

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, August 18, 2022

- I. Call to Order with Quorum
- II. Oath of Office for Trustee, Denise Parillo
- III. Approval of Minutes
 - A. Board Meeting of July 21, 2022
 - B. Executive Session of July 22, 2022
- IV. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #2 dated August 18, 2022
- V. 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
- VI. New Business
 - A. Approval Part Time Typist-Clerk
 - B. Approval Full Time Cultural Program Specialist
 - C. Approval Full Time Bilingual Typist-Clerk
 - D. Approval Full Time Bilingual Typist-Clerk
 - E. Approval Full Time Librarian Trainee
 - F. Policy Update: Credit Card Policy
- VII. Old Business
- VIII. Public Comments
- IX. Date of Next Session: September 15, 2022
- X. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

August 18, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on August 18, 2022.

The following Trustees were present constituting a quorum:

Carmen Lloyd – President

Judy Gerrard – Vice President

Shirley Darkeh – Trustee

Tyeisha Marshall – Trustee

Denise Parillo – Sworn in as Trustee during this meeting

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 Marshall to call the meeting to order. The meeting was called to order by President Lloyd at 7:08 pm.

II. Oath of Office for Trustee, Denise Parillo

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve Denise Parillo as an Interim Member of the Board of Trustees.

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

III. APPROVAL OF MINUTES

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

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of the Executive Board Meeting of July 22, 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 July 22, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

IV. PRINCIPAL ACCOUNT CLERK'S REPORT

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

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

- a) Warrant #2 dated August 18, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$254,548.11.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

V. COMMITTEE REPORTS

- Historical Society Committee

No Report

- Public Relations Committee

No Report

- Collections Committee

No Report

- Personnel Committee

No Report

- School Liaison

Trustee Marshall met with Director Van Dyne this past week to discuss plans regarding the local schools. Trustee Marshall announced that there were a lot of good things in the works and she is expected to reach out to the school Superintendent to open discussions.

- Budget Finance Committee

Trustee Darkeh met with Director Van Dyne this past week to discuss the Budget and says that Director Van Dyne will discuss the details of their conversation when she gives her Director's Report.

- Technology Committee

Trustee Lloyd met with Director Van Dyne this past week to discuss both Technology and Building and Grounds, and also deferred her comments to which Director Van Dyne will present in her report.

- Building and Grounds Committee

No Report

- Director's Report

Director's Report
August 2022

- **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 is currently canvassing/interviewing through Civil Service for the following position:
 - Full Time Custodian
- We have placed on the agenda for the August 18 meeting, hiring for the following positions:
 - Full Time Librarian Trainee for Children's
 - Full Time Cultural Program Specialist
 - 2 Bi-Lingual Typist-Clerks
 - Part Time Typist Clerk

- Amazingly enough, we are in our last week of our Summer Reading Clubs. Our brand new Adult club has 97 registrants, Children's has 251 and YA has 58. End of summer programs and celebrations take place the week of August 8th. Thank you to everyone who participated this year. Our diligent Librarians are already putting plans together for 2023's theme of All Together Now based on kindness, unity and friendship.

- 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 Library will hold a Career Fair on October 17th from 12-4pm. Some confirmed vendors will be: Nassau Community College Center for Workforce Development, LI EOC Career Development, Community Care Home Health Services, Nassau County Civil Service Dept, Hempstead Works Career Center, Nassau BOCES Career & Technical Training Center, SUNY College at Old Westbury, and Long Island Cares, Inc. - New Paths to Achievement.

- The Library will host a Health Fair on November 18, 2022 11am-3pm. A few confirmed vendors are: Nassau Community College, HWCLI SNAP, and Vial of Life - Town of N. Hempstead

- The Programming Department has scheduled a CPR program for our patrons on Wednesday, September 14. It will include Infant/Child as well as Adult.

- I am working on 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 being delivered to NLS on August 19th and will be made available to book starting in September. Outreach programs will take priority when booking the van.

- The Library was in attendance for National Night Out on a very muggy August 2nd. I attended with Edna, David and Selina. It was a wonderfully busy evening.

- David attended a Community Health Fair sponsored by Senator Kevin Thomas and Northwell in the NLS parking lot on Tuesday, July 26.

- The October 7th bus trip will be on the Essex Steam Train and Riverboat. The train ride will be on a restored vintage railway car followed by a ride on a multi-deck riverboat. The cost is \$159 by check or money order. Please see Edna, David or Marypat to register by August 22nd.

