

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES

June 17, 2021 at 7:00 PM via Zoom

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on June 17, 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 7:05 pm.

II. **APPROVAL OF MINUTES**

- a. Minutes of Board Meeting May 20, 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 May 20, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- b. Minutes of Executive Meeting June 9, 2021

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 June 9, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- c. Minutes of Executive Meeting June 14, 2021

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 June 14, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- d. Minutes of Executive Meeting June 15, 2021

Upon motion by Trustee Parillo, 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 June 15, 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 #12 dated June 17, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$216,389.25.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

a. Historical Society Committee

Susan Kovarik let us know that Kathleen Gaskin will be the contact for the Cottage while she is out in July and August.

b. Public Relations Committee

President Gerrard announced that Westbury Arts Center is now open and the Library hopes to cooperate with them in the future.

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

Trustee Rousseau announced that she attended a FACE (Family and Community Engagement) meeting where she gathered a lot of information regarding the community and ways the library can cooperate and participate with the other organizations. It was mentioned again that the Westbury Arts Center recently opened and will be running camps for teens throughout the summer. The

Girls Scouts were also in attendance. Sandra Huertas from the LI FQHC attended and would like the community to know that they have a lot to offer in terms of medical health support. It was also mentioned that Leslie Austin and Black Girl Magic attended and gave a poetry performance. Marie has been asked to perform a bedtime story time for them one evening during the summer.

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
June 2021

- June 1st, saw the library opening for untimed services with the exception of the Computer Lab. We'd like to thank our patrons for making it a smooth transition and for adhering to our current mask and social distance policies. I'd also like to thank the Westbury Library staff for making this an easy transition as well and for being so welcoming to our patrons.
- We are back to serving over 100+ patrons a day now and it's wonderful to see them! Patrons have been able to browse, study at marked locations, speak with their favorite staff members, use the Computer Lab, attend programs via Zoom or outside, schedule an appointment with a notary, etc. We are looking to introduce socially distanced inside programming beginning in September. We are still asking that items being returned are left in the drop box before entering the buildings. These items will remain on a patron's card until the end of the 2 day quarantine period. When entering, patrons will still need to have their temperature taken. Patrons must arrive wearing a correctly worn mask. Curbside delivery services are still as popular as ever and are still available Monday through Friday.
- The library will open to weekends beginning Saturday, September 11 and Sunday, September 12 for regular hours.

- Our Comprise contactless payment system is up and running. It is currently being used to schedule computer appointments and to pay for document and notary services. The Technology Department is working on training all staff on the new payment features.
- Beginning September 1, fines and paid programs will be reinstated. These services will be able to be paid for through our new contactless payment system.
- We have had a wonderful response to our new newsletter! Be on the lookout for our July/August edition soon.
- We have hired a full time clerk to work in the Programming Department with Edna and Marypat. This is a much needed position as the Programming Department has taken on new formats to programming and outreach to our patrons during COVID which will continue to carry on.
- We will begin interviewing for a much needed full time Technology Aide I for the Technology Department the week of June 14th.
- Our part time intern for the Technology Department will begin June 14th. The intern will work with Chris and the rest of the department in assisting patrons with their needs, assisting with and implementing new programs.
- I'd like to congratulate the following staff members celebrating 5 or more year anniversary milestones in the month of May with the WMPL:
 - Chris Durrah - 5 years
 - Margarita Estrada-DeRestre - 5 years
 - Tracy-Ann Moodie - 20 years
- The Library is looking into the option of leasing books from Baker & Taylor. We would like to utilize this option for bestsellers that we would normally purchase multiple copies of. Once holds have been filled on these items we are eventually left with many copies to find room for in storage. We would purchase 1-2 of our own copies, have the e-book versions and be able to lease the rest that we think we'll need. The leased copies cost less than the regular books so there would be a bit of a savings. Bryant Library is currently using this system and it has worked well for them. This has been put on hold while we are transitioning to our new Head of Reference but will be addressed very soon.
- Nassau County is anticipating a new patron catalog by the end of the summer, called Vega. This will replace the current catalog, Encore. We had been informed that hopefully by mid-May the staff should receive a test version of Vega so that we may become familiar with it before it is rolled out to our communities. We have also been told that this new catalog is more intuitive so that situations such as misspelled words will come up with better suggestions unlike now with Encore which is a lot more "picky". Once this catalog has become available to the public we will make sure that patrons are able to be trained on it. I hope to hear more on this at my monthly ILS meeting on June 24th.
- On June 14, staff will be attending LGBT 101, a workshop presented by [Adrian Stivala](#) from the LGBT Network in Hauppauge.
- The necessary paperwork has been completed to begin our change over to Verizon. Chris is waiting on a call and timeline from the company to begin the work.
- Chris is working on setting up an appointment with Ryleigh Electric to install a CAT6 cable for our outside wireless network.

