

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, February 16, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of January 19, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #8 dated February 16, 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
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: March 16, 2023
- IX. Adjournment

***PUBLIC COMMENTS WILL BE LIMITED TO 3 MINUTES PER PERSON
(**Public Comments regarding Personnel Issues will not be Addressed.**)***

MINUTES

WESTBURY MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 16, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on February 16, 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

I. CALL TO ORDER

A motion was made by Trustee Gerrard and seconded by Trustee Marshal 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 January 19, 2023

Upon motion by Trustee Darkeh, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of January 19, 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 Marshall it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #8 dated February 16, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$193,964.50.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard noted that the Historical Society had a presentation on the History of Roosevelt Field on February 12 that was well attended.

It was also noted that on March 19th at 2:30pm there will be a program called the History of the Shinnecock Culture which will be presented by our new Curator, Thomas Hoffman.

B. Public Relations Committee

No Report

C. Collections Committee

No Report

D. Personnel Committee

No Report

E. School Liaison

Trustee Marshall stated that at the January Board Meeting it had been brought to her attention that the Westbury Village has a school liaison. She has since reached out to Vincent Abatiello to try open communications with him.

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 February 2023

- The Library Budget Vote and Trustee Election will be held on Tuesday, April 4th from 9am-9pm.
 - The Budget Hearing will be on Tuesday, March 28th.
 - The Library is currently canvassing/interviewing through Civil Service for the following positions:
 - 1 Full Time Typist-Clerk
 - 2 Part Time Librarian I (Childrens)
 - 1 Full Time Information Technology Specialist I
 - We'd like to welcome the following new staff to the Westbury family:
 - Kelly Tenny, Part Time Young Adult Librarian Trainee who began on January 30th
 - Toni Liberty, Full Time Young Adult Librarian II who began on February 6th
 - We have received our Bullet Aid from the Nassau Library System.
 - The language database, Pronunciator, has been added to our databases. I am working with Kathleen and Michelle to reevaluate and update our available resources.
 - We have begun providing the Westbury Central Office with Welcome packet information for the Library.
 - We have begun working on the Annual State Report. I will attend an informational meeting on Friday, February 17th in regard to any changes to the report.
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- The March/April newsletter is just about complete and ready to go out to the public.
 - The Library is hosting a NYS Immigration Display borrowed from the Long Island Library Resource Council through March 7th.
 - We are steps closer to partnering with NLS and the American Heart Association with a Blood Pressure Monitoring Loan program. They are looking to have it ready to go within the next month or two.
 - Ian continues to work with the interested Friends Group members. He is working on another meeting with the group and Tony Iovino who has graciously offered to assist with the paperwork. (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.)
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- Chris is working on getting quotes for laptops to use for outreach and training purposes.
 - Chris and I have applied for a LILRC Technology Assistance Grant in order to purchase chromebooks to begin our circulating technology program. We are currently waiting for decisions to be made.
 - 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 has begun 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.
 - Thom will take on the project of digitizing our yearbooks for the Cottage.
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- OverDrive/Libby statistics for 2023:
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|--------------|------|
| January 2023 | 2119 |
|--------------|------|

- Hoopla Statistics for 2023:

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| Date | Audio-Book | e-Book | Movies | Tele vision | Comics | Binge Passes | Music | New Reg Patrons |
|--------|------------|--------|--------|-------------|--------|--------------|-------|-----------------|
| Jan-23 | 50 | 52 | 10 | 4 | 7 | 1 | 5 | 5 |

- Circulation Statistics for the month of January:

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| ITEM | ADULT ITEMS | JUVENILE ITEMS |
|-------------------------|-------------|----------------|
| Book (NF) | 559 | 250 |
| Book (Fic) | 822 | 953 |
| NEW (NF) | 94 | 2 |
| NEW (Fic) | 278 | 7 |
| Civil Service/Test Prep | 0 | n/a |
| World Language | 2 | 32 |
| Picture Book | n/a | 945 |
| Leased | 3 | n/a |
| Video Recordings | 515 | 65 |
| Sound Recordings | 145 | 3 |
| NEW Sound Recordings | 189 | 0 |
| NEW Video Recordings | 178 | 0 |
| Graphic Novel | 166 | 2 |
| ILL | 9 | 0 |
| Video Game | 5 | 27 |
| Periodicals | 112 | 3 |
| KIT | 36 | 60 |
| Summer Reading | 3 | 0 |
| YA (Fic) | 104 | n/a |
| YA (NF) | 14 | n/a |
| YA Sound Recordings | 0 | n/a |
| YA Video Recordings | 2 | n/a |

| | | |
|---------------|----|-----|
| Museum Passes | 11 | n/a |
|---------------|----|-----|

Respectfully Submitted,
Tracy Horodyski, Director



J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Approval of Staff MOA

Upon motion by Trustee Gerrard, seconded by Trustee Parillo it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the Staff MOA.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Chester McGibbon asked for clarity on what the Collections Committee oversees and inquired about how many people serve on each Trustee Committee.

Alex Nunez mentioned that the Friends of the Library has tried to meet online twice, but both times experienced technical issues. At this time, they are planning an in-person meeting on February 28th at 7pm.

Allison Ehrlich inquired as to how to get involved in the Friends group. Alex Nunez is the point-person.

VIII. DATE OF NEXT MEETING

Thursday, March 16, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Parillo the meeting was adjourned at 7:27pm.

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 _____