

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

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- I. Call to Order with Quorum
- II. Election of Board President and Vice-President
- III. Oath of Office for Vice-President
- IV. Oath of Office for President
- V. Delegation of Committees
- VI. Approval of Minutes
  - a. Board Meeting of June 15, 2023
  - b. Executive Session of July 11, 2023
- VII. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant #1 dated July 20, 2023
- VIII. 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
- IX. New Business
  - a. Acceptance of Assistant Director
  - b. Approval of Modular Room Purchase
  - c. Cancellation of of August Board Meeting
- X. Old Business
- XI. Public Comments
- XII. Date of Next Session: August 17, 2023
- XIII. 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

July 20, 2023 at 7:00 PM

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

The following Trustees were present constituting a quorum:

Carmen Lloyd – President  
Judy Gerrard – Vice President  
Tyeisha Marshall – Trustee  
Alex Nunez – Trustee

Absent with Notice:

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 Marshall the meeting was called to order by President Lloyd at 7:05 pm.

### II. ELECTION OF BOARD PRESIDENT AND VICE PRESIDENT

Tyeisha Marshall was elected as President and Judy Gerrard was re-elected as Vice President of the Westbury Memorial Public Library Board of Trustees, serving in these positions from July 2023 through June of 2024

### III. OATH OF OFFICE FOR VICE PRESIDENT, Judy Gerrard

#### IV. OATH OF OFFICE FOR PRESIDENT, Tyeisha Marshall

#### V. DELEGATION OF COMMITTEES

This item was tabled until the September meeting

#### VI. APPROVAL OF MINUTES

##### a. Minutes of Board Meeting of June 15, 2023

**Upon motion by Trustee Gerrard, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of June 15, 2023 as presented.

**VOTE:** Yes – 3 (Lloyd, Gerrard, Marshall)

*MOTION CARRIED*

##### b. Minutes of the Executive Board Meeting of July 11, 2023

**Upon motion by Trustee Gerrard, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of July 11, 2023 as presented.

**VOTE:** Yes – 4 (Lloyd, Gerrard, Marshall, Nunez)

*MOTION CARRIED UNANIMOUSLY*

#### VII. PRINCIPAL ACCOUNT CLERK'S REPORT

##### a. Treasury Warrant #1 dated July 20, 2023

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

Warrant #1 dated July 20, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$262,192.30.

**VOTE:** Yes – 4 (Lloyd, Gerrard, Marshall, Nunez)

*MOTION CARRIED UNANIMOUSLY*

## VIII. COMMITTEE REPORTS

### A. Historical Society Committee

There is a full line-up of programs planned for the fall and winter.

### B. Public Relations Committee

No Report

### C. Collections Committee

No Report

### D. Personnel Committee

Refer to Director

### E. School Liaison

No Report

### F. Budget Finance Committee

No Report

### G. Technology Committee

Refer to Director

### H. Building and Grounds Committee

Refer to Director

### I. Director's Report

## Director's Report July 2023

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- Welcome to Alex Nunez, our new Library Trustee. Alex was sworn in on Monday, July 3rd.
- We are currently interviewing for the following positions: Assistant Director and a Full Time Clerk-Typist for the Children's Building.
- Our newsletter will now be created in-house by Selina Ferragamo who's other degree is in graphic design. Her first newsletter will be the September/October edition.
- Ian continues to work with the interested Champions of the Library members. The most recent meeting was held on Monday, June 26th. They are currently working on framing an

MOU to present to the Library. They have a proposed Board but it has not been finalized as of yet. (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.)

- A reminder that the Library will be open on Saturdays in July and August from 9:00am - 1:00pm.
- The DVD Leasing program began on July 6th.
- I met with Leah Topek-Walker from StonyBrook University in regard to the social work intern program. We are all set with our next intern beginning in September. Cameryn Fried will begin on September 7th. There is a possibility that we may receive a second intern as well.
- Emily recently applied for the Think Money or Kids Program Kits Financial Literacy Grant through the American Library Association. [Thinking Money for Kids](#), an initiative of the American Library Association (ALA) and the FINRA Investor Education Foundation, strives to teach children and their parents, caregivers and educators about financial topics — like saving, spending, sharing and budgeting — in a way that is both meaningful and fun. ALA and the FINRA Foundation invite public libraries to apply to receive a Thinking Money for Kids Program Kit, a collection of expertly vetted resources to help libraries offer financial education for children ages 3 to 12, both in the library and in children's homes. We are waiting for a determination.
- I had received an email from Ancestry.com Newspapers in regard to digitizing our Westbury Times newspapers. This would be a wonderful and FREE opportunity for us. They will pay for all the shipping charges, will create portal access for Library use and will give us all digitized information on a hard drive. I have asked Kathleen to act as the person in charge of this project.
- The NLS TechMobile has been scheduled to be at the August 1st National Night Out and at our Fall Festival on October 14th.
- In conjunction with the NICE Bus, the Library now has a promotional sign at the Rockland Street bus stop. The defaced sign has been replaced.
- The Library-wide Summer Reading Program, All Together Now, began on June 26th and will run until August 11th. Be sure to speak to your Librarian for more information. As of July 12th, we have the following patrons signed up: Adults: 90 with 179 raffle entries, Teens 29, Childrens 196.
- The Westbury Historical Society is looking to grow their membership. Please contact our Curator, Thom Hoffman if you are interested in becoming a member.
- The 2023 Nassau Library Tour runs 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/> As of July 12th, we have had 644 visits to our Library.
- Programming has scheduled a few bus trips through the Fall. The current summer bus trips are: Take Me Out to the Ballgame on August 20th with the Brooklyn Cyclones vs the

Hudson Valley Renegades and a visit to the Statue of Liberty and Ellis Island on September 21st.

