

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, March 16, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of February 16, 2023
 - b. Executive Session of Feb 28, 2023
 - c. Executive Session of March 9, 2023
 - d. Executive Session of March 10, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #9 dated March 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
 - a. Staff Recognition
Emily Farrell 15 years
 - b. Hiring of Part Time Librarian I
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: April 20, 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

March 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
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 7:00 pm.

II. APPROVAL OF MINUTES

A. Minutes of Board Meeting of February 16, 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 Board Meeting of February 16, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

B. Minutes of Executive Board Meeting of February 28, 2023

Upon motion by Trustee Darkeh, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of February 28, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

C. Minutes of Board Meeting of March 9, 2023

Upon motion by Trustee Marshall, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of March 9, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

D. Minutes of Board Meeting of March 10, 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 Board Meeting of March 10, 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 #9 dated March 16, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$242,169.03.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- A. Historical Society Committee

Trustee Gerrard 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 she is still working on communication with Vincent Abatiello, Liaison of the Village of Westbury. The Village has arranged for 2 meetings per year with prominent community members, and they plan to invite the Library to these meetings in the future.

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 March 2023

- The Library Budget Vote and Trustee Election will be held on Tuesday, April 4th from 9am-9pm.
- The Budget Hearing will be held on Tuesday, March 28th at 7pm.
- We are looking to hire 2 part time Librarian I's for the Children's department. Approval is on this agenda to fill one of those positions.
- I have asked Michelle from our Reference department to look into pricing of newspapers in Spanish and French Creole to hopefully add to our collection.
- Our new copy machines will be arriving on Monday, March 13th. One of the machines will be going to the Program Department to do in-house printing for our newsletters.

- We continue to work on the Annual State Report.
- I had the pleasure of acting as one of the judges for Westbury School District's 2nd Annual Spelling Bee for Grades 4-8 on March 9th. All contestants should be incredibly proud of themselves! This year's winners are: 3rd Place: Kevin Sagastizado Lazo, 2nd Place: Berthony Paul and 1st Place: Anthony Martinez Garcia.
- The Library was mentioned in Newsday on March 10th as well as other libraries who work in collaboration with AARP to offer free tax return prep to our communities. The article is attached.
- After being canceled due to COVID, our annual African-American Read-In was once again held this year on Monday, February 27th. This was our 34th year holding this wonderful event. There are so many moving parts and so many people involved to thank. Thank you to EVERYONE who worked so hard to make this happen. The brochure with all of our participants is attached.
- 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.)
- The OverDrive officially sunsets on May 1 and will no longer be available as an app. Libby has replaced the OverDrive app. Patrons with questions can speak to our librarian staff or see the Libby tutorial on our website.
- We will be gradually adding laptops to our collection 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. In the meantime he has added a range extender
- Thom will take on the project of digitizing our yearbooks for the Cottage. In order to accomplish this we will be adding Adobe Pro to his computer.
- I have asked Chris to look into device charging stations for the public.
- We are working on getting quotes to redo the fading striping in the parking lot.
- OverDrive/Libby statistics for 2023:
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January 2023	2119
February 2023	2065

- Hoopla Statistics for 2023:
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Date	Audio- Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patrons
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Jan-23	50	52	10	4	7	1	5	5
Feb-23	73	44	6	0	10	0	4	6

- Circulation Statistics for the month of January:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	490	280
Book (Fic)	856	6
NEW (NF)	100	1
NEW (Fic)	259	3
Civil Service/Test Prep	2	n/a
World Language	4	53
Picture Book	n/a	813
Leased	2	n/a
Video Recordings	548	89
Sound Recordings	92	2
NEW Sound Recordings	173	0
NEW Video Recordings	211	0
Graphic Novel	101	10
ILL	10	0
Video Game	7	49
Periodicals	74	10
KIT	37	51
Summer Reading	4	0
YA (Fic)	62	n/a
YA (NF)	16	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	1	n/a
Museum Passes	10	n/a

Respectfully Submitted,
Tracy Horodyski, Director

J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Staff Recognition

Congratulations to Emily Farrell on 15 years with the Westbury Memorial Public Library.

B. Board Recognition

Trustee Lloyd commented on this meeting being the last for Trustee Parillo, as her term ends on the day of the upcoming elections. She thanked Trustee Parillo and Trustee Darkeh, whose term will be up in July.

C. Hiring of Part Time Librarian I

Upon motion by Trustee Marshall, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Tsin Yee Lee-Cassara as a part-time Librarian I at \$28.00 hourly.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Ms. Abatiello inquired about updating databases, the Career Center, and asked for clarification regarding the election terms for the Trustee positions which are open.

Mr. McGibbon asked us to include information about the Book Fairies in our newsletter.

Ms. Mullen mentioned the Yes We Can Center in reference to communications regarding the African American Read-In.

VIII. DATE OF NEXT MEETING

Thursday, April 20, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Darkeh seconded by Trustee Gerrard the meeting was adjourned at 7:55pm.

Respectfully,

Tracy Horodyski

Director

Westbury Memorial Public Library

Lynn Graf

Principal Account Clerk

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Carmen Lloyd, President _____

Judy Gerrard, Vice President _____

Shirley Darkeh _____

Tyeisha Marshall _____

Denise Parillo _____