

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, April 21, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of March 17, 2022
 - b. Executive Sessions of March 31, 2022
 - c. Budget Hearing of March 31, 2022
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #10 dated April 21, 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. Budget Transfer
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: May 19, 2022
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

April 21, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on April 21, 2022.

The following Trustees were present constituting a quorum:

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

Not Present:

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**

A motion was made by Trustee Gerrard and seconded by Trustee Parillo to call the meeting to order. The meeting was called to order by President Lloyd at 7:10 pm.

II. **APPROVAL OF MINUTES**

a. Minutes of Board Meeting of March 17, 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 Board Meeting of March 17, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of Executive Board Meeting of March 31, 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 March 31, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

- c. Minutes of Budget Hearing of March 31, 2022.

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 Budget Hearing of March 31, 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 Darkeh it was

RESOLVED, after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #10 dated April 21, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$304,076.35.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

- a. Historical Society Committee

Trustee Gerrard mentioned that programming presentations will resume 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

No Report

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. Approval of Budget Transfer

WESTBURY MEMORIAL PUBLIC LIBRARY				
RECORD OF BUDGET TRANSFER				
AS OF APRIL 21, 2022				

Classification	Annual Budget Appropriations	Transfer Amount	Adjusted Budget Appropriations	Purpose
Employee Benefits	550,000.00	(20,000.00)	530,000.00	Transfer to Office Expenses
Office Expense	34,800.00	20,000.00	54,800.00	To cover an increase in Office Expenses due to the additional costs of Budget Vote 22/23
Total	584,800.00	-	584,800.00	Line Item Transfer - No change in Overall Appropriations

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

RESOLVED, that the Westbury Memorial Public Library Board of Trustees approve the budget transfer of \$20,000 from the Employee Benefits line to the Office Expense line.

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

MOTION CARRIED UNANIMOUSLY

VI. **OLD BUSINESS**

None

VII. **PUBLIC COMMENT PERIOD**

Mr. Ray Muntz inquired as to whether the election break-down results would be posted to the public, as the winner and budget passing had been posted, but exact numbers had not.

Mr. Muntz also asked about a topic that was mentioned at the Budget Hearing. He asked for clarification as to why our accountants requested that we keep 3 to 6 months of funds for emergency reserve. Trustee Parillo responded that we don't always receive our tax funding as scheduled. There have been cases of other libraries who have had to sue their school district to receive their funding.

A few items from the Director and Staff Reports were questioned for clarity.

- Trustee President Lloyd asked about Social Worker intern Hudson Joachim, if there are figures about how many patrons he has met with and worked with over the course of his internship here since September. She also inquired: Seeing the community's response to having this service available at the Library, it seems a good idea to look into alternative options should the Stony Brook interns no longer be available to work here.
- It was mentioned that Senator Anna Kaplan has scheduled Mobile Office Hours at the Library on June 10th from 12 -2pm. Mr. Muntz inquired if the Senator, herself, will be in attendance.
- This conversation led to others mentioning that the County Clerk used to set up Mobile Office Hours here as well to help patrons with tax and other issues.
- Trustee Parillo inquired about a College Prep class that is on the calendar; Stand Out for College will present *Creating a Compelling College Application*. The class is geared towards High School students and their parents. Trustee Parillo inquired as to how we are bringing this program to the attention of the High School students and their parents.
- Trustee President Lloyd mentioned that Librarian Ron Schachter is trying to start a "Friends of the Library" group. He is hoping to create an in-person meeting soon to kick off interest.

VIII. **DATES OF NEXT MEETINGS**

Thursday, May 19, 2022 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Darkeh seconded by Trustee Gerrard the meeting was adjourned at 7:49pm.

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 _____