

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, March 17, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of February 17, 2022
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #9 dated March 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. Approval of FullTime Librarian I
 - b. Approval of FullTime Cultural Programming Specialist
 - c. Approval of 2021 Annual State Report
 - d. Ratify Union Contract - Memorandum of Agreement
 - e. Approval to Exceed Tax Cap for the 2022/23 Budget
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: April 21, 2022
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

March 17, 2022 at 7:00 PM

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

The following Trustees were present constituting a quorum:

Carmen Lloyd – President

Shirley Darkeh – Vice President

Judy Gerrard – Trustee

Denise Parillo -- Trustee

Present via Phone:

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 7:05 pm.

II. APPROVAL OF MINUTES

- a. Minutes of Board Meeting of February 17, 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 February 17, 2022 as presented.

VOTE: Yes – 4 (Lloyd, Darkeh, 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 #9 dated March 17, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$266,892.48.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

a. Historical Society Committee

Trustee Gerrard mentioned that this upcoming Sunday, March 20th, there will be an event called “Westbury Here and Now” hosted by Ray Muntz. This will be the last event for the season before the Historical Society events start back up in the fall.

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 Director Van Dyne will be heading to the Westbury Senior Center on March 22nd to discuss the budget with the community. Director Van Dyne chimed in to say that this will not be her only stop to meet with the community and discuss the upcoming vote.

g. Technology Committee

President Lloyd mentioned that our technology department has recently made a lot of upgrades. She took time to thank our Technology Department for all of their hard work. She pointed out that our newsletters are available to view on our website. She added that we should use technology to get the word out that the Library needs more funding to continue to serve the community.

h. Building and Grounds Committee

President Lloyd expressed that Director Van Dyne has been doing a wonderful job keeping the building in the best shape possible. However, there are still many upgrades needed to better serve the community. For instance, over 50 people attended the last Sunday event. She expressed her thoughts that the Library needs more room to expand for events and in general. She again expressed hope that we can raise needed funds to do so.

i. Director's Report

{See attached} Director Van Dyne also added that we are working on a "Meet the Candidates" night as we have 1 Library Trustee position that will be opening, and currently have 7 candidates seeking to fill the position. The Director also mentioned that Budget Cards will be mailed out and be made available to the public next week.

j. Staff Reports

{see attached}

V. NEW BUSINESS

a. Approval of Full-Time Librarian I

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

RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Ian Bloomfield for our Reference Department as a Full-Time Librarian I. His start date will be on April 4th at an annual salary of \$55,000.

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

MOTION CARRIED UNANIMOUSLY

b. Approval of Full-Time Cultural Program Specialist

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

RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of David Chavez for our Programming Department as a Cultural Program Specialist. His start date will be April 6th at an annual salary of \$50,000.

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

MOTION CARRIED UNANIMOUSLY

c. Approval of 2021 Annual State Report

Upon motion by Trustee Parillo seconded by Trustee Gerrard it was

RESOLVED, after discussion, that the Westbury Memorial Public Library Board of Trustees approved the 2021 Annual State Report.

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

MOTION CARRIED UNANIMOUSLY

d. Approval to request the 2022/23 budget to go above the tax cap

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

RESOLVED, that the Board of Trustees of the Westbury Memorial Public Library voted and approved to exceed the tax levy limit, to approximately 7%, for 2022/2023 by at least sixty percent of the Board of Trustees as required by state law on March 17, 2022.

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

MOTION CARRIED UNANIMOUSLY

- e. Ratification of the Union Contract and Memorandum of Agreement
This motion was tabled until the conclusion of the meeting, whereas the Board would enter a closed Executive session to discuss.

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Simone Eason asked for clarification of the Collections Committee's purpose. It was explained having to do with book and materials collections that the Library creates.

Ms. Eason further asked if the Library has ever been in a position to collect funds outside of the taxes we receive, and was informed that the Library may apply to grants, and may be given charitable contributions, but otherwise the Library is legally not permitted to solicit charitable donations.

VIII. **DATES OF NEXT MEETINGS**

Thursday, April 21, 2022 at 7:00pm

Trustee Election and Budget Vote, Tuesday, April 12, 2022

ADJOURNMENT TO EXECUTIVE SESSION

Upon motion by Trustee Parillo seconded by Trustee Darkeh the open meeting was adjourned at 7:44 pm.

ADJOURNMENT FROM EXECUTIVE SESSION

Upon motion by Trustee Parillo seconded by Trustee Gerrard the closed meeting was adjourned at 8:15 pm.

RESUMPTION TO OPEN SESSION

Upon motion by Trustee Parillo seconded by Trustee Gerrard the open meeting was resumed at 8:17 pm.

- e. Ratification of the Union Contract and Memorandum of Agreement
Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was RESOLVED, that the Westbury Memorial Public Library Board of Trustees approves a Memorandum of Agreement dated March 7, 2022 between the Westbury Memorial Public Library and the United Public Service Employees Union ("UPSEU"), regarding the

terms and condition of employment for a collective bargaining agreement covering the period of July 1, 2021 through June 30, 2026, as if set forth hereinafter at length, a true copy of which shall be appended to the Minutes hereof.

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

MOTION CARRIED UNANIMOUSLY

IX. **ADJOURNMENT**

Upon motion by Trustee Parillo, seconded by Trustee Gerrard the meeting was adjourned at 8:20 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 _____