

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, April 20, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a) Board Meeting of March 16, 2023
 - b) Executive Session of March 20, 2023
 - c) Budget Hearing March 28, 2023
- III. Principal Account Clerk's Report
 - a) Approval of Treasury Warrant #10 dated April 20, 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) Approval of Administrative Raises
- VI. Old Business
- VII. Public Comments
- VIII. Date of Next Session: May 18, 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

April 20, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on April 20, 2023.

The following Trustees were present constituting a quorum:

Carmen Lloyd – President
Judy Gerrard – Vice President
Shirley Darkeh – Trustee
Simone Eason – Trustee

Absent with Permission:

Tyeisha Marshall – 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 Darkeh to call the meeting to order. The meeting was called to order by President Lloyd at 7:02 pm.

II. APPROVAL OF MINUTES

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

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

B. Minutes of Executive Board Meeting of March 20, 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 Board Meeting of March 20, 2023 as presented.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

C. Minutes of Budget Hearing of March 28, 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 Budget Hearing of March 28, 2023 as presented.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was RESOLVED, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

- a) Warrant #10 dated April 20, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$300,388.92.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard mentioned that the Historical Society of the Westburys will be sponsoring a presentation on The Boynton Bicycle Railway this Sunday, April 23rd at 2:30pm.

The Historical Society also will have a booth at the Street Fair on May 6th.

It was also announced that the Historical Society is looking to fill seats on their Board.

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

April 2023

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- The Library Budget Vote and Trustee Election was held on Tuesday, April 4th. The Budget passed 189 to 41. Congratulations to our new trustees, Alex Nunez who will serve the 5-year term and will begin at the July Board meeting and to Simone Eason who won the 1-year term and begins with this April Board meeting.
 - We'd like to welcome Tsin Yee Lee-Cassara to the Westbury Library family. She began as a part time Librarian I in the Children's Building on March 21.
 - We are currently canvassing and scheduling interviews for the following positions: Assistant Director, Information Technology Aide II, Part Time Children's Librarian I, Cultural Program Specialist, and a Full Time Clerk-Typist for the Children's Building.
 - We have added Noticias (Spanish) and Haiti Liberte (French Creole) to our newspaper selection.
 - We are now ready to partner with NLS and the American Heart Association with a Blood Pressure Monitoring Loan program. The equipment has just arrived and once I have gone through it with the Circulation department we will begin promoting them.

- Ian continues to work with the interested Friends Group members. The group has been renamed to Champions of the Library. Their first publicity piece will be featured in the upcoming May/June newsletter. (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.)
- We were able to assist the school district during the Middle School fire by providing a pickup location for lunches, instruments, worksheets, and to hold jazz, chorus practices and as a holding area for rainy sports days.
- On March 30, the Library hosted the UFSD Administrators Leadership Meeting for the Westbury School District.
- We are sad to report that Information Technology Aide II, Christopher Grant and Cultural Program Specialist, Sarah Siegel will be leaving us this week. Thank you both for all of your dedication, hardwork and smiles. We wish you all the best in your new endeavors.
- National Library Week is April 24th - 28th. Library staff will be seen representing the following that week:
 - Monday April 24: Character Day
 - Tuesday April 25: Halloween in April
 - Wednesday April 26: Way Back Wednesday
 - Thursday April 27: If I Wasn't a Library Worker...
 - Friday April 28: Sports Day
- The NLS TechMobile has been scheduled to be at the August 1st National Night Out and at our Fall Festival on October 14th.
- Visit our chicks in the Children's building! We should begin seeing those little fluffies starting to hatch the week of the 21st.
- The Library-wide Summer Reading Program, All Together Now, will begin on June 26th this year and will run until August 11th. The staff have put together wonderful programming and have received some fantastic prizes this year. Be sure to speak to your Librarian for more information or check out the May/June newsletter.
- The Library will be represented at the Westbury Street Fair on Saturday, May 6th so please visit us!
- In recognition of Juneteenth, Tanisha Mitchell will present Cotton: The Dream and Hope of the Slave in Spirituals and Slave Narratives on Wednesday, June 14th at 7pm.
- The Westbury Historical Society is looking to grow their membership. Please contact our Curator, Thom Hoffman if you are interested in becoming a member or a trustee.
- The 2023 Nassau Library Tour will run from June 12 - August 12. Visit all 59 Nassau County Libraries to be entered to win a grand raffle basket. For more information visit <https://tour.nassaulibrary.org/>
- With the approval of the 2023-2024 budget we are looking forward to beginning our program room upgrades: complete media closet upgrade and electric blinds.
- With the start of the new fiscal year we will be installing panic buttons throughout both buildings.
- We ordered 3 additional laptops to our collection for outreach and training purposes.
- We are looking to put the 3D printer back into use so have ordered a replacement extruder.
- We have ordered a 360 Owl Camera that can be used for multiple person meetings.
- 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
- I have asked Chris to look into device charging stations for the public.
- We have been receiving quotes to hopefully repaint the fading striping in the parking lot.
- Our door counters have finally kicked the bucket so we have placed an order for 2 new updated counters.