- The Seed Collection put together by Reference Librarian, Selina, is now available next to the Reference desk. Take a packet and replace it with some of your own seeds from something that you've grown or ones that you no longer need.

- The Library held their first Senior Discussion group on August 4th. This will be a regular program on Thursdays, with Edna as the facilitator. It was a wonderful success with about 15 patrons in attendance for our first meeting.

- 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. Ian is currently looking for patrons who are interested in holding a position such as President, Vice-President, Secretary, and Treasurer.

- StonyBrook Social Work Intern, Karla Sanchez, begins September 6. Her schedule will be Tuesdays 6-9 and Saturdays 10-1:30. Karla speaks Spanish and comes with previous experience. • The Library is creating a small Career Center for our patrons. It will include resume templates, career website access, the ability to borrow a tie or suit jacket,

- 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.

- A Customer Service training has been scheduled with Nicole Scherer from NLS on September 26th. • The staff had a workshop with NYS Deferred Compensation on August 8th.

- I have obtained quotes from 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. • Library carpet cleaning was done on Saturday, August 6th.

- The CO detectors in the Library will be updated next week by Alarm Tech. They have a 10 year life span. • Additional wifi access points have been purchased in order to create a wireless Computer Lab and to create a stronger connection for our patrons.

- We are looking to purchase more hotspots for patron circulation. We currently have a very heavily used 12 hotspots.

- We are currently obtaining quotes for an awning over the program room doors to assist with the

heavy rain that comes into the room.

- We are currently obtaining quotes to replace the broken blinds in the program room.

- OverDrive/Libby statistics for 2022:

January 2022	2150
February 2022	1882

March 2022	1994
April 2022	1938
May 2022	1942
June 2022	2051
July 2022	2383

- Hoopla Statistics for 2022:

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
Jul-22	58	49	7	0	3	2	15	22

- Circulation Statistics for the month of June:

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	509	282
Book (Fic)	833	1226
NEW (NF)	122	12
NEW (Fic)	313	6
Civil Service/Test Prep	6	n/a

World Language	12	66
Picture Book	n/a	832
Leased	14	n/a
Video Recordings	457	53
Sound Recordings	153	3
NEW Sound Recordings	131	0
NEW Video Recordings	168	1
Graphic Novel	102	15
ILL	18	0
Video Game	9	38
Periodicals	112	3

KIT	n/a	55
Summer Reading	1	0
YA (Fic)	100	n/a
YA (NF)	19	n/a
Museum Passes	28	n/a

Respectfully Submitted,
Tracy Van Dyne, Director



- Staff Reports

{see attached}

Director Van Dyne also reported that aside from the upcoming Career Fair and Community Health Fair, the Library is also working on hosting Election Workshops in which the public will have the opportunity to learn about registering to vote and how to properly place a vote. There was a great deal of interest in all of these events by those in attendance at the meeting.

VI. NEW BUSINESS

A. Approval of Part-Time Clerk Typist

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve Judy Wing to be hired as a part-time Non-Competitive Clerk-Typist in our Circulation Department, to begin August 29th at a rate of \$20.00 an hour.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

B. Approval of Full-Time Cultural Program Specialist

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve Sarah Siegel to be hired as a full-time Cultural Program Specialist in our Programming Department, to begin in September at a rate of \$50,000 annually.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

c. Approval of Full-Time Bilingual Typist-Clerk

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve Lizandra Fuentes to be hired as a full-time Bilingual Typist-Clerk, to begin on August 22nd at a rate of \$43,000 annually.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

d. Approval of Full-Time Librarian Trainee

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve Jenna Mevorah to be hired as a full-time Librarian Trainee, to begin on August 29th at a rate of \$47,000 annually.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

e. Policy Update: Approval of Credit Card Policy

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the updated version of the Credit Card Policy as attached.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)

MOTION CARRIED UNANIMOUSLY

VII. OLD BUSINESS

n/a

VIII. PUBLIC COMMENT PERIOD

Allison Ehrling, of Carle Place introduced herself and inquired as to the Election workshop programs.

IX. DATES OF NEXT MEETINGS

Thursday, September 15, 2022 at 7:00pm

X. ADJOURNMENT

Upon motion by Trustee Marshall seconded by Trustee Darkeh 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 _____

Denise Parillo _____