

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, October 19, 2023

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of September 21, 2023
 - b. Executive Session of October 10, 2023
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #4 dated October 19, 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 (Wing & A Reyes 5 years)
 - b. Citation Award with Adriana Devers
 - c. Approval of Hiring Part Time Librarian I
- VI. Public Comments
- VII. Date of Next Session: November 9th, 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

October 19, 2023 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on October 19, 2023.

The following Trustees were present constituting a quorum:

Carmen Lloyd – Trustee
Simone Eason – Trustee
Alex Nunez – Trustee

Attended via Zoom:

Tyeisha Marshall – President
Judy Gerrard – Vice President

Also Present:

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

I. CALL TO ORDER

Upon motion by Trustee Eason and seconded by Trustee Nunez the meeting was called to order by Trustee Lloyd at 7:00 pm.

II. APPROVAL OF MINUTES

a. Minutes of Board Meeting of September 21, 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 Board Meeting of September 21, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

b. **Minutes of the Executive Board Meeting of October 10, 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 Board Meeting of October 10, 2023 as presented.

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

MOTION CARRIED UNANIMOUSLY

III. **PRINCIPAL ACCOUNT CLERK'S REPORT**

a. **Treasury Warrant #4 dated October 19, 2023**

Upon motion by Trustee Gerrard seconded by Trustee Marshall it was

RESOLVED, that the Westbury Memorial Public Library Board of Trustees accept the following financial report:

Warrant #4 dated October 19, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$232,792.51.

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

MOTION CARRIED UNANIMOUSLY

IV. **COMMITTEE REPORTS**

a. **Historical Society Committee**

Trustee Gerrard announced that there will be a presentation on November 19, to be given by the Historical Society's Curator, Thomas Hoffman on the History of Recorded Sound.

Trustee Gerrard also mentioned that the annual Historical Society Holiday Party is coming up in December.

b. **Public Relations Committee**

Trustee Nunez said that he met with Library Director Horodyski to discuss the benefits of sending out press releases to the local newspapers in addition to our regular e-blasts, social media and newsletters.

c. Collections Committee

No Report

d. Personnel Committee

Refer to Director's Report

e. School Liaison

Trustee Marshall announced the Westbury High School's 2nd annual FACE Family Meet and Greet on October 30th.

f. Budget Finance Committee

No Report

g. Technology Committee

Trustee Lloyd mentioned that she is very excited about the updates to the Media Closet. She is aware that the Director is looking into more grants to continue the technology upgrades.

h. Building and Grounds Committee

Refer to the Director's Report

i. Director's Report

Director's Report

October 2023

- We are currently canvassing for the following positions: Full Time Cultural Program Specialist, Full Time Librarian II Reference Head, and Part Time Clerk-Typist.
- On this month's agenda is the hiring of a Part Time Librarian I for the Children's Department.
- Welcome to Steve Maher, who began on October 6th as our new Part Time Information Technology Aide I in the Computer Lab.
- The auditors (Al Coster) worked with Lynn and Maureen the week of October 2-4. Once we have received our report back, as usual, we will schedule for them to be at a Board meeting to go over their findings.
- The Westbury Library has been nominated as a 2024 Bethpage Best of Long Island Library! Please be sure to vote daily for us. Selina has created publicity for it on our social media and it will go out through e-blasts as well.
- The Trustees, along with myself and Egita participated in Trustee Training with [Jerry Nichols](#) on October 12th. Each year Library Trustees must complete 2 hours of Trustee Training in order to keep up with the NYS Minimum Standards for Libraries.

