

# WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Thursday, February 17, 2022

I. Call to Order with Quorum

II. Approval of Minutes

a. Board Meeting of January 20, 2022

III. Principal Account Clerk's Report

a. Approval of Treasury Warrant #8 dated February 17, 2022

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. Audit Approval with Baldassari & Coster
- b. Staff Recognition
- c. Approval of Server Quote
- d. Approval of Proposed Budget
- e. Approval of Records Retention Discards
- f. Approval of Information Technology Aide II

VI. Old Business

VII. Public Comments

VIII. Date of Next Session: March 17, 2022

IX. Adjournment

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

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 17, 2022 at 7:00 PM

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A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on February 17, 2022.

The following Trustees were present constituting a quorum:

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

Also Present:

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

Present via Zoom:

Marie Antoinette Rousseau – Trustee

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

The meeting was called to order by President Lloyd at 7:02 pm.

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

a. Minutes of Board Meeting of January 20, 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 Board Meeting of January 20, 2022 as presented.

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

*MOTION CARRIED UNANIMOUSLY*

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

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

- a) Warrant #8 dated February 17, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$209,421.51.

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

*MOTION CARRIED UNANIMOUSLY*

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

- a. Historical Society Committee

Trustee Gerrard mentioned that Ray Muntz will be presenting “Westbury Then & Now” on Sunday, March 20th. A program comparing current Westbury to old photos from the Historic Collection.

- 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

Trustee Darkeh mentioned that next year’s budget had been worked on, and that it will be presented later in the meeting.

- g. Technology Committee

No Report

- h. Building and Grounds Committee

No Report

- i. Director’s Report

see attached

- j. Staff Reports

see attached

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

- a. Review Approval with Baldassari & Coster

Al Coster presented the Audit: Year end 6.30.21

b. Staff Recognition of Marypat Lavery who has dedicated 20 years to the Westbury Memorial Public Library.

c. Approval of Server Quote

**Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was RESOLVED**, after discussion, that the Westbury Memorial Public Library Board of Trustees approve a quote by Provantage, in the amount of \$5,563.52 for the purchase of a Computer Server.

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

*MOTION CARRIED UNANIMOUSLY*

d. Approval of Proposed Budget for 2022-2023

**Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was MOVED**, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the 2022-2023 Budget

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

*MOTION CARRIED UNANIMOUSLY*

e. Approval of Records Retention Discards

**Upon motion by Trustee Parillo seconded by Trustee Gerrard it was**

**RESOLVED**, after discussion, the Board decided that a 7 year retention period would be used, regarding the proper discarding of Civil Service Lists, Canvass Letters, and interview notes. The 4 year retention as per NYS Retention & Disposition Schedule LGS-1 was disregarded for a more conservative 7 year schedule.

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

*MOTION CARRIED UNANIMOUSLY*

f. Approval of Appointment of Information Technology Aide II

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

**RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept Christopher Grant as a Full-Time Information Technology Aide II, starting date of February 18, 2022 and at the rate of \$38,000.

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

*MOTION CARRIED UNANIMOUSLY*

## VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Michela Abbatiello, of the Carle Place Library Funding District inquired for clarification on the Tech one-on-one meetings that the Library offers. She also inquired about the Library’s plan to reopen on Sundays, with hopes that Sunday hours would resume in the fall. She also suggested that simply having a pickup

VIII. **DATES OF NEXT MEETINGS**

Thursday, March 17, 2022 at 7:00pm

IX. **ADJOURNMENT**

**Upon motion by Trustee Gerrard, seconded by Trustee Darkeh** the meeting was adjourned at 7:49 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** \_\_\_\_\_