

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

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of June 16, 2022
 - b. Executive Session of June 27, 2022
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #13 dated July 21, 2022
- IV. Oath of Office for Trustee, Tyeisha Marshall
- V. Election of Board President and Vice-President
- VI. Delegation of Committees
- VII. 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
- VIII. New Business
 - a. Approval of Trustee Resignation
 - b. Approval of 2022-2023 Jaspán Schlesinger Counsel Quote
 - c. Approval of HVAC Repair: Fan Motor Replacement
 - d. Approval of HVAC Repair: Circuit Replacement
 - e. Approval of Carpet Cleaning: Crystal ChemDry
 - f. Policy Update: Approval of Credit Card Policy
- IX. Old Business
- X. Public Comments
- XI. Date of Next Session: August 18, 2022
- XII. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 21, 2022 at 7:00 PM

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

The following Trustees were present constituting a quorum:

Carmen Lloyd – President

Shirley Darkeh – Vice President entering the meeting, Trustee at meeting end

Judy Gerrard – Trustee entering the meeting. Vice President at meeting end

Tyeisha Marshall – 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 7:05 pm.

II. APPROVAL OF MINUTES

a. Minutes of Board Meeting of June 16, 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 June 16, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of the Executive Board Meeting of June 27, 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 June 27, 2022 as presented.

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

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 #1 dated July 21, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$251,639.98.

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

MOTION CARRIED UNANIMOUSLY

IV. OATH OF OFFICE FOR TRUSTEE, TYEISHA MARSHALL

V. ELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT

Carmen Lloyd was re-elected as President and Judy Gerrard was elected as Vice President of the Westbury Memorial Public Library Board of Trustees, serving in these positions from July 2022 through June of 2023.

VI. DELEGATION OF COMMITTEES

The board members distributed committee delegations as follows:

- Historical Society Committee: Judy Gerrard
- Public Relations Committee: Judy Gerrard
- Collections Committee: Shirley Darkeh
- Personnel Committee: Judy Gerrard
- School Liaison: Tyeisha Marshall
- Budget Finance Committee: Shirley Darkeh

- Technology Committee: Carmen Lloyd
- Building and Grounds Committee: Carmen Lloyd

VII. COMMITTEE REPORTS

- Historical Society Committee

Trustee Gerrard received a letter from the Westbury Arts Center, who invited the Library to participate in the 90th anniversary of the Village by displaying historical photos in the Library.

- Public Relations Committee

No Report

- Collections Committee

No Report

- Personnel Committee

No Report

- School Liaison

No Report

- Budget Finance Committee

No Report

- Technology Committee

No Report

- Building and Grounds Committee

No Report

- Director's Report

Director's Report July 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 would like to welcome Ms. Tyeisha Marshall to the Board of Trustees for a 5 year term. I will be giving an orientation tour to the Board on Friday, July 22nd.
- We have received the resignation of Ms. Marie Antoinette-Rousseau, Trustee, to be made effective July, 21, 2022. Marie has been an asset to the Board of Trustees and we thank her for her work. We shall miss her.
- Weekend summer hours have begun and the Library will be open 9-1 on Saturdays and closed on Sundays.
- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Full Time Cultural Program Specialist
 - Full Time Custodian
 - Part Time Typist-Clerk
 - 2 Full Time Bi-Lingual Typist-Clerks
- Staff recognition: Kathleen and Ian assisted a local author and researcher, Erica Buddington, who was researching a historic Black settlement on Long Island. She called Westbury for assistance and received that through Kathleen and Ian. Ms. Buddington was so appreciative that she thanked them on her Twitter thread which is largely seen.



- Our Summer Reading Clubs have had a great start! Our brand new Adult club has 83 registrants, Children's has 201 and YA has 46 which is already higher than it was at the end of last year.
- The Library will host a Fall Festival on Saturday, October 15th. It will include programs such as: the Great Give Back volunteer opportunities, the Westbury Fire Department for Fire Safety Week, pumpkin painting, little red wagon hayrides, face painting, crafts tables, photo opportunities, and more! In order to obtain a pumpkin, patrons will need to bring in one non-expired, non-perishable food item. All food items will be donated to St. Brigid's. Our community teens will play a large part in this day and be able to receive community service credit.
- The ever busy program department is planning the following fairs: a career fair in October and a health fair in November.
- The Programming Department is scheduling a CPR program for our patrons. It will include Infant/Child as well as Adult.
- I am scheduling a meeting with Gabriel Kane who heads up the new NLS Technology van to discuss how the van can be used with the Library. The van is not ready as of yet but Gabe is trying to meet with interested libraries in advance.
- David attended the Westbury Fire Department's 125th Anniversary fair on Saturday, July 9th.
- Met with David and Gail Slotnick of the Village of Westbury. She will begin promoting Library programming on the Village of Westbury TV again.
- Working with Andrea Padinha and the Library Technology Department to schedule basic technology classes to be held at the Westbury Senior Center.
- 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. Kathleen and I met with Ian to discuss forward steps for the group. We are working to set up another meeting 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. We are meeting with Tony again on July 19th so that Ian is able to ask him any questions that Kathleen and I may not be able to answer. Ian is currently looking for patrons who are interested in holding a position such as President, Vice-President, Secretary, and Treasurer.

