

WESTBURY MEMORIAL PUBLIC  
LIBRARY  
BOARD OF TRUSTEE MEETING  
AGENDA

Thursday, May 19, 2022

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- I. Call to Order with Quorum
- II. Approval of Minutes
  - a. Board Meeting of April 21, 2022
  - b. Executive Session of April 25, 2022
- III. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant #11 dated May 19, 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. Staff Recognition
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: June 16, 2022
- IX. Adjournment

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

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

May 19, 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 May 19, 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

A motion was made by Trustee Gerrard and seconded by Trustee Darkeh to call the meeting to order. The meeting was called to order by President Lloyd at 7:04 pm.

### II. APPROVAL OF MINUTES

a. Minutes of Board Meeting of April 21, 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 April 21, 2022 as presented.

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

*MOTION CARRIED UNANIMOUSLY*

- b. Minutes of Executive Board Meeting of April 25, 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 Executive Board Meeting of April 25, 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 #11 dated May 19, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$213,881.62.

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

*MOTION CARRIED UNANIMOUSLY*

### IV. **COMMITTEE REPORTS**

- a. Historical Society Committee

Trustee Gerrard noted that the Historical Society will be present at the Westbury Street Fair this upcoming Saturday, as will the Main Library and the Friends of the Westbury Memorial Public Library.

- 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

Director's Report  
April 2022

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- **\*\*The Westbury Library evaluates proper COVID procedures by following state, local and CDC recommendations. Due to these recommendations, masks are no longer mandatory but recommended when entering our buildings. Social distancing, cleaning protocols, and limited program attendance remain in effect.\*\***
- The Library will be at the Westbury Street Fair on May 21 (rain date May 22). Please be sure to stop by, learn about our services, programs, and meet our new full time Cultural Program Specialist, David. Spin the wheel to win one of our giveaways!
- Our social work intern, Hudson has extended his last day with us from May 19th to May 27th. Hudson has been a wonderful addition to our Library and I know that staff and patrons alike will miss him. We may have access to an intern for the summer until we receive a new intern beginning in September. I have touched base with Stony Brook and they will let me know as soon as possible. According to Hudson's records he assisted 65 patrons by appointment during his time here. He has also conducted a few programs and has worked with our community teens.
- The Stony Brook Social Work Intern program wants to make sure that their interns know how to fill out election forms as part of their internship. They will now be partnering with libraries on September 20th, National Voter Registration Day. They will have a table at the library in order to assist patrons with filling out registration forms. Publicity will go out during the summer in order to prepare for the event.
- The Library is looking to establish a Friends of the Library. Friends of Libraries are non-profit, charitable groups formed to support libraries in their communities. Support from the Friends groups may be financial and cultural. Groups are separate from the libraries they support and made up of volunteers. Please contact Ron Schachter in Reference at [ronschachter@westburylibrary.org](mailto:ronschachter@westburylibrary.org). Ron is the Library liaison for the future group. He is currently looking for patrons who are interested in holding a position such as President, Vice-President, Secretary, and Treasurer.
- The American Heart Association, along with the Nassau County Library System and the Suffolk County Library System are looking to bring free blood pressure monitoring devices to our patrons. A patron will be allowed to borrow a kit for 28-days (recommended time by the AHA) that contains a device, instructional manual in

English and Spanish (French Creole has also been requested for the Westbury community) and journal pages where the patron can keep track of their information and keep. More information will become available once NLS has begun receiving the kits to provide the libraries with.

- Reference Librarian, [Ian Bloomfield](#) is being trained in the Local History Cottage in order to assist Susan and Kathleen with patron visits and requests. He will also be assisting with publicity of the collection and possible future programs based on the items in our extensive collection.
- Senator Kaplan will hold Mobile Office Hours at the Library on June 10th from 12pm-2pm. It was confirmed with the Senator's Office that she will be there but a disclaimer has been added as per her office: *As of right now, Senator Kaplan is scheduled to attend the duration of the event. As with all events, please be advised that given the nature of the Senator's responsibilities, unforeseen circumstances may arise which will necessitate changes to her schedule that could result in a cancellation of your appointment. We will do our best to notify you as soon as possible should any such circumstance arise, and we appreciate your understanding.*
- Please visit our Traveling Women's Vote Display from May 12-June 7. This wonderful display was made possible through LILRC.
- The Nassau Library System is partnering with the NICE Bus to promote our libraries. There are 26 Nassau County libraries who are on NICE bus routes. The signage at those routes will be updated to reflect the local library along with a QR code that will send riders to the Library website. There will also be promotion inside the bus for NLS with a QR code to the complete library list for those riders who may live elsewhere. We will publicize this when it becomes official.
- The Member Library Director's Civil Service Committee met with Martha Krisel, Executive Director on April 28th to begin discussing some of our concerns. Some topics that were discussed were the delay in receiving candidate lists, the ability to e-cavass, the lack of Librarian I candidates with actual public library experience as well as the fact that trainees are not allowed to use their experience to count towards their exam, and when the next Librarian II exam will be issued. It was recommended by Ms. Krisel for the Civil Service Committee to write a position paper to NYS regarding the Librarian I exam so we will be working on this at our next meeting.
- On May 13, Ali, Emily and I met with the Westbury Volunteer Corp (Arthur Dobrin, Margot Posillico Messina, Michelle Williams) to discuss how we can create a symbiotic partnership. The Corp will have volunteers at the Summer Reading Kickoff, Homework Help who will be available to speak with teens and parents about mentoring projects.
- Our Summer Reading Clubs begin on June 28th for all ages. All departments have created a video to promote the reading club that will be released shortly. Prizes will include items such as donations from our community, a Kindle, beach, gardening, or camping accessories and more!
- The Children's Library is holding the very first Westbury Library Cake-Off from May - September! Using one of the Library's cake pans, patrons are asked to show off their cake decorating skills to enter to win a fun baking raffle basket (on display at the Reference Desk)!
- Selina is working on setting up a Seed Library for the Library. She has begun receiving packets of seeds to start our collection.
- Outside programming will now be an option as the weather gives way to spring and summer. The newsletter and flyers will always mention if a program is in-house, virtual or outside.

