

MINUTES
WESTBURY MEMORIAL PUBLIC LIBRARY

2022 Library Budget Hearing
March 31, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on March 31, 2022 to discuss the proposed 2022-2023 Library Budget.

The following Trustees were present constituting a quorum:

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

Also Present:

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

Absent: Marie Antoinette Rousseau – Trustee

Public Present:

Ray Muntz
Alex Nunez
Vicki Sylvain
Chester McGibbon
Allison Ehrling
Frances Gambino
Joe Gambino
Michela Abbatiello
Judy Wing

CALL TO ORDER

The meeting was called to order by President Lloyd at 7:05 PM and agreed by a motion from Trustee Darkeh and seconded by Trustee Gerrard.

OPEN DISCUSSION

At 7:05 PM President Lloyd introduced the rest of the board members and gave an overview of the evening's discussion.

Director Van Dyne continued the discussion by reviewing the proposed 2022-2023 budget.

Any changes from the prior year were pointed out and discussed.

After completing discussion of the Expense column, Director Van Dyne opened the floor to questions from the public.

Allison Ehrling asked for clarification on the payroll system. The number has changed from the prior year. Principal Account Clerk, Lynn Graf responded that this was a correct number, as we first began using a new payroll system last year, and the prior year's figure had not appropriately been accounted for.

Allison Ehrling also asked for examples of the type of training Board members receive. Director Van Dyne and Trustees Gerrard and Parillo responded by listing a number of seminars and Library Trustee Association courses that were available to them throughout the year, as well as training related to the Trustee Manual that are given throughout the year.

Allison Ehrling had also inquired about employee benefits, inquiring if employees contribute to the benefits they receive, or if the Library covers the cost in full. Principal Account Clerk Graf responded that all employees who receive benefits do contribute. The Library does not pay in full for these benefits.

Chester McGibbon asked if there was anything on the Director's wishlist that was not represented on the budget card. Director Van Dyne responded that she would love an open line to be able to complete all building upkeep.

Chester McGibbon also asked for examples of Pilot funds. Is there more than one type of Pilot fund? The response was that the only Pilot funds the Library receives is through the School District.

Michela Abbatiello had inquired about Board training, which is a requirement of Minimum NY State Standards which requires 2 credits a year per trustee.

Vicki Sylvain asked for clarification about the line entitled "Staff Development". She asked if it was meant to suggest Staff Trainings, which is exactly what that line is meant to represent.

Frances Gambino mentioned that she has a Librarian's degree, and understands that the staff and board need regular and ongoing training.

Ms. Gambino also inquired about the publicity and newsletters line in the budget. It was pointed out that the Library has recently started printing a full-color, multi-page newsletter every other month which gets mailed all through the district. The Library has also hired an editor to help with the layout of this newsletter.

Ms. Gambino inquired about how the Library used to publicize events before newsletters and was told that for a few years, most of the programming was posted on our website, but this was not effective enough to capture all of our residents. The printed newsletters were reinstated after realizing that it was more beneficial to our community.

Alex Nunez inquired about any outstanding loans or services fees the Library may have, and was told that the Library does not have any outstanding mortgages or loans.

Mr. Nunez also inquired about a Spanish version of the Budget, and was told that it was in the final stages of editing and will be available tomorrow online.

Once all of the public's questions were answered, Director Van Dyne moved on to discuss the Revenue column of the Budget. When discussing the Appropriation from Surplus the Director mentioned that we were told by our financial advisors that we should no longer be pulling funds from this Surplus account as those funds will be needed as a safety net. The Director pointed out that as a result of this, less money would be allocated from the Surplus account, and therefore additional funds would be needed, requested to be raised by Taxes, essentially raising each taxpayer's contribution from approximately \$20 per year, to approximately \$21 per year. After the full explanation of each line of the Revenue column, Director Van Dyne opened the floor to public comments.

At this time, Chester McGibbon commented on how he felt it would be a good addition to our newsletter to include places that would take book donations at this time, such as "Book Fairies".

Frances Gambino inquired as to whether there had been a tax increase last year. Trustee Parillo responded that for many years, against the Library accountant's recommendation, the Library did not ask for any increase in taxes from the community. However, at this time it seems it is imperative that the Library begin to take the advice of the accountants, and impose a routine 2% increase each year. However, this year we are asking for a 7% increase in effort to "catch up".

Vicki Sylvain inquired about Library Fundraising. Trustee Lloyd responded that the Library is not legally allowed to do any outside fundraising, however, a "Friends of the Library" group may be organizing to do so. The Library would certainly benefit from additional funds, and if anyone is interested in joining and helping to create a "Friends" group, they should reach out to Ron Schachter. Trustee Parillo tried to clarify if Ms. Sylvain was inquiring about the Library looking for grants. She indicated that the Library is allowed to apply, and does apply for government grants. In fact, the Library is currently working with 2 grants it has been awarded. One of which will go towards updating the large original windows and another will go toward displaying the Historical Children's Collection the Library owns.

Michela Abbatiello inquired whether the Library has ever had a "Friends" group. Trustee Parillo responded that she believed back in the 1960's and 70's, she felt there likely was a movement similar to a "Friends" group, that was more unofficial. It was at that time that Mrs. Bacon created the Children's Library Endowment, and the community was smaller and felt more philanthropic to such key local resources.

Frances Gambino announced that she would be happy to see if she can help create such a community group. She would be happy to help coordinate. Director Van Dyne added that she believed employee Ron Schachter is hoping to have a meeting in the near future to discuss the creation of a "Friends' group.

Joe Gambino asked about the Surplus account. He inquired as to how long the funds we currently have in the surplus account would last, should the Library need to dip into them. He was told by Trustee Parillo that we were advised to keep three to six months worth of operating expenses in the Surplus account. As of the end of the last fiscal year we had about 3 months worth, around \$1,000,000 in the account.

Michella Abbatiello inquired about state aid. Director Van Dyne said that each library is sometimes allotted funds and that sometimes local politicians distribute funds to local Libraries somewhat unexpectedly. Those types of funds cannot be counted on within a budget. Such is the case with a \$10,000 grant we will be gifted with from Senator Anna Kaplan.

ADJOURNMENT

The meeting was adjourned at 7:52 PM on a motion by Trustee Darkeh and seconded by Trustee Gerrard.

Respectfully,

Adina Gunsburg
Clerk Typist – Westbury Memorial Public Library

BOARD OF TRUSTEES:

Carmen Lloyd, President _____

Shirley Darkeh, Vice President _____

Marie Antoinette Rousseau _____

Judy Gerrard _____

Denise Parillo _____