

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, May 18, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of April 20, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #11 dated May 18, 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. Youth Services Recognition
 - b. Approval of Full Time Information Technology Aide II Hire
 - c. Approval of Full Time Cultural Program Specialist Hire
 - d. Approval of Part Time Typist-Clerk Hire
 - e. Approval of Part Time Librarian I for Childrens Hire
- VI. Public Comments
- VII. Date of Next Session: June 15, 2023
- VIII. 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

May 18, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on May 18, 2023.

The following Trustees were present constituting a quorum:

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

Also Present:

Tracy Horodyski – Director
Lynn Graf – Principal Account Clerk

I. CALL TO ORDER

The meeting was called to order by President Lloyd at 7:15 pm.

II. APPROVAL OF MINUTES

A. Minutes of Board Meeting of April 20, 2023

Upon motion by Trustee Gerrard, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of April 20, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

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

- a) Warrant #11 dated May 18, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$206,518.09

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard mentioned that members of the Historical Society were in attendance at the May 6th Westbury Street Fair.

She also mentioned that the Historical Society held their last event for the season, The Boynton Bicycle Railway presentation on April 23rd. Their programming will be on pause until the Fall.

B. Public Relations Committee

No Report

C. Collections Committee

No Report

D. Personnel Committee

No Report

E. School Liaison

Trustee Marshall attended a networking event with Ever Martinez with Bethpage Federal Credit Union called Making a Difference. She and Director Horodyski met with Mr. Martinez to discuss grant opportunities.

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 May 2023

- We are currently canvassing and/or interviewing for the following positions: Assistant Director and a Full Time Clerk-Typist for the Children's Building.
- We have hired for the following positions with the approvals to be accepted at this Board meeting: Full Time Information Technology Aide II, Part Time Children's Librarian I, Full Time Cultural Program Specialist, and a Part Time Typist-Clerk.
- Ian continues to work with the interested Friends Group members. The group has been renamed to Champions of the Library. Their first publicity piece was featured in the May/June newsletter. The meeting on April 24th brought in a total of 8 interested patrons. (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 was recognized at the April 25th School BOE meeting for our assistance during the Middle School fire. 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.
- I attended the NYS Retirement Seminar regarding Legacy vs Enhanced on April 26.
- We would like to thank Anton Media Group for their generous donation of 5 passes to the LI Aquarium for our Summer Reading Club.
- The staff participated in Poison Control training on May 8.
- Karla Sanchez, Social Work intern, will complete her time at the end of May. I am waiting to hear about possible summer interns.
- Librarians, Andrea Verasami and Kathleen Gaskin attended the Long Island Library Conference on May 11th. This is the conference's first time being in-house since 2019.
- National Library Week was the week of April 24th - 28th. Library staff were 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.
- Dave will be attending the Immigration Resource Fair at St. Brigids on Monday, May 22.
- Our chicks hatched the week of the 25th. They were returned to Suffolk Cooperative on April 28th.
- 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.
- Dave, Andrea and Kelly attended the Westbury Street Fair on Sunday, May 6th. We had a wonderful turnout and look forward to attending the fall street fair.
- 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 in July.
- With the start of the new fiscal year we will be installing panic buttons throughout both buildings.
- We 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
- When the new Information Technology Aide II arrives, I will ask him to look into device charging stations for the public.
- We have been receiving quotes to hopefully repaint the fading striping in the parking lot.
- We are looking to update some of our outdoor patio furniture.

- OverDrive/Libby statistics for 2023:

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January 2023	2119
February 2023	2065
March 2023	2289
April 2023	2465

- 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
Feb-23	73	44	6	0	10	0	4	6
Mar-23	84	48	13	3	6	0	5	11
Apr-23	100	33	16	0	6	0	1	9

- Circulation Statistics for the month of April:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	542	285
Book (Fic)	770	1259
NEW (NF)	121 (A & J)	n/a
NEW (Fic)	273 (A & J)	n/a
Civil Service/Test Prep	2	n/a
World Language	3	61
Picture Book	n/a	939
Leased	14	n/a
Video Recordings	565	95

Sound Recordings	146	1
NEW Sound Recordings	185	1
NEW Video Recordings	234 (A & J)	n/a
Graphic Novel	160	6
ILL	9	0
Video Game	4	57
Periodicals	103	2
KIT	40	57
Summer Reading	5	0
YA (Fic)	64	n/a
YA (NF)	20	n/a
YA Sound Recordings	0	n/a
Museum Passes	26	n/a
LILINK Requestable Print	20	0
LILINK Requestable Media	11	0

Respectfully Submitted,
Tracy Horodyski, Director

J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Youth Services Recognition

Was presented directly after opening the meeting.

B. Approval of Full-Time Information Technology Aide II

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 Thomas Blake as a full-time Information Technology Aide II at a salary of \$42,000 annually.

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

MOTION CARRIED UNANIMOUSLY

C. Approval of Full-Time Cultural Program Specialist

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Theresa Morale as a full-time Information Cultural Programming Specialist at a salary of \$50,000 annually.

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

MOTION CARRIED UNANIMOUSLY

D. Approval of Part-Time Typist-Clerk

Upon motion by Trustee Marshall, seconded by Trustee Eason it was

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Aaliyah Patrick as a part-time Typist-Clerk at a rate of \$20.00 hourly.

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

MOTION CARRIED UNANIMOUSLY

E. Approval of Part-Time Librarian I for Children's Department

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Jade Jacobs as a part-time Librarian I for the Children's Library at a rate of \$28.00 hourly.

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

MOTION CARRIED UNANIMOUSLY

VI. PUBLIC COMMENT PERIOD

Ms. Ehrlich asked for clarification on whether the Library subsidizes the cost of programs.

Mr. McGibbons asked for clarification on why the Board of Trustees has created Committees, and what is their purpose.

A few members of the newly forming “Champions of the Library” group were in attendance. The next meeting of the Champions of the Library will be held on May 22nd at 7:15pm for those who may be interested.

Trustee Lloyd asked Director Horodyski to explain the Teen Advisory Board, run by Young Adult Librarian, Toni Liberty.

VII. DATE OF NEXT MEETING

Thursday, June 15, 2023 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Darkeh seconded by Trustee Marshall the meeting was adjourned at 8:05pm.

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 _____