

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, September 21, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Executive Session of June 28, 2023
 - b. Executive Session of July 6, 2023
 - c. Executive Session of July 11, 2023
 - d. Executive Sessions of July 20, 2023
 - e. Board Meeting of July 20, 2023
 - f. Special Board Meeting of July 27, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #3 dated September 21, 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
 - b. Acceptance of 2024 Library Calendar
 - c. Acceptance of Part Time Information Technology Aide I
 - d. Acceptance of Part Time Librarian Trainee for Teen Zone
 - e. Cancellation of December 21st BoT Meeting
- VI. Old Business
 - a. Delegation of Committees
- VII. Public Comments
- VIII. Date of Next Session: October 19, 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

September 21, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on September 21, 2023.

The following Trustees were present constituting a quorum:

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

Also Present:

Tracy Horodyski – Director
Egita Johnson – Assistant Director
Lynn Graf – Principal Account Clerk
Adina Gunsburg–Assistant to the Director

I. CALL TO ORDER

The meeting was called to order by President Marshall at 7:03 pm.

II. APPROVAL OF MINUTES

a. Minutes of the Executive Session of June 28, 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 Session of June 28, 2023 as presented.

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

Abstain - 1 (Nunez)

MOTION CARRIED

b. Minutes of the Executive Session of July 6, 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 Executive Session of July 6, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

c. Minutes of the Executive Session of July 11, 2023

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

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

MOTION CARRIED UNANIMOUSLY

d. Minutes of the Executive Session of July 20, 2023

Upon motion by Trustee Eason, seconded by Trustee Nunez it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Session of July 20, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

e. Minutes of the Board Meeting of July 20, 2023

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

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

MOTION CARRIED UNANIMOUSLY

f. Minutes of the Special Board Meeting of July 27, 2023

Upon motion by Trustee Nunez, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Special Board Meeting of July 27, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. **Treasury Warrant #3 dated September 21, 2023**

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

Warrant #3 dated September 21, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$379,810.97.

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

IV. COMMITTEE REPORTS

A. Historical Society Committee

Trustee Gerrard noted that last Sunday, September 17, the Historical Society Curator, Thomas Hoffman, presented “Brother Can You Spare a Dollar” contrasting the Great Depression with the Recession.

Trustee Gerrard also mentioned that the Historical Society attended the Westbury Street Fair that took place on Saturday, September 9th and that the Historical Society will be participating in the Library’s Fall Festival being held on Saturday, October 14th.

B. Public Relations Committee

No Report

C. Collections Committee

No Report

D. Personnel Committee

Refer to Director Horodyski’s report

E. School Liaison

Trustee Marshall noted that the Library had been turned down for a grant which was applied for through Bethpage Federal Credit Union.

F. Budget Finance Committee

No Report

G. Technology Committee

Refer to Director Horodyski’s report

H. Building and Grounds Committee

Trustee Lloyd commented that while many details are listed in the Director’s report, she would like to point out some of the changes such as the new window blinds in the Meeting Room.

