

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, December 15, 2022

- I. Call to Order with Quorum
- II. Approval of Minutes
 - A. Board Meeting of November 17, 2022
- III. Principal Account Clerk's Report
 - A. Approval of Treasury Warrant #6 dated December 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 New Library Trustee Education Policy
 - B. Approval of Updated Library Conduct Policy
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: January 19, 2023
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on December 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
Adina Gunsburg – Assistant to the Director
Lynn Graf – Principal 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 7:05 pm.

II. APPROVAL OF MINUTES

A. Minutes of Board Meeting of November 17, 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 November 17, 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 #6 dated December 15, 2022 which has been reviewed by the Principal Account Clerk, in the amount of \$226,937.66.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard mentioned that the Historical Society had a wonderful holiday party, held at the Library last week.

Trustee Parillo added that Richard Pencheck will be giving a program on the history of Roosevelt Field.

It was also mentioned that the Historical Society held its first meeting with the new Curator, Thomas Hoffman. It was a very productive meeting, with a lot discussed regarding the 2023-24 schedule of events, which may possibly include a History of Native Americans on Long Island in the spring.

B. Public Relations Committee

No Report

C. Collections Committee

No Report

D. Personnel Committee

No Report

E. School Liaison

No Report

F. Budget Finance Committee

No Report

G. Technology Committee

No Report

H. Building and Grounds Committee

No Report

I. Director's Report

Director's Report December 2022

- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Full Time Typist-Clerk
 - Full Time Librarian II
 - Part Time Librarian Trainee for Teen Zone
- I would like to welcome our new Curator, Thomas Hoffman. His contact information is 516.333.0176 x1107; thoffman@westburylibrary.org. You can find him at the Cottage on Tuesdays 5:30-8:30, Wednesdays 12:00-3:00 and Saturdays 10:00-12:00.
- I would like to welcome our new Information Technology Aide I, [David Hagelberg](#), who began on November 21st.
- Our Head of Programming, Edna Harpaul, will be retiring on January 27th. We wish her all the relaxation that she deserves and will miss the wonderful relationship that she has with our community and staff. She is thankfully leaving the department in very capable hands and we look forward to seeing her as a regular patron.
- Friday, December 16 will be Adult/YA Librarian Ali Blau's last day with the Library. We wish her the best of luck in her new position.
- Beginning, January 1, 2023, Library Board Trustees must complete a minimum of 2 hours trustee education each calendar year. A Trustee Training Policy has been added to the agenda for approval.
- The Nassau Library System has finally received the Bullet Aid and will begin disbursements so we should receive it by the end of January.
- One of our wonderful patrons has nominated the Westbury Library as one of the top public libraries on Long Island through the Bethpage Best of Long Island. Voting ended on December 12th. Fingers crossed!
- The January/February 2023 newsletter has been sent to the printer and will go out within the next week.
- The Library hosted a Health Fair on November 18. Vendors who appeared were: 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). Thirty-five (35) patrons made use of the services provided.
- Ian will host a Friends of the Library meeting with the interested parties for the Board on Monday, December 12th at 7:15pm. Ian reached out to patrons in regard to taking the following positions: President, Vice-President, Secretary, and Treasurer. 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.
- 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.
- The Library has collected 3 large boxes of toy donations for our Marines Toy 4 Tots toy drive from our wonderfully generous community.
- The Library is now collecting new mittens, gloves, scarves and hats on our donation tree located across from the Reference desk. Donations will be given to community organizations.
- The Historical Society held their annual Christmas Party on December 4th. Susan Kovarik was recognized for her many years of caring for the Cottage and its contents. The Society was also introduced to the new curator, Thomas Hoffman.

- The staff participated in a Stop the Bleed workshop on December 5 with Scott Silvers and staff of the Nassau County Fire Police EMS Academy. In this vein, we have purchased 3 Stop the Bleed kits for the Library.
- Staff have completed the state mandated Harassment Prevention training.
- Staff have completed the Cyber-Security: Self Defense in the Digital Age training.
- 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.
- OSI investigated upgrading our media closet in the program room. Chris and I are making a few tweaks and will add this to the future budget plans and to present to the Board.
- I am looking to replace the broken blinds in the program room. I will have two sets of quotes to add to the future budget plans and to present to the Board.
- We are looking to upgrade the internet and alarm technology in the Cottage. Chris and I will have Verizon in to find out about running a line from the main building to the Cottage.
- The Career Room is in the middle of being set up and we will begin scheduling appointments shortly.
- 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
November 2022	1763

- 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
Oct-22	66	39	14	5	7	0	9	8
Nov-22	76	27	6	1	6	1	11	8

- Circulation Statistics for the month of November:

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	470	232
Book (Fic)	680	881
NEW (NF)	101	5
NEW (Fic)	334	3
Civil Service/Test Prep	3	n/a
World Language	6	85
Picture Book	n/a	762
Leased	2	n/a
Video Recordings	401	48
Sound Recordings	161	11
NEW Sound Recordings	175	0
NEW Video Recordings	175	0
Graphic Novel	100	8
ILL	9	0
Video Game	5	48

Periodicals	87	5
KIT	n/a	54
Summer Reading	2	0
YA (Fic)	106	n/a
YA (NF)	21	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	1	n/a
Museum Passes	11	n/a

Respectfully Submitted,
Tracy Horodyski, Director



J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Approval of New Library Trustee Education Policy

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the addition of the Library Trustee Education Policy, as attached.

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

MOTION CARRIED UNANIMOUSLY

B. Approval of Updated Library Conduct Policy

Upon motion by Trustee Gerrard, seconded by Trustee Marshall it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the update to the Library Conduct Policy, as attached.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Ali Blau addressed the Board about leaving the Library after 18 years of service and dedication.

VIII. DATES OF NEXT MEETINGS

Thursday, January 19, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Marshall seconded by Trustee Darkeh the meeting was adjourned at 8:21pm.

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 _____