

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, June 15, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of May 18, 2023
 - b. Executive Session of June 12, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #12 dated June 15, 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. Discussion and Approval of Parking Lot Striping
- VI. Public Comments
- VII. Date of Next Session: July 20, 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

June 15, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on June 15, 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
Adina Gunsburg–Assistant to the Director

I. CALL TO ORDER

Upon motion by Trustee Gerrard and seconded by Trustee Eason the meeting was called to order by President Lloyd at 7:05 pm.

II. APPROVAL OF MINUTES

A. Minutes of Board Meeting of May 18, 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 May 18, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

B. Minutes of the Executive Board Meeting of June 12, 2023

Upon motion by Trustee Marshall, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of June 12, 2023 as presented.

VOTE: Yes – 5 (Lloyd, Gerrard, Darkeh, Marshall, 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 #12 dated June 15, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$226,511.23.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard noted that 2 new board members will be joining the Historical Society in September. She also mentioned that a number of programs have already been set for the fall including a documentary in September called "Brother Can You Spare a Dollar", the Historical Society's participation in the Open House event schedule for October, a Presentation of the History of Recorded Sound for November, and their annual Holiday Party in December.

B. Public Relations Committee

No Report

C. Collections Committee

No Report

D. Personnel Committee

No Report

E. School Liaison

Trustee Marshall mentioned that Director Horodyski submitted an application for a grant given through Bethpage Federal Credit Union.

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 June 2023

- Thank you to Trustee Shirley Darkeh, who's last Board meeting will be this June meeting. Thank you for your dedication, time, and the care you have put in towards your position with the Library.
- 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 would like to welcome the following new hires who have already begun their positions: Tom Blake (Full Time Information Technology Aide II); Jade Jacobs (Part Time Children's Librarian I); and Aaliyah Patrick (Part Time Typist-Clerk).
- Theresa Morale our new Full Time Cultural Program Specialist will begin on June 21.
- Ian continues to work with the interested Champions of the Library members. The most recent meeting was held on Monday, June 5th. They are currently working on framing an MOU to present to the Library. (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.)
- Karla Sanchez, Social Work intern, completed her time with us at the end of May. I have already spoken with [Leah Topek-Walker](#) who schedules the interns at StonyBrook and we are on the list for another intern beginning in September.
- A reminder that the Library will be open on Saturdays in July and August from 9:00am - 1:00pm.
- The DVD Leasing program will begin on July 3rd.
- I have been working on completing a beautification grant through Bethpage Federal and another grant through the Nassau County Main Street Recovery Grant Program.
- The Library will have a few new databases beginning in the new fiscal year: **Health Reference Center** (includes comprehensive, in-depth coverage of body systems, current health issues, major diseases and conditions, treatments, and procedures, as well as health and nutrition information specific to men, women, children, teens, and seniors, up-to-date information comes from hundreds of authoritative sources, Thirty-five Topic Centers highlight specially selected content to help users find a starting point for their

studies, and numerous videos and collections of illustrations make it easy to find relevant visual media on the most frequently researched topics, addresses social pressures and influences, and provides functional health knowledge that encourages users to practice healthy behaviors), **Scribner Writers Series** (collection includes Scribner literature titles that focus on different aspects of world and genre literature, world literature titles include *African Writers*, *Latin American Writers*, *Ancient Writers*, and more, authors span the late 19th century to the present, genre titles include Mystery and Suspense Writers, Science Fiction Writers, Writers for Young Adults, and more. African Writers is a 2-volume set that covers 65 African writers from seventeen countries writing in English, French, Portuguese, Arabic, and indigenous languages), and through OverDrive, **The Great Courses Library Edition** (This collection includes more than 250 courses, led by the world's top experts, covering a broad range of subjects, such as science, mathematics, philosophy, history, literature, fine arts and music, travel, business, and personal development. Over 250 unique courses to capture your curiosity or help you to improve in areas you are passionate about 3,000+ hours of carefully curated and commercial-free, entertaining and engaging content, Courses taught by brilliant, award-winning, and trusted experts in their fields, Twelve categories for all types of patrons with new content monthly, Guidebooks for each course to supplement course material) and **Qello Concerts** (Stream the world's largest collection of on-demand full-length music performances, concert films, and music documentaries, transforms your connected devices into the ultimate live music concert film experience, 1000s of concert films and documentaries, New concerts added every week, Streamed live concerts with major partners, Available on all your streaming devices)

