

# WESTBURY MEMORIAL PUBLIC LIBRARY AGENDA

Thursday, August 19, 2021

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- I. Call to Order with Quorum
- II. Approval of Minutes
  - a. Board Meeting of July 15, 2021
  - b. Executive Session of July 30, 2021
- III. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant #2 dated August 19, 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
  
  - j. Staff Reports
- V. New Business
  - a. Staff Recognition
  - b. Approval of Full Time Technology Aide I
  - c. Approval of Technology Department Discard list
  - d. Approval of Baker & Taylor Leasing Agreement
  - e. Resolution to update Halliday Trust paperwork
  - f. Discussion of NacTel Quote to Update Phone Equipment
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: September 16, 2021
- IX. Adjournment

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

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

August 19, 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 August 19, 2021.

The following Trustees were present constituting a quorum:

Carmen Lloyd – President  
Shirley Darkeh – Vice President  
Marie Antoinette Rousseau – Trustee  
Judy Gerrard – Trustee

The following Trustee was absent with notice:

Denise Parillo – Trustee

Also Present:

Tracy Van Dyne – Director  
Adina Gunsburg – Assistant to the Director  
Lynn Graf - Principal Account Clerk  
Chris Durrah - Information Technology Aide I

### I. **CALL TO ORDER**

The meeting was called to order by President Lloyd at 7:04 pm.

### II. **APPROVAL OF MINUTES**

a. Minutes of Board Meeting July 15, 2021

**Upon motion by Trustee Gerrard, seconded by Trustee Rousseau it was MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of July 15, 2021 as presented.  
**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)  
*MOTION CARRIED UNANIMOUSLY*

- b. Minutes of Executive Session of July 30, 2021

**Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of July 30, 2021 as presented.  
**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)  
*MOTION CARRIED UNANIMOUSLY*

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

**Upon motion by Trustee Gerrard, 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 #2 dated August 19, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$262,288.98.

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)  
*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

Trustee Rousseau has been creating storytime videos with the Children's department that are being shared with the community.

f. Budget Finance Committee

No Report

g. Technology Committee

President Lloyd said how extremely pleased she and the rest of the Board are to see the implementation of new technology for the Library and the more effective usage of the grounds and building that has recently been happening.

h. Building and Grounds Committee

(see Tech. Com. above)

i. Director's Report

Director Van Dyne reported that a Social Work Intern will be starting in September. He will be available to help patrons of all ages with many things, from seeking Covid Testing, to assisting teens, to working with seniors.

(see attached for further report.)

j. Staff Reports

(see attached)

v. **NEW BUSINESS**

a. Staff Recognition

- o Retirement of Maria Abelo after 19 years of service
- o Ann Maria, Reference Librarian, 40 years of service
- o Didi deCastro, Head of Circulation, 20 years of service
- o Tracey-Ann Moodie, Clerk, 20 years of service
- o Margarita Estrada de Restrepo, Clerk, 5 years of service
- o Chris Durrah, Information Technology Aide I, 5 years of service

b. Approval for Hire of Full Time Technology Aide I

**Upon motion by Trustee Rousseau, seconded by Trustee Gerrard it was**

**MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the appointment of Jeffrey Roth to the Information Technology Aide I position.

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

- c. Approval of Technology Department Discard List

**Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was**

**MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the discarding of the technology items listed.

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

- d. Approval of Baker & Taylor Leasing Agreement

**Upon motion by Trustee Rousseau, seconded by Trustee Gerrard it was**

**MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the Baker and Taylor Leasing Agreement.

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

- e. Resolution to update Halliday Trust Agreement

**Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was**

**MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the Halliday Trust Agreement

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

- f. Discussion and Approval of NacTel Quote to Update Phone Equipment

**After discussion, and upon a motion by Trustee Darkeh, seconded by Trustee Gerrard it was**

**MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the NacTel Quote to Update the Phone Equipment

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

## VI. **OLD BUSINESS**

At last month's meeting, a motion was made to approve the appointment of Karen Slowik to our Programming Department as Clerk-Typist. This appointment has since been rescinded.

**Upon motion by Trustee Gerrard, seconded by Trustee Rousseau it was MOVED**, that the Westbury Memorial Public Library Board of Trustees rescind the appointment of Karen Slowik.

**VOTE:** Yes – 4 (Lloyd, Darkeh, Gerrard, Rousseau)

*MOTION CARRIED UNANIMOUSLY*

## VII. **PUBLIC COMMENT PERIOD**

- A patron spoke up regarding weekend hours. She expressed her enjoyment of the Library on Sundays as she used to bring her children often on Sundays. She understands that the Board had voted to keep the Library closed on Sundays, with the exception of programming, and she expressed her disappointment in this decision.

Board President Lloyd responded to let the patron know that the Board heard and understood her position, but that at this time it was fiscally responsible for the Library to continue this way. However, the policy will be revisited as time goes by and her opinion was appreciated and valued.

## VIII. **DATES OF NEXT MEETINGS**

Thursday, September 16, 2021 at 7:00pm

## IX. **ADJOURNMENT**

**Upon motion by Trustee Gerrard, seconded by Trustee Darkeh** the meeting was adjourned at 7:55 pm.

Respectfully,

Adina Gunsburg  
Assistant to the Director  
Westbury Memorial Public Library

**BOARD OF TRUSTEES:**

**Carmen Lloyd, President** \_\_\_\_\_

**Shirley Darkeh, Vice President** \_\_\_\_\_

**Marie Antoinette Rousseau** \_\_\_\_\_

**Denise Parillo** \_\_\_\_\_ **ABSENT** \_\_\_\_\_

**Judy Gerrard** \_\_\_\_\_