

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Thursday, January 19, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of December 15, 2022
 - b. Executive Session of January 3, 2023
 - c. Executive Session of January 12, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #7 dated January 19, 2023
- 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. Audit Approval with Baldassari & Coster
 - b. Staff Recognition
 - c. Approval of Librarian Trainee for Teen Zone
 - d. Approval of Librarian II for Teen Zone/Adult Reference
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: February 16, 2023
- IX. Adjournment

PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON
(COMMENTS ABOUT PERSONNEL MATTERS WILL NOT BE ALLOWED)

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 19, 2022 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on January 19, 2023.

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 Horodyski – Director
Adina Gunsburg – Assistant to the Director
Lynn Graf – Principal Account Clerk
Al Coster of Baldessari & Coster

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 7:03 pm.

II. APPROVAL OF MINUTES

A. Minutes of Board Meeting of December 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 December 15, 2022 as presented.

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

MOTION CARRIED UNANIMOUSLY

B. Minutes of Executive Board Meeting of January 3, 2023

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 January 3, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

C. Minutes of Executive Board Meeting of January 12, 2023

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 January 12, 2023 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, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #7 dated January 19, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$260,161.98.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard mentioned that there will be a presentation on February 12th on the History of Roosevelt Field.

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 January 2023

- The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - Full Time Typist-Clerk
- Our Head of Programming, Edna Harpaul, besides celebrating her 20th year anniversary at the Library this month, 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 patron. We have been meeting with the Program Department to make sure that everyone is up to date with their roles and responsibilities and anything else that Edna feels they need to know.
- The Nassau Library System has finally received the Budget Aid and will begin disbursements so we should receive it by the end of January.
- As per a patron request, we have added the online version of The Chief to our Career Room computer.
- The language database, Pronunciator, has been added to our databases. I am working with Kathleen and Michelle to reevaluate and update our available resources.
- On the agenda is the hiring of a new part-time Librarian Trainee for the Teen Zone.
- On the agenda is the hiring of a new full-time Librarian II for the Reference and Teen Zone departments.
- Kathleen and I met with Grace Palmisano to review OverDrive/Libby. Once the new Librarian II begins they will be in charge of the OverDrive/Libby ordering for the Library.
- The OverDrive app will officially sunset at the end of April and will officially be known as Libby. All publicity will be updated to reflect this change.

- Ian had hosted a Friends of the Library meeting with the interested parties for the Board back in December. He is working on a date to meet with the group now that they have had time to brainstorm. 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 has ordered some new museum passes and will be added to the website and TixKeeper as soon as they are received. They include the: Michael P. Murphy Navy Seal Museum in Sayville; Hofstra University Museum of Art in Hempstead; Holocaust Memorial and Tolerance Center in Glen Cove; Long Island Maritime Museum in Sayville; and the Long Island Explorium: Children Museum of Science and Engineering in Port Jefferson.
- 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 hours for Karla, our social work intern, have changed just a bit to Tuesdays 6-9 and Saturdays 12-3:30pm.
- Our department wide winter reading club has begun. It will go on from January 9 - February 28th. Please see each department for registration information.

- 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. This project will be added to the future budget plans to present to the Board.
- We are looking to replace the broken blinds in the program room. This project will be added to the future budget plans to present to the Board.
- We are looking to upgrade the internet and alarm technology in the Cottage. Chris and I will have OSI and Verizon in to find out about running a line from the main building to the Cottage. Chris has met with OSI in order to figure out the best way to increase the internet speed at the Cottage.
- The Career Room is just about ready to begin scheduling appointments. A shared internal calendar has been created for the room since it is being used as a career space and for our social work intern.
- In order to create more space in our increasingly cramped Historical Society cottage, we have removed the refrigerator and stove to make space for more shelving.
- We have begun ordering some necessary equipment for our new curator to begin repairing, digitizing and making for public use. A scanner and a DIGITNOW! 135 Film Negative Scanner High Resolution Slide Viewer, Convert 35mm Film & Slide to Digital JPEG have been ordered so far.
- We had two motion detectors replaced in the Cottage by our alarm company.

- 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
December 2022	1823

- 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
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
Dec-22	60	41	7	1	11	0	3	2

- Circulation Statistics for the month of December:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	424	182
Book (Fic)	657	724
NEW (NF)	117	1
NEW (Fic)	280	2
Civil Service/Test Prep	0	n/a
World Language	6	22

Picture Book	n/a	621
Leased	4	n/a
Video Recordings	425	35
Sound Recordings	110	10
NEW Sound Recordings	146	8
NEW Video Recordings	140	0
Graphic Novel	135	4
ILL	8	0
Video Game	3	52
Periodicals	87	16
KIT	n/a	57
Summer Reading	6	0
YA (Fic)	92	n/a
YA (NF)	8	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	0	n/a
Museum Passes	10	n/a

Respectfully Submitted,
Tracy Horodyski, Director



J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Approval of Independent Auditor's Report dated June 30, 2022

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

MOVED, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the Independent Auditor's Report dated June 30th, 2022.

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

MOTION CARRIED UNANIMOUSLY

B. Staff Recognition

Edna Harpaul celebrates 20 years and her retirement

Gaston Rely celebrates 10 years

C. Approval of Librarian Trainee for Teen Zone

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 Kelly Tenny as a part-time Librarian Trainee at \$25.00 hourly.

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

MOTION CARRIED UNANIMOUSLY

D. Approval of Librarian II for Teen Zone/Adult Reference

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 Toni Liberty as a full-time Librarian II for the Teen Zone and Adult Reference at \$68,000 annually.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Ms. Abatiello inquired about the type of databases the Library is looking into updating for patron use.

Mr. McGibbon questioned whether the Audit Report considered the land and building to be assets of the Library or whether those were owned by the school district.

Mr. Muntz inquired about the tax money the Library collects, and questioned whether there were specific reasons monies would be delayed in reaching the Library.

Mr. Muntz also inquired about whether the Library's School Liaison Committee was in touch with the Village Liaison Committee.

VIII. DATES OF NEXT MEETINGS

Thursday, February 16, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Parillo the meeting was adjourned at 8:07pm.

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 _____