

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Thursday, November 18, 2021

I. Call to Order with Quorum

II. Approval of Minutes

- a. Board Meeting of October 21, 2021
- b. Executive Board Meeting of Nov 10, 2021

III. Principal Account Clerk's Report

- a. Approval of Treasury Warrant #5 dated November 18, 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. Approval of 2022-2023 Member Library Support
- b. Approval of 2022 ILS & Associated Services Budget
- c. Approval of Conflict of Interest Form

VI. Old Business

VII. Public Comments

VIII. Date of Next Session: December 16, 2021

IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

November 18, 2021 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on November 18, 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

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 October 21, 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 October 21, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of the Executive Board Meeting of November 10, 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 Executive Board Meeting of November 10, 2021 as presented.

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

MOTION CARRIED UNANIMOUSLY

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

Upon motion by Trustee Parillo, 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 #5 dated November 18, 2021 which has been reviewed by the Principal Account Clerk, in the amount of \$419,195.60.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

a. Historical Society Committee

Trustee Gerrard mentioned that this past Sunday was the first in-person event since February of 2020, due to the Covid pandemic. Trustees Parillo and Lloyd were both in attendance, as were over 45 other patrons to hear Bill Bleyer discuss the Culper Spy Ring. It was well attended and well received.

b. Public Relations Committee
No Report

c. Collections Committee

Trustee Parillo mentioned Liz Asta is now working on cataloging the Children's Historical Collection with the Director after purchasing new software. Director Van Dyne noted that she and Liz had met to go through Emily Arbuckle's laptop, the files from Mitra Library Conservation, and Emily's old email account to get a better idea of what is on them.

d. Personnel Committee
No Report

e. School Liaison

Trustee Rousseau mentioned that she is continuing to read to the community children monthly.

f. Budget Finance Committee

No Report

g. Technology Committee

It was noted that Chris Durrah, Tech Aide II, has left for a new job. He had been heading the Tech department.

h. Building and Grounds Committee

No Report

i. Director's Report see attached

j. Staff Reports see attached

V. **NEW BUSINESS**

a. Approval of 2022-2023 Member Library Support

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2022/2023 Member Library Support agreement.

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

MOTION CARRIED UNANIMOUSLY

b. Approval of 2022 ILS & Associated Services Budget

Upon motion by Trustee Rousseau seconded by Trustee Gerrard it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2022 ILS & Associated Services Budget.

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

MOTION CARRIED UNANIMOUSLY

c. Approval of Conflict of Interest Form

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Conflict of Interest Form.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

The President of the Carle Place Library District was present at the meeting. She inquired about a timeline, if we have one, for revamping the Library website. She also inquired about replacing the 2 staff members who have left the Library.

VIII. **DATES OF NEXT MEETINGS**

Thursday, December 16, 2021 at 7:00pm

IX. **ADJOURNMENT**

Upon motion by Trustee Darkeh, seconded by Trustee Rousseau the meeting was adjourned at 7:40 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 _____