

# MINUTES

## WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 16, 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 June 16, 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 7:06 pm.

### II. APPROVAL OF MINUTES

a. Minutes of Board Meeting of May 19, 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 May 19, 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 #12 dated June 16, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$272,888.74.

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

*MOTION CARRIED UNANIMOUSLY*

#### IV. COMMITTEE REPORTS

- a. Historical Society Committee

No Report

- b. Public Relations Committee

No Report

- c. Collections Committee

Trustee Parillo mentioned that shelving units had been ordered for the Children’s Collection room, and are now in production. Director Van Dyne added that she had requested that drawers be added to the bottom of the units.

- 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

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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 attended the Westbury Street Fair on May 21. We appreciated everyone stopping by to visit us whether to discuss programming as a patron or as a possible future programmer, with your kind words of support or suggestions, It was a pleasure to meet you all.
  - I was just informed that we have been awarded \$10,000 in Bullet Aid from the State. It is usually dispersed to NLS in December/January to then pass along to the designated libraries.
  - Our social work intern, Hudson's last day was May 27th. Hudson was a wonderful addition to our Library and I know that staff and patrons alike will miss him. It does not look like we will be receiving an intern during the summer but will have one again in September.
  - Long time Clerk, Peggy DeStefan will be retiring. Her last day with us will be July 15, 2022.
  - 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 Kathleen Gaskin or Ian Bloomfield from the Reference department for more information. They are currently looking for patrons who are interested in holding a position such as President, Vice-President, Secretary, and Treasurer. On May 24, Kathleen and I met via Zoom with Tony Iovino, the Assistant Director of Oceanside who is very knowledgeable in Friends Groups. He was able to give us some better and more detailed information along with the process. He also offered to assist with completing the necessary paperwork pro bono.
  - Summer Reading Clubs begin on June 28th for all ages. You can check out our Summer Reading Club video on our social media. Prizes will include items such as donations from our community, a Kindle, beach, gardening, or camping accessories and more! Register online or in-house.
  - The Great Give Back will be held on October 15, 2022 this year. The Great Give Back is a day for public libraries to shine as a community hub by inviting community members to participate in meaningful service-oriented experiences. This program offers a way to showcase the good work many libraries are already doing in connecting people willing to help with needs in their community and to highlight the public library's evolving role. Our staff are working on plans for this program.
  - The July/August newsletter will be out to our patrons the week of June 27th.
  - Our Juneteenth: Freedom Day lecture program will be held on Friday, June 17th at 7:00pm. This lecture will be given by Dr. Teisha Dupree-Wilson, who is an Assistant Professor of History at Coppin State University, specializing in African-American history, Afro-latin American history, and Black British history.
  - A few new programs that we are working on implementing in the future are a career fair, health fair and to have the Nassau County Civil Service Department come in to do a patron workshop.

- 17 patrons attended Anna Kaplan’s mobile office hours on June 10th. I’d like to thank the two representatives who came in place of Senator Kaplan.
- The annual ground cleaning has been completed. Fritz continues to work on cleaning up the gardens and transplanting.
- Fritz completed 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. The furniture company is working on updating plans for the shelving units and furniture.
- Appointments to have companies give quotes for the window repair/replacement work are being scheduled.
- We are working on getting quotes to have the awning in front of the building replaced as there are numerous holes in it.
- OverDrive/Libby statistics for 2022:

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January 2022	2150
February 2022	1882
March 2022	1994
April 2022	1938
May 2022	1942

- 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-22	45	25	5	1	0	0	5	5
Apr-22	52	30	6	3	0	1	4	12
May-22	41	25	7	3	1	1	17	4

- Circulation Statistics for the month of May:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	414	181
Book (Fic)	608	858
NEW (NF)	110	4
NEW (Fic)	249	3
Civil Service/Test Prep	4	0
World Language	10	26
Picture Book	0	546
Leased	14	0
Video Recording	409	52
Sound Recordings	162	5
NEW Sound Recordings	111	1
NEW Video Recordings	273	0
Graphic Novel	83	9
ILL	9	0
Video Game	6	16
Periodicals	128	3
KIT	0	63
Summer Reading	5	0
YA (Fic)	45	0
YA (NF)	10	0
YA Video Recordings	2	0
YA Sound Recordings	1	0
Museum Passes	12	0

Respectfully Submitted,  
Tracy Van Dyne, Director



j. Staff Reports

{see attached}

v. **NEW BUSINESS**

a. Staff Appreciation

Congratulations to Marilyn Siesto who has recently celebrated her 30th anniversary with the Library.

Congratulations to Peggy DeStefan who will be retiring next month after over 23 years of service to the Library.

b. Westbury Honor Society Student Recognition

Congratulations to our student Honor Society volunteers who have assisted with Homework Help this past school year.

The names of the following students are being recognized this evening:

Amara Jafar 11th grade

Kimberly Alvarez-Carcamo 10th grade

Ashely Farnum 11th grade

Daelynn Hidalgo 10th grade

Shayan Khan 11th grade

Jeffrey Perez 10th grade

Oscar Mungia 12th grade

Michael Hernandez 10th grade

Mitchell Gonzalez 11th grade

Alani Manbahal 10th grade

Chikinkira Guevara 10th grade

Linda Lu 10th grade

Monica Reyes 10th grade

Rose Ashley Briseus 10th grade

Adrian Flores Alatorre 10th grade

Areej Nawaz 10th grade

c. Board Member Appreciation

A big thank you to Denise Parillo who has spent the last 5 years working tirelessly on our Board of Trustees.

## VI. OLD BUSINESS

None

## VII. PUBLIC COMMENT PERIOD

Lorna Hylton requested clarity on \$10,000 Bullet Aid from the state. Director Van Dyne responded by letting her know that it is given by our local politicians to the Library, with no stipulation on what the money may be used for.

Ms. Hylton also inquired about the "Pledge of Allegiance" stating that at other board meetings she has attended they usually start by saying "the Pledge". Trustee Lloyd responded that in her many years on the Library Board she does not recall a time that they had ever recited "the Pledge".

Ms. Hylton also inquired as to whether there was any interest at the recent street fair for people who would be interested in joining the "Friends" group. Director Van Dyne replied that there had been.

Ms. Farnum took a moment to mention how important the Library had been in her life, especially since having children. She said the Library was the foundation of the community. A pillar. She is very grateful for the many programs, mostly free of charge, that she and her family had been able to take advantage of, and that she has nothing but praise for the Library and its staff.

## VIII. DATES OF NEXT MEETINGS

Thursday, July 21, 2022 at 7:00pm

## IX. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Darkeh the meeting was adjourned at 7:58pm.

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 \_\_\_\_\_