in the courtyard.

Trustee Parillo asked for clarity on Novelist Training. It was explained that Novelist is a new database available to our patrons and staff to help find someone's "next" read, based on what they enjoy reading.

Trustee Parillo also inquired about a Gale Webinar, which was explained to her that Gale is a company that does a lot of library-related training.

Trustee Parillo also inquired about re-labeling, and was told that this did not indicate that books were mislabeled, but rather that they were being re-labeled due to deterioration, peeling or general disrepair.

V. **NEW BUSINESS**

a. Guests Michael Fleming and Sean Mohammadi from Halliday Financial
Michael Fleming and Sean Mohammadi are with Halliday Financial, the company who has taken over the Children's Endowment Fund. Mr. Mohammadi is the President of the Investment Division, while Mr. Fleming is the Main Trust Officer who is the Library's direct account representative and investment manager. They gave background as to how they will manage the fund, and let everyone know that we are currently scheduled for quarterly updates, although this can be altered if we would like more frequent notifications.

b. Freedom of Information Law (FOIL) Policy – Addition of Appeal Form
Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the addition of the Freedom of Information Law (FOIL) Policy Appeal Form.

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

MOTION CARRIED UNANIMOUSLY

c. Discussion of NacTel phone contract

Upon motion by Trustee Darkeh, seconded by Trustee Rousseau it was MOVED, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the Service and Maintenance Contract proposed by NacTel Communications.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

VII. **PUBLIC COMMENT PERIOD**

The Board continued the discussion on how to appeal to a larger audience for our Zoom programs. It was suggested that community organizations could be reached out to on a more regular basis in hopes to have them promote the Library programs.

VIII. **DATES OF NEXT MEETINGS**

Thursday, May 20, 2021

IX. **ADJOURNMENT**

Upon motion by Trustee Parillo, seconded by Trustee Darkeh the meeting was adjourned at 8:35 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 _____