- Scott from OSI and Tom have completed setting up our firewall on June 12th. They are now working on completing setting up the staff accounts for the server. We will meet with NacTel next week to go over plans for the phone system. We are planning to change the phone system over to Verizon from Optimum.
- We are waiting for all of the equipment to be delivered for the media room upgrade.
- We met with the chosen company regarding the motorized blinds to receive an updated plan, sizing and color swatches. This project will be done on August 31.
- Panic buttons were installed throughout both buildings. Locations have been added to the Emergency Manual for all staff.
- 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 a decision to be made.
- A grant request has been sent into the Bethpage Federal Bank Charitable Donation program for a garden beautification project for the Library's two front gardens. We are waiting to hear back.
- The sealcoating and striping for the parking lot were moved to Saturday, July 22 and Sunday, July 23rd due to weather.
- OverDrive/Libby statistics for 2023:

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January 2023	2119
February 2023	2065
March 2023	2289
April 2023	2465
May 2023	2184
June 2023	2341

- 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
May-23	94	42	15	0	12	0	5	4
Jun-23	88	35	11	13	13	1	2	11

- Circulation Statistics for the month of June:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	634	269
Book (Fic)	953	1232
NEW (NF)	131	n/a
NEW (Fic)	357	n/a
Civil Service/Test Prep	0	n/a
World Language	5	38

Picture Book	n/a	1041
Leased	15	n/a
Video Recordings	607	107
Sound Recordings	140	0
NEW Sound Recordings	108	0
NEW Video Recordings	(A & J)	n/a
Graphic Novel	135	4
ILL	27	0
Video Game	2	53
Periodicals	120	0
KIT	45	61
Summer Reading	3	0
YA (Fic)	63	n/a
YA (NF)	22	n/a
YA Sound Recordings	1	n/a
YA Video Recordings	3	n/a
Museum Passes	24	n/a
LILINK Requestable Print	39	0



LILINK Requestable Media	11	0
J E Device Preload	n/a	21

Respectfully Submitted,  
Tracy Horodyski, Director



J. Staff Reports

{see attached}

IX. NEW BUSINESS

a. Acceptance of Assistant Director

**Upon motion by Trustee Gerrard, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the hiring of Egita Johnson in the new position of Assistant Director at a salary of \$90,000 annually.

**VOTE:** Yes – 4 (Lloyd, Gerrard, Marshall, Nunez)

*MOTION CARRIED UNANIMOUSLY*

b. Approval of Modular Room Purchase

**Upon motion by Trustee Gerrard, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve to utilize funds from the Building / Renovation line of the budget to use towards the purchase of a modular room for the Career / Social Worker Office, not to exceed \$10,000. The expenditure is being funded in the form of aid to be received at a later date at which point such funds will be reimbursed.

**VOTE:** Yes – 4 (Lloyd, Gerrard, Marshall, Nunez)

*MOTION CARRIED UNANIMOUSLY*

c. Approval to Cancel August Board Meeting

**Upon motion by Trustee Gerrard, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees cancel the meeting scheduled for August 17, 2023.

**VOTE:** Yes – 4 (Lloyd, Gerrard, Marshall, Nunez)

*MOTION CARRIED UNANIMOUSLY*

X. PUBLIC COMMENT PERIOD

Ms. Ehrlich mentioned the “kindness signs” along the grass in front of the parking lot and commented on how wonderful she felt they were. She also requested more information on the book sales that the Champions of the Library will be holding in the future and inquired about where the modular office unit would be placed.

Ms. Parillo inquired about the incoming Assistant Director’s background.

Mr. McGibbon requested details regarding the library’s newer program of allowing patrons to check out Blood Pressure Monitors as well as information about the “Girls Who Code” program that the Young Adult Librarian is working on.

DATE OF NEXT MEETING

Thursday, September 21, 2023 at 7:00pm

XI. ADJOURNMENT

Upon motion by Trustee Gerrard, seconded by Trustee Lloyd the meeting was adjourned at 7:32pm.

Respectfully,

***Adina Gunsburg***

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Tyeisha Marshall, President \_\_\_\_\_

Judy Gerrard, Vice President \_\_\_\_\_

Carmen Lloyd \_\_\_\_\_

Simone Eason \_\_\_\_\_

Alex Nunez \_\_\_\_\_