- The July/August newsletter is being worked on and will be out to our patrons the week of June 27th. Patrons will soon have the opportunity to take computer classes and defensive driving in Spanish if they so choose.
- The Carle Place Library Board meeting dates and locations have been placed on the Library website.
- Fritz is finishing up fixing the carpet in the future Children’s Historical Collection room. The HVAC company who will install a temperature control system is waiting to hear when the unit will arrive so it can be installed. I am working with a furniture company to have custom shelving made to fit the room perfectly.
- Now that the weather is becoming nicer. appointments are being scheduled to receive updated quotes for the main library windows that need replacement/repair.
- Fritz has been working on freshening up the gardens getting ready for the spring.
- The outside furniture has been put out for patrons to begin to enjoy the slowly incoming spring weather as well as our outside wifi access.
- The Reference staff has been working on updating our collection to fit our community needs as well as condensing our Reference collection. Many items from the Reference collection will now be made available to circulate to the community.
- Lynn, Chris and I have begun meeting with copier leasing companies in order to make sure that we are receiving the best possible machines and pricing.
- We are working on getting quotes to have the awning in front of the building replaced as there are numerous holes in it.
- NLS long time Business Manager, Jan Heinlein will be retiring on May 30th after 23 years. Charisse Relyveld-Osnato is currently the Deputy Business Manager but will take over when Jan is officially retired.
- OverDrive/Libby statistics for 2022:

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January 2022	2150
February 2022	1882
March 2022	1994
April 2022	1938

- Hoopla Statistics for 2022:

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Date	Audio-Book	e-Book	Movies	Television	Comics	Binge Passes	Music	New Reg Patrons
Jan-22	51	26	8	5	4	2	7	8
Feb-22	49	27	13	1	2	1	7	0
Mar-	45	25	5	1	0	0	5	5

22								
Apr-22	52	30	6	3	0	1	4	12

- Circulation Statistics for the month of April:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	433	245
Book (Fic)	676	1071
NEW (NF)	115	0
NEW (Fic)	280	0
Civil Service/Test Prep	2	0
World Language	3	37
Picture Book	0	648
Leased	10	0
Video Recording	572	52
Sound Recordings	163	3
NEW Sound Recordings	176	0
NEW Video Recordings	245	0
Graphic Novel	103	7
ILL	10	0
Video Game	7	46
Periodicals	121	1
KIT	0	68
Summer Reading	7	0
YA (Fic)	52	0
YA (NF)	3	0

Museum Passes	15	0
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Respectfully Submitted,  
Tracy Van Dyne, Director



j. Staff Reports

{see attached}

**V. NEW BUSINESS**

a. Staff Appreciation

Congratulations to Alba Zambrano who has recently celebrated her 5th anniversary with the Library.

**VI. OLD BUSINESS**

None

**VII. PUBLIC COMMENT PERIOD**

Chester McGibbon congratulated Tyeisha Marshall on being “victorious in a historic election”. He continued to explain that he can’t recall a time when seven (7) people competed for one (1) position on the Library Board of Trustees. He continued to express his opinion that with such enthusiasm, the Library may wish to consider changing the Board term limit from 5 years to 3 years. To encourage more people to run, which would work towards “D.E.I., Diversity, Equity and Inclusion” to encourage new board members, younger board members, and innovative thinking.

**VIII. DATES OF NEXT MEETINGS**

Thursday, June 16, 2022 at 7:00pm

**IX. ADJOURNMENT**



Upon motion by Trustee Gerrard seconded by Trustee Parillo the meeting was adjourned at 8:00pm.

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 \_\_\_\_\_