

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, November 17, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - A. Board Meeting of October 27, 2022
- III. Principal Account Clerk's Report
 - A. Approval of Treasury Warrant #5 dated November 17, 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
- V. New Business
 - A. Staff Recognition
 - Betty Thompson 25 Years
 - Carolyn Caiazzo 5 Years
 - B. Approval of Hiring Part Time Information Technology Aide I
 - C. Approval of Hiring Part Time Curator for the Local History Cottage
 - D. Provisional Appointment for Librarian III
 - E. Approval of Update to Director's MOA
 - F. Approval of Quinn & Feiner Quote for Motor Replacement
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: December 15, 2022
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

November 17, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on November 17, 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
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 7:04 pm.

II. APPROVAL OF MINUTES

- Minutes of Board Meeting of October 27, 2022

Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of October 27, 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 #5 dated November 17, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$415,537.09.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- Historical Society Committee

Trustee Gerrard mentioned that the Historical Society of the Westburys will be hosting a Christmas party on December 4th in the Library Meeting Room.

Trustee Parillo commended Alex Nunez on the Historical Society's Exhibition of photographs for the Village of Westbury's anniversary, and mentioned that many of the photographs used are from the Historical Society collection located here at the Library.

- Public Relations Committee

No Report

- Collections Committee

No Report

- Personnel Committee

Trustee Gerrard says there is some news but will defer to Director Van Dyne to present.

- School Liaison

No Report

- Budget Finance Committee

Trustee Darkeh says there is some news but will defer to Director Van Dyne to present.

- Technology Committee

Trustee Lloyd says there is some news but will defer to Director Van Dyne to present.

- Building and Grounds Committee

Trustee Lloyd says there is some news but will defer to Director Van Dyne to present.

- Director's Report

Director's Report November 2022

- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Full Time Typist-Clerk
- I would like to congratulate the following staff who are celebrating milestone anniversaries for the month of October:
 - Betty Thompson, Library Aide, 25 years
 - Carolyn Caiazzo, Typist-Clerk, 5 years
- I would like to welcome Michelle Marcus, Librarian I, who began on November 1.
- Teen Librarian, Ali Blau, will be leaving the Library on December 16th. We wish her well in her new position and will miss the wonderful relationship that she had with our teen patrons, staff and community.
- Lynn and I began the 2023-2024 budget process on November 1st.
- The Trustees, Director and Assistant to the Director participated in a Trustee Training on October 27th.
- We have hired a part time Curator to run the Historical Cottage. The approval is on this month's agenda.
- We have hired a part time Information Technology Aide I. The approval is on this month's agenda.
- The Library will host a Health Fair on November 18, 2022 11am-3pm. Confirmed vendors are: Long Island FQHC (WIC/Blood Pressure/Vision/Dental Screenings), HWCLI's (NOEP) for the Nassau County SNAP (Food Insecurity), Catholic Health Services (Health Services/Vein Screening/Flu Shots), NUMC (Stop the Bleed/NUMC Services/ Injury Prevention), Farmingdale State College Dept of Dental Hygiene (Dental Screening), Long Island Audiology (Hearing Tests/Exams), Joy Poupko Insurance (Medicare Services/Senior Services), New York Life Long Island (Long Term Care Services/Insurance), Northwell Health Services (Cancer Services/Screenings), Parker Jewish Institute (Alzheimer Caregiver Support Program).
- 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 was held at the Library on Sunday, November 6th with about 30 in attendance.
- 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.

- The Library will have a new museum pass beginning in the new year. The Lt. Michael P. Murphy Navy Seal Museum in West Sayville. It will be good for 2 adults and 4 children.
- Tyeisha and I met with Dr. Chase and Dr. Sanz of the Westbury School District to discuss grants and how we can work together to partner our two community centers.
- 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.
- Chris Grant will hold a Zoom training for the staff on Monday, November 14th.
- The staff are working on the state mandated Harassment Prevention training through the months of November and December,
- The staff are working on training through Kantola for Cyber-Security: Self Defense in the Digital Age.
- Chris and Chaz have completed the server. Chris is receiving 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 currently waiting for decisions to be made.
- Working with OSI on a quote to update our media closet in the program room.
- 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
September 2022	1944
October 2022	1897

- Hoopla Statistics for 2022:

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Date	Audio-Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patron s
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
Oct-22	66	39	14	5	7	0	9	8

- Circulation Statistics for the month of October:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	549	175
Book (Fic)	780	910
NEW (NF)	123	2
NEW (Fic)	345	2
Civil Service/Test Prep	6	n/a
World Language	6	47
Picture Book	n/a	761
Leased	5	n/a
Video Recordings	493	58
Sound Recordings	159	5
NEW Sound Recordings	117	0
NEW Video Recordings	191	0
Graphic Novel	79	11
ILL	13	0
Video Game	3	33
Periodicals	97	8
KIT	n/a	69
Summer Reading	7	2

YA (Fic)	74	n/a
YA (NF)	12	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	0	n/a
Museum Passes	14	n/a

Respectfully Submitted,
Tracy Van Dyne, Director



- Staff Reports

{see attached}

V. NEW BUSINESS

- Staff Recognition

1. Betty Thompson, 25 years

Betty Thompson has been a valued member of the clerical staff for 25 years.

She always brings a positive and friendly attitude to work and is willing to help out whenever needed.

Her calm demeanor and warm smile sets people at ease and provides a welcoming atmosphere at the Library.

Thank you Betty, for your many years of commitment and dedication to our Library community!

2. Carolyn Caiazzo, 5 years

We are pleased to have had Carolyn Caiazzo as a member of the Westbury Library for the past 5 years.

She brings a high level of integrity and competence in her role in the Circulation department.

Carolyn offers patrons great customer service and is well respected by her co-workers.

Here's to many more years of her serving the Westbury and Carle Place communities!

- Approval of Information Technology Aide I

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of David Hagelberg as Part-Time Information Technology Aide I at a salary of \$20.00 hourly.

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

MOTION CARRIED UNANIMOUSLY

- Approval of Curator for Historical Cottage

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 Thomas Hoffman as Part-Time Curator for the Historical Cottage at a salary of \$30.00 hourly, with a maximum of 32 hours per month.

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

MOTION CARRIED UNANIMOUSLY

- Approval of Provisional Appointment for Librarian III

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Provisional Appointment of Kathleen Gaskin as Librarian III.

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

MOTION CARRIED UNANIMOUSLY

- Approval of Updated Director's MOA

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the update to the Library Director's Memorandum of Agreement.

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

MOTION CARRIED UNANIMOUSLY

- Approval of Quinn & Feiner Quote for 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 quote for the replacement of a motor for the boiler's main circulator pump, at a cost of \$4,720.00.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Allison Ehrlich asked for a clarification on what the Collections Committee is. Trustee Parillo explained that this is a committee dedicated to curating the books and materials the Library acquires.

Diana Graham inquired about discarded children's books and was told that she can find discarded children's books in the vestibule of the Children's building.

VIII. DATES OF NEXT MEETINGS

Thursday, December 15, 2022 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Marshall the meeting was adjourned at 7:44pm.

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 _____