

WESTBURY MEMORIAL PUBLIC LIBRARY
AGENDA

Thursday, September 16, 2021

I. Call to Order with Quorum

II. Approval of Minutes

- a. Executive Session of August 18, 2021
- b. Board Meeting of August 19, 2021
- c. Executive Session of August 23, 2021
- d. Executive Session of September 8, 2021

III. Principal Account Clerk's Report

- a. Approval of Treasury Warrant #3 dated September 16, 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. Holiday Discussion

VI. Old Business

VII. Public Comments

VIII. Date of Next Session: October 21, 2021

IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 16, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on September 16, 2021.

The following Trustees were present constituting a quorum:

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

Also Present:

Tracy Van Dyne – Director
Lynn Graf - Principal Account Clerk

I. **CALL TO ORDER**

The meeting was called to order by President Lloyd at 7:03 pm.

II. **APPROVAL OF MINUTES**

a. Minutes of Executive Session of August 18, 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 August 18, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of Board Meeting of August 19, 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 August 19, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- c. Minutes of Executive Session of August 23, 2021

Upon motion by Trustee Darkeh, 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 August 23, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- d. Minutes of Executive Session of September 8, 2021

Upon motion by Trustee Gerrard, 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 September 8, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

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

Upon motion by Trustee Rousseau, seconded by Trustee Darkeh it was **RESOLVED,** after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #3 dated September 16, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$200,922.26.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

- a. Historical Society Committee

The Historical Society Board met last Tuesday, September 7, 2021 at the Westbury Library. They discussed ideas for upcoming programming.

Ms. Kovarik, the head of the Westbury Historic Society at the WMPL, has ideas to run joint programs with the Library.

b. Public Relations Committee

No Report

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

Trustee Rousseau has continued her story times with the community via Facebook, through December.

f. Budget Finance Committee

No Report

g. Technology Committee

The Library newsletter is in print again. We have just released our 3rd print newsletter, the latest is for September and October.

Trustee Lloyd expressed how all around the building there have been upgrades made to update the Library's technology.

h. Building and Grounds Committee

Sunday, September 19th is our first Sunday program since the Covid shutdowns. JAZZ THEN AND NOW: GREG DEANGELIS TRIO, IN-HOUSE

i. Director's Report

see attached

j. Staff Reports

see attached

v. **NEW BUSINESS**

a. Staff Recognition

- o Kathleen Gaskin, Head of Reference, 25 years of service

b. Holiday Discussion

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

RESOLVED, that the Westbury Memorial Public Library Board of Trustees accept that the Library staff will be paid for the holidays of December 25th 2021 and January 1st 2022, in lieu of closing the Library for additional days.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Michela Abbatiello, President of the Carle Place Library Funding District (since January 2021) thanked Director Van Dyne for always responding to her calls. She mentioned that she is a patron of our library, she has children who love the Children's Library, and they find the Library and the programs to be a lot of fun. She also mentioned that she finds our staff to be helpful and kind.

Trustee Parillo welcomed Ms. Abbatiello and mentioned that we used to have a table set to the side for the Carle Place President to sit during our meetings. Trustee Parillo offered to arrange for that in the future if Ms. Abbatiello would like. Ms. Abbatiello also mentioned that Pete is looking to retire as the oldest Carle Place Board of Trustees member.

Ray Muntz mentioned that he likes the new newsletters, and finds it nice to have it back in print. Although he saw that it was challenging to get the newsletters delivered, as he sends out the Village newsletters and found the Post Office had not been delivering a bulk of the large mailings.

Trustee Lloyd added that we should work on identifying where the issue is with the Post Office, as these mass mailings cost a lot of money to send. It is shameful that so many households seem like they did not receive them.

Trustee Darkeh suggested that all local organizations should complain to the Post Office. She mentioned that the Senior Center also has the same issue.

Trustee Gerrard mentioned that we should speak with Rocky at the Post Office and we should let the Westbury Mayor know as well.

VIII. **DATES OF NEXT MEETINGS**

Thursday, October 21, 2021 at 7:00pm

**** MOVE TO EXECUTIVE SESSION**

At 7:47 pm, Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was

MOVED, that the Westbury Memorial Public Library Board of Trustees move into Executive Session to discuss personnel matters.

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

MOTION CARRIED UNANIMOUSLY

****ADJOURNMENT OF EXECUTIVE SESSION**

Upon motion by Trustee Darkeh, seconded by Trustee Rousseau the Executive Session was adjourned at 9:09 pm.

IX. ADJOURNMENT

Upon motion by Trustee Parillo, seconded by Trustee Darkeh the meeting was adjourned at 9:09 pm.

Respectfully,

Tracy-Lyn Van Dyne
Director
Westbury Memorial Public Library

BOARD OF TRUSTEES:

Carmen Lloyd, President _____

Shirley Darkeh, Vice President _____

Marie Antoinette Rousseau _____

Denise Parillo _____

Judy Gerrard _____