

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 20, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held over Zoom on January 20, 2022.

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
Adina Gunsburg – Assistant to the Director

I. **CALL TO ORDER**

The meeting was called to order by President Lloyd at 7:05 pm.

II. **APPROVAL OF MINUTES**

a. Minutes of Board Meeting of November 18, 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 November 18, 2021 as presented.

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

b. Minutes of the Executive Board Meeting of November 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 November 30, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- c. Minutes of the Executive Board Meeting of December 6, 2021

Upon motion by Trustee Parillo, 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 December 6, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- d. Minutes of the Executive Board Meeting of December 9, 2021

Upon motion by Trustee Gerrard, 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 December 9, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- e. Minutes of the Executive Board Meeting of December 30, 2021

Upon motion by Trustee Gerrard, 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 December 30, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

- f. Minutes of the Emergency Board Meeting of January 6, 2022

Upon motion by Trustee Parillo, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Emergency Board Meeting of January 6, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

- g. Minutes of the Executive Board Meeting of January 6, 2022

Upon motion by Trustee Gerrard, 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 January 6, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

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

Upon motion by Trustee Gerrard, 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 #7 dated January 20, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$208,577.86.

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

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

No Report

- h. Building and Grounds Committee

No Report

- i. Director's Report

See attached. Director Van Dyne just received information regarding the African American Read-in. She was informed that the school district would not be participating with the Library this year due to the ongoing pandemic.

- j. Staff Reports
see attached

v. **NEW BUSINESS**

- a. Approval of hiring of Part Time Information Technology Aide I, Rowan Sarju.

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Part Time Information Technology Aide I, Rowan Sarju.

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

MOTION CARRIED UNANIMOUSLY

- b. Approval of hiring of Part Time Account Clerk, Maureen Daly.

Upon motion by Trustee Parillo seconded by Trustee Gerrard it was RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Part Time Account Clerk, Maureen Daly.

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

MOTION CARRIED UNANIMOUSLY

- c. Approval of hiring of Full Time Librarian I, Selina Ferragamo.

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Full Time Librarian I, Selina Ferragamo, pending satisfactory recommendations.

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

MOTION CARRIED UNANIMOUSLY

- d. Approval of Harassment Policy.

Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve of a Harassment Policy as presented.

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

MOTION CARRIED UNANIMOUSLY

- e. Approval of Workplace Violence Policy.

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Workplace Violence Policy as presented.

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

MOTION CARRIED UNANIMOUSLY

- f. Approval of a 2-Year Long Range Plan.

Upon motion by Trustee Parillo, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2-Year Long Range Plan as presented.

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

MOTION CARRIED UNANIMOUSLY

- g. Acceptance of Donation.

Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees accept a donation of a TV for the Teen Zone .

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

MOTION CARRIED UNANIMOUSLY

- h. Discussion of PILOT Money Use for Window Repair/Replacement.

Upon motion by Trustee Darkeh, seconded by Trustee Lloyd it was MOVED, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the use of PILOT Money for Window Repair and Replacement.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Michela Kubovic of the Carle Place Library Board asked for some clarification regarding the updated adjustments made due to the Omicron variant of the Covid-19 pandemic. Most items were mentioned in Director Van Dyne or Staff Reports.

- Is there still in-person programming? Yes, with limitations on the amount of patrons allowed, and with proof of full vaccination, 2 shots plus a booster.

- Are there still Friday movies? Yes, along with the limitation above.
- Will the Children's Library continue to offer Story-time and Stay & Play? Yes, though some of their programs will be virtual or hybrid, these programs will continue.
- Why is the Children's Library closing at 5pm and sometimes mid-day for an hour? It is due to staffing shortages. We are currently working on hiring replacements so we can stay fully open.
- Which staffer left on January 7th? Our part-time Library Aide, Jordan Chaulk, left to take a full-time position at another Library.

VIII. DATES OF NEXT MEETINGS

Thursday, February 17, 2022 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh the meeting was adjourned at 8:10 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 _____

Judy Gerrard _____