

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, September 15, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - A. Board Meeting of August 18, 2022
- III. Principal Account Clerk's Report
 - A. Approval of Treasury Warrant #3 dated September 15, 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. Approval of Program Room Awning
 - B. Approval of 2023 Library Calendar
 - C. Approval of Technology Discard List
 - D. Approval of Furniture Discard List
 - E. Approval Full Time Custodian
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: October 20, 2022
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 15, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on September 15, 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 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 August 18, 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 August 18, 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 Darkeh it was RESOLVED, after discussion, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #3 dated September 15, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$220,251.61.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- Historical Society Committee

Trustee Gerrard said The Historical Society of the Westburys had a meeting a few weeks ago to discuss finding new board members and to plan events.

- Public Relations Committee

No Report

- Collections Committee

No Report

- Personnel Committee

No Report

- School Liaison

Trustee Marshall said she met with Director Van Dyne on September 14th to discuss the possibility of applying for a National Science Foundation Grant called “Connect to Communities”. The grant would require that the Library partner with local schools, universities and religious associations. After which time the Library would be eligible to earn a technology grant.

- Budget Finance Committee

No Report

- Technology Committee

No Report

- Building and Grounds Committee

No Report

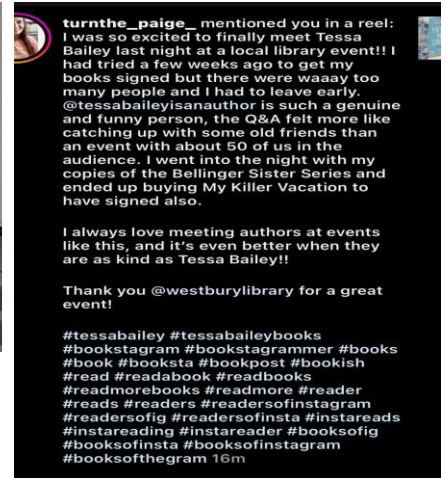
- Director’s Report

Director's Report September 2022

- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Part Time Information Technology Aide I
 - Full Time Librarian I
 - Full Time Typist-Clerk
- Reference Librarian, Ron Schachter will be retiring on October 24, 2022.
- [Susan Kovarik](#), Curator for the Historical Cottage will be retiring. We will be posting for a new part time curator but in the meantime Ian and Kathleen will continue to assist patrons with their needs.
- We have placed on the agenda for the September 15th meeting, hiring for the following position:
 - Full-Time Custodian
- 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
- Chris and I will be visiting the new NLS Technology van on September 21st and learning about what services it will be able to provide for our staff and community. Outreach programs will take priority when booking the van.
- The Library will be attending the September 24th Westbury Fall Street Fair.
- Edna attended the most recent Business Day at the Senior Center to talk about some of the Library programs, especially the new Senior Discussion Group that has been going very well.
- 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.
- 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.
- StonyBrook Social Work Intern, Karla Sanchez, began September 6. Her schedule will be Tuesdays 6-9 and Saturdays 10-1:30. Karla speaks English and Spanish and comes with previous experience. We already have patrons who are scheduling appointments with her.
- Now that the book leasing program has been implemented we are now waiting on pricing to possibly do the same with our media collection.
- Nassau's Public Libraries ROCKED at the Carlos Santana concert at Jones Beach on Saturday, August 13th! Member library staff joined NLS staff at this MLD + NLS outreach event to spread the word about the amazing things Nassau's Public Libraries offer. We shared how people can save money by visiting their library and downloading free e-books, utilizing free workspaces, accessing free museum tickets, and borrowing so many things besides books. People were able to pose with a cardboard Santana, receive information about the last of the summer library concerts, play a fun trivia game, and get library-themed temporary tattoos. Thank you to our own Reference Librarian, Selina for attending this fun and informative event!



- On August 11th, the Library welcomed New York Times and USA Today best selling author, Tessa Bailey. Tessa's most recent works include: Hook, Line, & Sinkers, My Killer Vacation, and Secretly Yours. Reference Librarian, Selina was our wonderful host for the evening. Afterwards, a very happy patron tweeted thanking the Library for hosting this event!



