

WESTBURY MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING AGENDA

Thursday, October 21, 2021

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I. Call to Order with Quorum

II. Approval of Minutes

a. Board Meeting of September 16, 2021

III. Principal Account Clerk's Report

a. Approval of Treasury Warrant #4 dated October 21, 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 Clerk for Children's Building

c. Approval of 2022 Calendar

d. Approval of PastPerfect Archival Software

e. Approval of Stipend for Christopher Durrah

f. Approval of New Diversity and Inclusion Policy

g. Approval of Updated Computer Lab & Wireless Internet Policy

h. Approval of Record Retention Discards

VI. Old Business

VII. Public Comments

VIII. Date of Next Session: November 18, 2021

IX. Adjournment

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

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

October 21, 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 October 21, 2021.

The following Trustees were present constituting a quorum:

Carmen Lloyd – President  
Shirley Darkeh – Vice President  
Judy Gerrard – Trustee (via Zoom)  
Denise Parillo -- Trustee

The following Trustee was absent with notice:

Marie Antoinette Rousseau – Trustee

Also Present:

Tracy Van Dyne – Director  
Lynn Graf - Principal Account Clerk  
Adina Gunsburg – Assistant to the Director

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

The meeting was called to order by President Lloyd at 7:00 pm.

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

a. Minutes of Board Meeting of September 16, 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 Board Meeting of September 16, 2021 as presented.

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

*MOTION CARRIED UNANIMOUSLY*

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

**Upon motion by Trustee Darkeh, 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 #4 dated October 21, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$297,032.17.

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

*MOTION CARRIED UNANIMOUSLY*

#### IV. **COMMITTEE REPORTS**

a. Historical Society Committee

Trustee Parillo announced that The Historical Society will be hosting its first in-person program since February of 2020 (because of Covid). On Sunday, November 13 at 2:30pm, Bill Blyer will be coming to discuss the Culper Spy Ring which was active during the American Revolution.

b. Public Relations Committee

Please see the Director's Report regarding the Board and Director's attendance at the Meet & Greet for the new superintendent.

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

No Report

f. Budget Finance Committee

Please see the Director's Report in reference to this committee

g. Technology Committee

Please see the Director's Report in reference to this committee

h. Building and Grounds Committee

No Report

i. Director's Report

see attached

j. Staff Reports

see attached

#### V. **NEW BUSINESS**

a. Staff Recognition

- o Fritz St. Germain, Head of Maintenance, 10 years of service

b. Approval of Full Time Clerk for Children's Building

**Upon motion by Trustee Parillo, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept Jenna Mevorah as the new Full Time Clerk for the Children's Building starting date of October 25, 2021 and at the rate of \$43,000.

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

*MOTION CARRIED UNANIMOUSLY*

c. Approval of 2022 Calendar

**Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the 2022 Calendar as presented.

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

d. Approval of Pastperfect Archival Software

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

**RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the purchase of PastPerfect archival software to digitize the Children's Historical Collection.

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

e. Approval of Stipend for Christopher Durrah

**Upon motion by Trustee Parillo, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees agree to a stipend of \$2,500 for Chris Durrah, Technology Aide II.

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

f. Approval of Diversity and Inclusion Statement

**Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the attached Diversity and Inclusion Policy.

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

g. Approval of Updated Computer Lab & Wireless Internet Policy

**Upon motion by Trustee Parillo, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the update to the Computer Lab & Wireless Internet Policy.  
**VOTE:** Yes – 4 (Lloyd, Darkeh, Parillo, Gerrard)

h. Approval of Record Retention Discards

**Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approve the proper discarding of employee timesheets for staff who have been separated from service for over 6 years, as per NYS Retention & Disposition Schedule LGS-1.  
**VOTE:** Yes – 4 (Lloyd, Darkeh, Parillo, Gerrard)

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Trustee Parillo mentioned that we have a Flamenco Dancing event on Sunday, October 24th.

She also mentioned that she is excited that we will soon be able to share our Historical Collections with the public as there are many exciting items in the collection including artwork of maps and birds. She also thanked the Children's Department for starting programs that incorporate the Children's Historical Collection.

Patron Lorna Mylton spoke about her experience seeing a patron without credentials, parking in a handicapped space.

**DATES OF NEXT MEETINGS**

Thursday, November 18, 2021 at 7:00pm

VIII. **ADJOURNMENT**

**Upon motion by Trustee Darkeh, seconded by Trustee Parillo** the meeting was adjourned at 7:59 pm.

Respectfully,

Tracy Van Dyne

Director  
Westbury Memorial Public Library

**BOARD OF TRUSTEES:**

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

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

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

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

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