- Libby went live with some new updates on June 1st: **Notify Me** (Allows the user to tag an unowned title so that they are alerted **IF** a library purchases that title. Through the use of reports in OverDrive Marketplace, individual libraries will be able to view items tagged by their own patrons and decide whether to purchase those titles) and **Deep Search** (Allows the user to search for titles not currently in the purchased collection, but part of the OverDrive catalog of available titles. For example, without Deep Search, users who search for a title that is not owned by an NDD library will see the image on the left. With Deep Search, patrons will see the image on the right because the item is available in the OverDrive catalog for purchase by a library.)
- The NLS TechMobile has been scheduled to be at the August 1st National Night Out and at our Fall Festival on October 14th.
- The Blood Pressure Monitoring program through a grant with the American Heart Association became available on June 1 and we already have some in use. Please see the Circulation Desk for additional information.
- In conjunction with the NICE Bus, the Library now has a promotional sign at the Rockland Street bus stop. Unfortunately, it has already been defaced so I have contacted them about having it replaced.
- The Library-wide Summer Reading Program, All Together Now, will begin on June 26th 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. I hope you've had the chance to see our Summer Reading Club introduction video!
- 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. Don't miss this extraordinary voice.
- 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 58 Nassau County Libraries to be entered to win a grand raffle basket. For more information visit <https://tour.nassaulibrary.org/>
- We were happy to assist the school district who utilized the large program room for their Leadership Development Training on May 31st.

- Andrea attended the Healthy and Safe Summer Parent Workshop that the school's Family and Community Engagement team hosted on Saturday, June 10th.
- We replaced the old, rusted air conditioner in the Local History Cottage.
- Had Bruckner Electric in to replace the timer for the outside lights as it was broken.
- The downstairs toilets needed to have the flushometers replaced.
- Scott from OSI has been working with Tom on setting up our firewall and completing setting up the staff accounts for the server.
- We had the exterminator come in to go through the shed behind the Children's Building before we attempted to clean it out.
- We are looking forward to beginning our program room upgrades: complete media closet upgrade and electric blinds in July.
- The panic buttons will be installed throughout both buildings in July.
- 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.
- There is a quote to present at this Board meeting to hopefully repaint the fading striping in the parking lot. If approved we'd like to have it done over the summer.
- OverDrive/Libby statistics for 2023:

January 2023	2119
February 2023	2065
March 2023	2289
April 2023	2465
May 2023	2184

- Hoopla Statistics for 2023:

Date	Audio-Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patron s
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
May-23	94	42	15	0	12	0	5	4

- Circulation Statistics for the month of April:

-

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	603	168
Book (Fic)	802	1048
NEW (NF)	112	n/a
NEW (Fic)	293	n/a
Civil Service/Test Prep	5	n/a
World Language	2	37
Picture Book	n/a	831
Leased	16	n/a
Video Recordings	509	73
Sound Recordings	115	1
NEW Sound Recordings	168	0
NEW Video Recordings	200 (A & J)	n/a
Graphic Novel	143	9
ILL	15	0
Video Game	6	34
Periodicals	91	7
KIT	37	46
Summer Reading	1	0
YA (Fic)	52	n/a
YA (NF)	20	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	1	n/a
Museum Passes	5	n/a
LILINK Requestable Print	18	0
LILINK Requestable Media	10	0

J E Device Preload	n/a	14
--------------------	-----	----

Respectfully Submitted,
Tracy Horodyski, Director



J. Staff Reports

{see attached}

V. NEW BUSINESS

A. Approval of Parking Lot Sealcoating & Striping

Upon motion by Trustee Darkeh seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the proposal from Prime Sealcoating & Striping to sealcoat and restripe the parking lot for a total of \$3,648.00

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

MOTION CARRIED UNANIMOUSLY

VI. PUBLIC COMMENT PERIOD

Ms. Ehrlich requested clarity on what a database would be, and how it would differ from a basic Google search.

Ms. Ehrlich also inquired about EZ Child ID Cards, who will be in attendance at the Children’s June 27th Summer Reading Kickoff event.

Ms. Ehrlich also inquired about the laptops that the Library has available for use with computer training classes in-house and at other locations.

Ms. Hylton requested that microphones be used at following meetings.

Trustee Lloyd wanted to bring more attention to the fact that the Scribners database will be available to the public shortly after the new fiscal year. She went on to express her enthusiasm for how she feels this will be a wonderful enrichment for the public who utilize it.

Trustee Lloyd also mentioned Qello Concerts and Great Courses Series which will also be made available free of charge to the public. She mentioned that this will be a great way to self-educate with the available courses.

Ms. Parillo inquired if the firewall that Director Horodyski mentioned would allow the Library to change phone carriers.

Ms. Parillo also inquired about the Children's Historic Collection room.

Ms. Parillo also inquired about the upcoming capital improvements of restoring historic windows.

Ms. Abatiello confirmed that the Carle Place school district is included in our school outreach.

Mr. McGibbon inquired as to whether the Library had been approached regarding removing books people feel are inappropriate to our collection.

Ms. Francis inquired about reposting our social media posts.

DATE OF NEXT MEETING

Thursday, July 20, 2023 at 7:00pm

VII. ADJOURNMENT

Upon motion by Trustee Eason seconded by Trustee Marshall the meeting was adjourned at 7:48pm.

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 _____