- Chris, Ali, Fritz and I have been working on the swap of the YA area and the Computer Lab. We hope to begin this very soon.
- I have met with Fritz to go over some “spring” cleaning items for the property.
- The Department Heads have begun a 6 session training consisting of topics such as: Documentation, Discipline, How to Effectively Write & Deliver a Performance Evaluations, Leadership Training & Creating, Maintaining a Positive Culture in the Workforce to Engage Your Employees, and Time Management & Goals Setting.
- OverDrive/Libby numbers for 2021:

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January 2021	2294
February 2021	1951
March 2021	2195
April 2021	1986
May 2021	1978

- 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
March-21	22	12	11	0	0	2	7
April-21	18	15	18	2	7	3	10
May-21	36	24	11	8	6	4	14

- Circulation Statistics for the month of May:

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	ADULT ITEMS	JUVENILE ITEMS
All Items	2701	1286
Book (NF)	370	272
Book (Fic)	617	560

Reference	0	0
NEW (NF)	117	6
NEW (Fic)	213	6
Civil Service/Test Prep	1	0
World Language	12	36
Picture Book	0	542
Video Recording	375	9
Sound Recordings	141	1
NEW Sound Recordings	127	0
NEW Video Recordings	203	0
Graphic Novel	49	0
ILL	14	0
Video Game	5	17
Periodicals	108	7
KIT	0	56
Summer Reading Assignment	2	1
YA (Fic)	70	6
YA (NF)	2	0
YA Sound Recordings	32	0
Museum Passes	8	0

Respectfully Submitted,
Tracy Van Dyne
Director



- j. Staff Reports
see attached

V. **NEW BUSINESS**

a. Approval of Budget Transfers

- o **Upon motion by Trustee Lloyd, seconded by Trustee Darkeh it was **MOVED**** that the Westbury Memorial Public Library Board of Trustees approve the transfer of \$20,000 from the Utilities line to the Periodicals, Building Repairs & Maintenance, and Books lines.
VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)
MOTION CARRIED UNANIMOUSLY

- o **Upon motion by Trustee Parillo, seconded by Trustee Rousseau it was **MOVED**** that the Westbury Memorial Public Library Board of Trustees approve the transfer of \$9,840.33 from the Social Security line to the Book, Printing/Publicity/Postage, & Office Expenses lines.
VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)
MOTION CARRIED UNANIMOUSLY

- o **Upon motion by Trustee Darkeh, seconded by Trustee Lloyd it was **MOVED**** that the Westbury Memorial Public Library Board of Trustees approve the transfer of \$540.39 from the Databases line to the Equipment & Furnishings line.
VOTE: Yes – 5 (Gerrard, Parillo, Rousseau, Darkeh, Lloyd)
MOTION CARRIED UNANIMOUSLY

b. Approval of Nassau Library System (NLS) 2022 - 2026 Direct Access Plan

Tabled. The Trustees will be attending a workshop to learn more about this on June 22, 2021.

c. Discussion of Pricing for Document Services

Upon motion by Trustee Rousseau, seconded by Trustee Lloyd it was MOVED, after discussion, that the Westbury Memorial Public Library Board of Trustees approve lowering of rates charged to patrons for document services.

Faxing: Sending a fax was \$1 per page, receiving a fax was \$1 for the first page and 50 cents each additional page. The Library would now like to charge a flat 50 cents per page to send or receive faxes.

Scan: It was also agreed that the charge for scans will adjust from \$1 per page to 50 cents per page.

Printing and Copying: It was agreed that printing or copying will stay at 10 cents per black & white page and 50 cents per color page.

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

RESOLUTION CARRIED UNANIMOUSLY

d. Acceptance of Full Time Clerk Typist for the Programming Department

Upon motion by Trustee Lloyd, seconded by Trustee Darkeh it was MOVED that the Westbury Memorial Public Library Board of Trustees accept the hiring of Karen Slowik in the position of Full-Time Clerk-Typist for the Programming Department.

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

RESOLUTION CARRIED UNANIMOUSLY

e. Revision of MOA for Assistant to the Director

Tabled

VI. **OLD BUSINESS**

N/A

VII. **PUBLIC COMMENT PERIOD**

N/A

VIII. **DATES OF NEXT MEETINGS**

Thursday, July 15, 2021

IX. **ADJOURNMENT**

Upon motion by Trustee Darkeh, seconded by Trustee Parillo the meeting was adjourned at 8:12 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 _____