I. Director’s Report

- We are currently interviewing for the following positions: Full Time Cultural Program Specialist, Full Time Librarian II Reference Head and Part Time Librarian I for the Children's Building.
 - Approval for the following positions is on this agenda: Part Time Information Technology Aide I and Part Time Librarian Trainee for the Teen Zone.
 - I would like to welcome Egita Johnson, our new Assistant Director who began with us in August and to welcome back Jordan Chaulk, our full time clerk-typist for the Children's Building. Jordan was previously with the Library as a part time clerk-typist.
 - Our newsletter is now being created completely in-house by Selina Ferragamo who's other degree is in graphic design. We have received a lot of positive feedback in regard to her first edition which was the September/October edition. Staff are currently working on the November/December edition.
 - The Champions of the Library are currently working on finalizing their MOU to present to the Library. Their next meeting in regard to the MOU will be on Monday, September 18th via Zoom. (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.)
 - Our StonyBrook Social Work intern had to drop out but we do have a replacement intern. Brianna Bannon, will begin on Monday, September 18th. Her schedule is: Mondays 1-6, Wednesdays 9-12, Thursdays & Fridays 11-2. All publicity has been updated to reflect the changes.
 - 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.
 - Kathleen is working with 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.
 - Andrea and Alba are working on translating our online policies into Spanish.
 - The Library will be hosting the annual LILRC Legislative Breakfast on September 29th. Alex and Carmen will be in attendance from the Board.
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- We have added a link to the website for program submission forms. The forms are located under Program & Events on the main page.
 - Thanks to the Central Libraries Committee of NLS all Nassau Libraries will be receiving a PockeTalk. PockeTalk is a translation device. The entire cost of the item has been covered by NLS. When it arrives it will be able to be used by the Social Work intern and staff when assisting patrons.
 - The Library has purchased a few new museum passes: The Paley Museum (The New York City location is in the heart of Midtown Manhattan at 25 West 52nd Street between 5th and 6th Avenues. With a growing collection of content broadcast on radio and television.); the Planting Fields Arboretum State Historic Park (Includes the Coe Hall Historic House Museum, is an arboretum and state park covering over 400 acres located in the village of Upper Brookville in the town of Oyster Bay, New York.); and the New York Historical Society (An American history museum and library in New York City, along Central Park West between 76th and 77th Streets, on the Upper West Side of Manhattan. The society was founded in 1804 as New York's first museum. It presents exhibitions, public programs, and research that explore the history of New York and the nation.)
 - We had a wonderful turnout at the August 1st National Night Out! The NLS Techmobile joined us (David, Toni, Tracy) that evening. Its gaming system brought over many of our younger community members.

- We have our Fall Festival planned for Saturday, October 14th. Many community partners will be here for our patrons to meet such as the Westbury Fire Department, the Nassau County Police Department with their K-9s, the Army with some of their vehicles, as well as a bounce house, cotton candy, photo ops, a DJ and dancing, Child ID cards, henna, other crafts and more.
- The Street Fair held on September 9th was attended by David, Egita, Andrea, Jordan, Alba, Kathleen and Tracy. Thank you to Fritz who also assisted setting up and breaking down the tents. We had a great turnout. We made some new vendor contacts, some new interested patrons and signed up a few new library cards.
- The Library-wide Summer Reading Program, All Together Now, began on June 26th and ran until August 11th. The final totals are: Adults: 108 with 402 raffle entries, Teens 47, Childrens 286.
- 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 ran from June 12 - August 12. Patrons had the opportunity to visit all 58 Nassau County Libraries to be entered to win a grand raffle basket. After completion, we had 1445 visits to our Library.
- Staff are diligently working on a large weeding and shifting project in order to update our collection and to be able to make room for our new career pod. Any items removed from the collection will be put towards future book sales for the Champions.
- The media closet upgrade has been completed with the exception of a full training which will be conducted by OSI. We now have a new 4k projector, wireless mics with lavaliers, a mixing sound board, and digital upgrades to support more modern hardware and devices. Once OSI has trained staff on the new equipment we will be able to hold hybrid programs as well.
- The electronic blinds in the program room were completed on August 31.
- The Bethpage Federal Bank Charitable Donation grant for a garden beautification project for the Library's two front gardens was denied. Unfortunately, we did find out that we were not given the correct information when we applied for this grant.
- The sealcoating and striping for the parking lot was completed on Sunday, July 23rd.
- Fritz and Patrick have been working on cleaning out the back shed.
- I will work with Egita and Tom on requesting the LILRC Technology Assistance grant.
- We are looking at two digitization grants through LILRC. We are only allowed to put in for one so we're determining which we would have a better chance at being awarded.
- 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 |
| July 2023 | 2544 |
| August 2023 | 2635 |

- 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 |
| Jul-23 | 84 | 48 | 8 | 1 | 6 | 1 | 4 | 9 |
| Aug-23 | 86 | 40 | 13 | 8 | 6 | 0 | 11 | 11 |

- Circulation Statistics for the month of August:

