

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, October 27, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - A. Board Meeting of September 15, 2022
 - B. Executive Session of September 15, 2022
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #4 dated October 20, 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
 - a) Shanta Ramkhelawan 25 Years
 - b) Ron Schachter Retirement 22 Years
 - A. Approval of Full Time Librarian I
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: November 17, 2022
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

October 27, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on October 27, 2022.

The following Trustees were present constituting a quorum:

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

Also Present:

Tracy Van Dyne – Director
Lynn Graf – Principal Account Clerk
Adina Gunsburg – Assistant to the Director
Maureen Daly – Account Clerk

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 7:10 pm.

II. APPROVAL OF MINUTES

a. Minutes of Board Meeting of September 15, 2022

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of September 15, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. Minutes of Executive Board Meeting of September 15, 2022

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of September 15, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

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

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

- a) Warrant #4 dated October 20, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$323,173.14.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- Historical Society Committee

Trustee Gerrard mentioned that there was a program Sunday, October 16, 2:30 PM: History of Eisenhower Park and another event coming up, Sunday, November 6, 2:00 - 4:00 PM:

Opening of photo exhibit for Westbury's 90th anniversary, which is a collaboration with Westbury Arts.

- Public Relations Committee

No Report

- Collections Committee

No Report

- Personnel Committee

No Report

- School Liaison

Trustee Marshall mentioned that she and Director Van Dyne had met with Westbury School Superintendent Dr. Chase and Dr. Sanz who is the Westbury School District's Diversity and Inclusion Officer—a newly created position. Trustee Marshall mentioned that they met to discuss how the school and library could collaborate in the future, and had set up a date for the upcoming African American Read-In Project with Dr. Sanz.

- Budget Finance Committee

No Report

- Technology Committee

No Report

- Building and Grounds Committee

No Report

- Director's Report

- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Part Time Information Technology Aide I - interviews on going
 - Part Time Curator for the Historical Cottage - interviews beginning week of October 24th
 - Full Time Librarian I - Negotiating
 - Full Time Typist-Clerk - waiting on canvass letter due date
- I would like to congratulate the following staff who are celebrating milestone anniversaries for the month of October:
 - Shanta Ramkhelawan, Library Aide, 25 years
 - Ron Schachter, Full Time Librarian I, retiring after 22 years. Ron is retiring as of Monday, October 24th.
- I would like to welcome Patrick Reilly, Custodian and Sarah Siegel, Cultural Program Specialist who both began on September 19th and have been wonderful additions to our Library.
- The Carle Place Library Funding District now has a designated post office box and email account to contact them. It has been placed on the Library website as well as with staff for those patrons who may ask. The updated contact information is: PO Box 155 Carle Place, NY 11514 cplibrarydistrict@gmail.com
- Lynn and I will begin the 2023-2024 budget process on November 1st.
- I attended the Nassau County Legislative Breakfast held at Island Trees Library on September 20th. Some of the Senators and Assembly Persons who attended were John Brooks, Charles Lavine, Anna Kaplan, Gina Sillitti, and Ed Ra.
- The Library hosted a Family Fall Festival on Saturday, October 15th. The Westbury Fire Department brought over one of their trucks for Fire Safety Week and gave a fire safety presentation. Our wonderful teen volunteers assisted throughout the day with pumpkin decorating, giving little red wagon hayrides through our spooky forest, helping with photo opportunities, and more! In order to obtain a pumpkin, patrons needed to bring in one non-expired, non-perishable food item. All food items will be donated to St. Brigid's.



- The Library will be hosting a Career Fair on October 17th. 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: HWCLI's Nutrition Outreach and Education Program (NOEP)

for the Nassau County SNAP program, Northwell Health Services, Long Island Audiology, Vial of Life - Town of N. Hempstead, and Long Island FQHC.