- OverDrive/Libby statistics for 2023:

January 2023	2119
February 2023	2065
March 2023	2289

- Hoopla Statistics for 2023:

Date	Audio Book	e-Book	Movies	Television	Comics	Binge Passes	Music	New Reg
								Patrons
Jan-23	50	52	10	4	7	1	5	5
Feb-23	73	44	6	0	10	0	4	6
Mar-23	84	48	13	3	6	0	5	11

- Circulation Statistics for the month of January:

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	579	371
Book (Fic)	870	1216
NEW (NF)	122 (A & J)	n/a

NEW (Fic)	296 (A & J)	n/a
Civil Service/Test Prep	1	n/a
World Language	3	60
Picture Book	n/a	875
Leased	9	n/a
Video Recordings	578	125
Sound Recordings	149	1
NEW Sound Recordings	192	0
NEW Video Recordings	203 (A & J)	n/a
Graphic Novel	98	5
ILL	14	0
Video Game	9	37

Periodicals	135	0
KIT	39	54
Summer Reading	4	0
YA (Fic)	92	n/a
YA (NF)	22	n/a
YA Sound Recordings	1	n/a

Museum Passes	12	n/a
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J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Salary Increase for Administrators

Upon motion by Trustee Gerrard, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the increased salary raise of 3.5% to be awarded to Director Tracy Horodyski effective July 1st, 2023.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Gerrard, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the increased salary raise of 3 % to be awarded to the Assistant to the Director, Adina Gunsburg, effective July 1st, 2023.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Gerrard, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the increased salary raise of 3.5% to be awarded to Principal Account Clerk, Lynn Graf effective July 1st, 2023.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Gerrard, seconded by Trustee Darkeh it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the increased salary raise of 1.75% to be awarded to Account Assistant, Maureen Daly, effective July 1st, 2023.

VOTE: Yes – 4 (Lloyd, Gerrard, Darkeh, Eason)

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

None

VII. PUBLIC COMMENT PERIOD

Mr. McGibbon asked for clarification regarding the name change of the Library “Friends” group to the “Champions” group.

Ms. Mullen of the Yes We Can Center inquired for more details about the Nassau Library Tours.

Ms. Mullen also mentioned that the Library will be hosting a Mental Health Fair on May 20th. On the same day the Yes We Can Center will be holding a Haitian Flag Day.

The newest Trustee, Simone Eason was introduced and spoke briefly about her background as a retired CPA who volunteers for AARP tax preparation and volunteers her time to give money management classes.

Alex Nunez, who will be sworn-in for the Board of Trustees in July also introduced himself and gave a short background as his history as a founding member of the Latino Council of the Village of Westbury as well as being a volunteer with St. Brigid's Finance Committee, and sitting on the Board of the Westbury Arts Center.

VIII. DATE OF NEXT MEETING

Thursday, May 18, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Darkeh the meeting was adjourned at 7:43pm.

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 _____

Simone Eason _____