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| ITEM | ADULT ITEMS | JUVENILE ITEMS |
|-------------------------|-------------|----------------|
| Book (NF) | 584 | 353 |
| Book (Fic) | 1086 | 1508 |
| NEW (NF) | 109 | n/a |
| NEW (Fic) | 379 | n/a |
| Civil Service/Test Prep | 0 | n/a |
| World Language | 3 | 39 |
| Picture Book | n/a | 1146 |
| Leased | 1 | n/a |
| Video Recordings | 579 | 80 |
| Sound Recordings | 109 | 2 |
| NEW Sound Recordings | 174 | 0 |
| NEW Video Recordings | 249 (A & J) | n/a |
| Graphic Novel | 196 | 5 |
| ILL | 12 | 0 |
| Video Game | 9 | 53 |
| Periodicals | 97 | 6 |
| KIT | 47 | 61 |

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|--------------------------|-----|-----|
| Summer Reading | 1 | 0 |
| YA (Fic) | 118 | n/a |
| YA (NF) | 13 | n/a |
| YA Sound Recordings | 1 | n/a |
| YA Video Recordings | 0 | n/a |
| Museum Passes | 23 | n/a |
| LILINK Requestable Print | 26 | 0 |
| LILINK Requestable Media | 4 | 0 |
| J E Device Preload | n/a | 20 |
| AHA Blood Pressure | 2 | n/a |

Respectfully Submitted,
Tracy Horodyski, Director



J. Staff Reports

{see attached}

V. NEW BUSINESS

a. Staff Recognition

We are taking a moment to thank Santos Hernandez for her work here at the Library for the last 5 years. Santos started out in 2018 as a part-time cleaner in our Maintenance Department. After 2 years she became a full-time employee. Santos has been a vital part of our staff during this time. She quietly and happily comes in every day and works hard to keep our Library clean and safe. Her main responsibility is caring for our busy Children's building. Santos has a wonderful eye for the little details that may be missed but mean so much. All of the staff appreciates her hard work and the Library is a better place due to her dedication. Thank you Santos!

b. Acceptance of 2024 Library Calendar

Upon motion by Trustee Lloyd, seconded by Trustee Nunez it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the proposed 2024 calendar.

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

MOTION CARRIED UNANIMOUSLY

- c. Approval of Hiring of Part-Time Information Technology Aide I

Upon motion by Trustee Eason, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Steven Maher as Part-Time Information Technology Aide I, at a pay rate of \$20.00 an hour to begin on October 6, 2023.

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

MOTION CARRIED UNANIMOUSLY

- d. Approval of Hiring of Part-Time Librarian Trainee for Teen Zone

Upon motion by Trustee Lloyd, seconded by Trustee Gerrard it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Meagan Kimick as Part-Time Librarian Trainee for the Teen Zone, at a pay rate of \$25.00 an hour to begin on September 25, 2023.

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

MOTION CARRIED UNANIMOUSLY

- e. Approval to Cancel December Board Meeting

Upon motion by Trustee Eason, seconded by Trustee Lloyd it was MOVED, that the Westbury Memorial Public Library Board of Trustees cancel the meeting scheduled for December 21, 2023.

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

MOTION CARRIED UNANIMOUSLY

VI. OLD BUSINESS

- a. Delegation of Committees

The board members distributed committee delegations as follows:

Budget Finance Committee: Simone Eason

Collections Committee: Judy Gerrard

Historical Society Committee: Judy Gerrard

Personnel Committee: Judy Gerrard

Public Relations Committee: Alex Nunez

School Liaison: Tyeisha Marshall

Technology Committee: Carmen Lloyd
Building and Grounds Committee: Carmen Lloyd

VII. PUBLIC COMMENT PERIOD

Ms. Ehrlich inquired as to what a Legislative Breakfast referred to, which the Library will be hosting on Friday, September 29th.

VIII. DATE OF NEXT MEETING

Thursday, October 19, 2023 at 7:00pm

IX. ADJOURNMENT

Upon motion by Trustee Eason, seconded by Trustee Lloyd the meeting was adjourned at 7:38pm.

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: _____