- I visited the new NLS Technology van on September 28th and learned about what services it can provide for our staff and community. The van currently comes equipped with 3 laptops, 2 Chromebooks, 2 iPads, scanner/printer, interior and exterior video monitors, PA system, Nintendo Switch console, book cart, and access to the Sierra catalog. Outreach programs will take priority when booking the van. We are planning on booking it for the next Westbury Street Fair as well.
- The Library attended the September 24th Westbury Fall Street Fair.
- The month of November will see the 90th Anniversary of the Village of the Westbury's. Westbury Arts and the Westbury Historical Society are collaborating with an exhibition. The exhibition will be held at the Westbury Arts, the Yes We Can Center and the Westbury Library. An exhibition will be held at the Library on Sunday, November 6th beginning at 2:30pm.
- A Nassau County Redistricting program presented by the League of Women Voters will be held on November 2 at 6:30pm. Michele C. Lamberti, Esq will provide an overview of the redistricting process and how it impacts our communities.
- The League of Women Voters will hold a Who and What is on the Ballot? program on November 4th at 6:30pm. Barbara Epstein will discuss who and what is on the ballot this year as well as the Clean Water, Clean Air, Green Jobs Environmental Bond Act that will be presented on the ballot.
- 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 reaching out to patrons who are interested in holding a position such as President, Vice-President, Secretary, and Treasurer.
- In 2019 the Nassau County libraries participated in a Library Tour where people from different communities visited different libraries and it was marked off on maps and a little giveaway was handed out as a memento. There was such a great response that NLS will be setting up another tour for 2023. More information will be forthcoming as they start planning.
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- Staff attended a Customer Service training with Grace Palmisano from NLS on September 26th.
- The staff attended training in Verbal Judo with Don Longo on October 17th. Originally designed to teach police officers how to defuse potentially violent situations, this course is valuable for people from all walks of life. The course enables one to use language and presence to calm difficult people and situations, redirect the behavior of others, and achieve the desired outcome of any verbal exchange or conversation. It has proved to be invaluable when interacting with others in business, socially, or in the home.
- I scheduled a Stop the Bleed workshop for the staff to be held on December 5 with Scott Silvers of the Nassau County Fire Police EMS Academy.
- The temperature control unit for the Children's Historical Room has been installed. They are just waiting for the controller piece to come in..
- Chris and Chaz have completed the server. It will be delivered and placed on Thursday. At this time, Chris will receive training on it. A firewall will then be added for library security.
- We are looking to order a few more laptops to use for outreach and training purposes.
- Chris and I have applied for a LILRC Technology Assistance Grant in order to purchase laptops towards our circulating technology program.
- We are looking to purchase more hotspots for patron circulation. We currently have a very heavily used 12 hotspots.

- 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
August 2022	2310
September 2022	1944

- 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
Aug-22	55	29	4	0	10	1	3	10
Sept-22	61	30	11	3	1	0	12	4

- Circulation Statistics for the month of September:

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	529	178
Book (Fic)	800	861
NEW (NF)	139	0

NEW (Fic)	301	2
Civil Service/Test Prep	8	n/a
World Language	8	93
Picture Book	n/a	709
Leased	7	n/a
Video Recordings	496	53
Sound Recordings	188	6
NEW Sound Recordings	101	0
NEW Video Recordings	209	0
Graphic Novel	87	6
ILL	38	0
Video Game	1	28
Periodicals	78	2
KIT	n/a	74
Summer Reading	1	0
YA (Fic)	75	n/a
YA (NF)	10	n/a
YA Sound Recordings	2	n/a
YA Video Recordings	1	n/a
Museum Passes	8	n/a

Respectfully Submitted,
Tracy Van Dyne, Director



- Staff Reports

{see attached}

V. NEW BUSINESS

a. Staff Recognition

1. Shanta Ramkhelawan 25 years
2. Ron Schachter Retirement after 22 years

b. Approval of Full Time Librarian I

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Michelle Marcus as Full-Time Librarian I at a salary of \$55,000 annually.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

n/a

VII. PUBLIC COMMENT PERIOD

Diana Graham mentioned that she is in charge of the upcoming AARP Income Tax Program that will take place over 11 weeks, from February through April at the Library. An IRS Certified program to assist patrons with filing their taxes.

Allison Ehrling spoke up about how happy she was to see so many programs being run by the Library.

Chester McGibbon spoke up in agreement and was pleased to have received his newsletter in the mail.

VIII. DATES OF NEXT MEETINGS

Thursday, November 17, 2022 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Parillo 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

Denise Parillo _____