- A Customer Service training has been scheduled with Nicole Scherer from NLS on September 26th.
- The staff will have 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.
- Staff are able to attend the NLS workshop Mindful Approach to Team Building and Workplace Culture with Pandit Dasa on September 9th.
- A deposit request is in the Board packet for the temperature control unit for the Children's Historical Room so the equipment can be ordered.
- Additional wifi access points have been purchased in order to create a wireless Computer Lab and to create a stronger connection for our patrons. They are being updated with Chaz from OSI this week. He is also working on completing our new server with Chris.
- We have purchased a storage/charger cart for the Library's laptops, tablets, etc.
- We are looking to order a few more laptops to use for outreach and training purposes.
- Chris and I are applying for a LILRC Technology Assistance Grant in order to purchase either laptops or chromebooks towards our circulating technology program. The paperwork is due on October 1.
- We are looking to purchase more hotspots for patron circulation. We currently have a very heavily used 12 hotspots.
- A quote for an awning over the program room door to help relieve flooding issues during inclement weather has been placed in the Board packet.
- We are currently obtaining quotes to replace the broken blinds in the program room.
- Alarm Tech will be in on September 16th for their annual maintenance and to update the labels so that the areas match correctly.
- 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

July 2022	2383
August 2022	2310

- 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
Jul-22	58	49	7	0	3	2	15	22
Aug-22	55	29	4	0	10	1	3	10

- Circulation Statistics for the month of August:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	547	253
Book (Fic)	960	1054
NEW (NF)	126	4
NEW (Fic)	359	6
Civil Service/Test Prep	4	n/a
World Language	11	22
Picture Book	n/a	849
Leased	14	n/a
Video Recordings	439	66
Sound Recordings	190	7
NEW Sound Recordings	140	0
NEW Video Recordings	224	0
Graphic Novel	85	6

ILL	5	0
Video Game	7	52
Periodicals	94	2
KIT	n/a	64
Summer Reading	2	0
YA (Fic)	101	n/a
YA (NF)	17	n/a
Museum Passes	24	n/a

Respectfully Submitted,
Tracy Van Dyne, Director



- Staff Reports
{ see attached }

V. NEW BUSINESS

A. Approval of Program Room Awning

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the installation of an awning over the exterior door to the Large Meeting Room/ Program Room.

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

MOTION CARRIED UNANIMOUSLY

B. Approval of 2023 Library Calendar

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the proposed working calendar for 2023.

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

MOTION CARRIED UNANIMOUSLY

C. Approval of Technology Discards

Upon motion by Trustee Gerrard, seconded by Trustee Marshall it was MOVED, that the Westbury Memorial Public Library Board of Trustees agree that the technology items listed on the following pages are to be discarded through e-recycling.
VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)
MOTION CARRIED UNANIMOUSLY

D. Approval of Furniture Discards

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees agree that the furniture items listed on the following pages are to be discarded.
VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)
MOTION CARRIED UNANIMOUSLY

E. Approval of Full Time Custodian

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 Patrick Reilly, as a Full-Time Custodian, at a rate of \$45,000 annually.
VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, Parillo)
MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

n/a

VII. PUBLIC COMMENT PERIOD

- *Ray Muntz introduced himself
- *Chester McGibbon introduced himself and made a suggestion that we include information for the Book Fairies in our newsletter so patrons will know where they can donate books.
- *Pastor Medina introduced himself as the Vice President of the Carle Place Library Board.
- *Jina Etienne introduced herself as someone who grew up in Westbury, although she currently lives in Hempstead. She teaches a Journaling class at the Library and suggested that the Library expand Journaling to young boys and girls. She was also promoting her own published books about growing up Haitian and being a social worker.

VIII. DATES OF NEXT MEETINGS

Thursday, October 20, 2022 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Parillo seconded by Trustee Darkeh the meeting was adjourned at 7:53pm and then moved into Executive Session.

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 _____