- The staff will have a Situational Awareness (Active Shooter) training on August 15th with the Nassau County Police Department. Officers came through in June to do a safety and security walkthrough of our buildings and will present me with their findings on what we can do to make a safer environment for both our community and staff.
- We are working on scheduling a CPR/AED training for our staff.

- Worked with Quinn & Feiner to update the HVAC schedule for over the shortened summer hours.
- Fritz completed the carpet in the future Children’s Historical Collection room. I have been meeting with other HVAC companies about the temperature control system for the room. Many have said that there is about a 6 month lead time for them to receive the units. 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 done.
- The Administration Office door and the door to the Program room need to have the hinges repaired as they are slamming when they close leading to safety concerns. We are currently working on having companies come in to give quotes.
- After speaking to the school we were able to find out that someone in a Jeep crashed into our fence on Rockland. We have informed our insurance company and they asked that we request quotes to have the repairs done so that is currently going on.
- OverDrive/Libby statistics for 2022:

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January 2022	2150
February 2022	1882
March 2022	1994
April 2022	1938
May 2022	1942
June 2022	2051

- Hoopla Statistics for 2022:

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Date	Audio-Book	e-Book	Movies	Tele vision	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
Jun-22	62	30	3	1	8	1	12	9

- Circulation Statistics for the month of June:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	531	209
Book (Fic)	794	1010
NEW (NF)	107	4
NEW (Fic)	290	1
Civil Service/Test Prep	1	N/A
World Language	12	31
Picture Book	N/A	645
Leased	3	N/A
Video Recordings	443	61
Sound Recordings	149	0
NEW Sound Recordings	146	0
NEW Video Recordings	180	0
Graphic Novel	136	9
ILL	5	0
Video Game	2	40
Periodicals	134	0
KIT	N/A	60
Summer Reading	3	0
YA (Fic)	96	N/A
YA (NF)	10	N/A
Museum Passes	20	N/A

Respectfully Submitted,
Tracy Van Dyne, Director



- Staff Reports

{see attached}

VIII. NEW BUSINESS

a. Approval of Trustee Resignation

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees accept the resignation of Marie Antoinette Rousseau from the Board of Trustees of the Westbury Memorial Public Library.

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

MOTION CARRIED UNANIMOUSLY

b. Approval of 2022-23 Jaspan Schlesinger Counsel Quote

Upon motion by Trustee Gerrard, seconded by Trustee Marshall it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the 2022-23 Jaspan Schlesinger Counsel Agreement as presented.

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

MOTION CARRIED UNANIMOUSLY

c. Approval of HVAC Repair: Fan Motor Replacement

Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the repair work to replace a fan motor in the HVAC system for a total of \$2820 by the service company Quinn & Feiner.

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

MOTION CARRIED UNANIMOUSLY

d. Approval of HVAC Repair: Circuit Replacement

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the repair work to replace an HVAC Circuit for a cost of \$3260 by the service company Quinn & Feiner.

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

MOTION CARRIED UNANIMOUSLY

e. Approval of Carpet Cleaning: Crystal Chem Dry

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the service company Crystal ChemDry to complete a thorough carpet cleaning of both the Main and Children's buildings for a total of \$2250.

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

MOTION CARRIED UNANIMOUSLY

f. Policy Update: Approval of Credit Card Policy

Upon motion by Trustee Darkeh, seconded by Trustee Gerrard the discussion and vote on the updated Credit Card Policy was TABLED until the next meeting, in August, so that it may be reviewed by counsel before a vote.

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

MOTION CARRIED UNANIMOUSLY to TABLE this topic

IX. OLD BUSINESS

Trustee Lloyd inquired about the National Night Out. Director Van Dyne responded that it is on August 2nd and she, Edna, David and Selina will be in attendance.

X. PUBLIC COMMENT PERIOD

Denise Parillo spoke up and said she was happy to hear that our Technology Department will start giving classes at our local Senior Center starting in September.

Ms. Parillo also was happy to hear that the Library would be participating in the 90th anniversary celebration of the Village of Westbury, displaying photos from our Historical Collection.

Ms. Parillo further mentioned that she is sad to hear that former Trustee Rousseau would not be able to finish out her term as she was a shining light on the board.

Chester McGibbon also spoke up. He repeated a sentiment he had stated in the past. He feels that a 5 year term for our Board of Trustees may be too long, and that many other municipalities only hold 3 year terms. He mentioned that with 7 individuals who recently ran for the 1 open position on our board, he feels it would be wise to shorten the term length to allow more opportunity for these new community members to join and get involved.

XI. DATES OF NEXT MEETINGS

Thursday, August 18, 2022 at 7:00pm

XII. ADJOURNMENT

Upon motion by Trustee Darkeh seconded by Trustee Gerrard the meeting was adjourned at 7:55pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Carmen Lloyd, President _____

Judy Gerrard, Vice President _____

Shirley Darkeh _____

Tyeisha Marshall _____