- Egita and I met with Westbury Schools Superintendent, Dr. Chase to discuss a couple of partnership ideas. One involves the affirmation banners that the schools change on a monthly basis as well as a Superintendent/Library Director Tea for the community. We will send out more information as we begin planning.
- Staff participated in the following training: Create Lists through Sierra with Ian. October training includes a Compassion Fatigue and Diffusion Workshop with the StonyBrook Social Work staff. Stony Brook will continue to run regular workshops for the Library staff.
- I met with the Champions via Zoom on October 16th to review their latest MOU version. A few questions were answered, a couple of changes will be made then it will be presented to Library Counsel and the Library Board again for review. The Champions next meeting will be on October 23rd at 7:15pm at the Library.
- 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. We are waiting for the transportation boxes to arrive so Kathleen can begin sending them our information.
- Andrea and Alba are working on translating our online policies into Spanish.
- The Library hosted the annual LILRC Legislative Breakfast on September 29th. Trustees Alex and Carmen were in attendance. Despite the torrential rain we had a very good turnout of over 80 people.
- Thanks to the Central Libraries Committee of NLS all Nassau Libraries we received a PockeTalk translation device. The entire cost of the item was covered by the committee. I had asked Egita to get it setup and show the Circulation and Reference staff how to use it as well as the Social Work Intern. If all goes well with it, and it's user friendly, I have plans to purchase 1-2 and let them Circulate to the community.
- I met with NLS and the Social Work team from Adelphi on October 11th to discuss bringing in one of their interns. This would greatly help to fill in those days when our Stony Brook Intern is not here as well the fact that Adelphi is also looking into summer interns.
- With the assistance of Alex we are working on creating a working relationship with Nassau Illustrated again to have our programs and events published. I have placed Egita in charge of this relationship.
- We have received a citation from County Executive, Bruce Blakeman in recognition of our work with Adriana Devers on her My American Story event. Adriana will present the citation at the October Board Meeting.
- Our Fall Festival planned for Saturday, October 14th was pared down a bit due to yet again, rain. Despite having to cancel some of our outside events, we had good attendance for our in-house ones. Community partners such as the Nassau County Police Department with their K-9, Glory and the installation of car seats, Met Life with their Child ID cards, Fidelis Insurance, henna, and our future Champions Group attended. The other fun event at the Library was a wedding proposal in our Children's Building! Thank you all for braving the rain and thank you to our teen volunteers who manned the craft tables and took photos of the event.
- The Westbury Historical Society is looking to grow their membership. Please contact our Curator, Thom Hoffman if you are interested in becoming a member.

- Staff continue to diligently work 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.
- Librarian, Michelle Marcus, has created a new Library Podcast, Michelle Loves Books. She has interviewed several authors including: Susan Meissner, Patti Callahan Henry, Hank Phillipi Ryan and Kristin Harmel. It can be accessed by downloading the Spotify app or going to the Spotify website. Then do a search for Westbury Memorial Public Library Audio Network under podcasts. Please help support our library's new endeavor.
- I had asked Egita to investigate grants for AED units for the buildings. We received one that we put in for. It's not money towards the AED units but gives discounts off of it. I will look into this a bit further and possibly we'll get one at the discounted price for now and continue to investigate other grants.
- Media closet training has been conducted and will continue until all persons in charge, IT and Programming staff have been trained. Tom and Rowan are in charge of this.

- OverDrive/Libby statistics for 2023:

January 2023	2119
February 2023	2065
March 2023	2289
April 2023	2465
May 2023	2184
June 2023	2341
July 2023	2544
August 2023	2635
September 2023	2713

- 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-	94	42	15	0	12	0	5	4

23								
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
Sept-23	94	39	4	1	12	0	13	9

- Circulation Statistics for the month of September:

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	479	317
Book (Fic)	864	1142
NEW (NF)	90	n/a
NEW (Fic)	325	n/a
Civil Service/Test Prep	4	n/a
World Language	7	44
Picture Book	n/a	999
Leased	8	n/a
Video Recordings	494	127
Sound Recordings	94	1
NEW Sound Recordings	159	0
NEW Video Recordings	221 (A & J)	n/a
Graphic Novel	131	4
ILL	7	0
Video Game	5	42
Periodicals	73	0
KIT	43	52
Summer Reading	6	0

YA (Fic)	85	n/a
YA (NF)	25	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	0	n/a
Museum Passes	11	n/a
LILINK Requestable Print	31	0
LILINK Requestable Media	8	0
J E Device Preload	n/a	15
AHA Blood Pressure	3	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 Judy Wing and Angelica Reyes for their work here at the Library for the last 5 years.

b. Citation Award presented to us by Adriana Devers

c. Approval to Hire Part-Time Librarian I

Upon motion by Trustee Nunez, seconded by Trustee Eason it was MOVED, that the Westbury Memorial Public Library Board of Trustees approve the hiring of Paige Coppola as Part-Time Librarian I for the Children’s Building, at a pay rate of \$28.00 an hour to begin on October 23rd, 2023.

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

MOTION CARRIED UNANIMOUSLY

VI. PUBLIC COMMENT PERIOD

There was a question by patron Allison Ehrling regarding the number of times a book can be renewed on the CLAP app. However, this is not an app that is run through the Library.

VII. DATE OF NEXT MEETING

Thursday, November 9, 2023 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Eason, seconded by Trustee Nunez the meeting was adjourned at 7:43pm.

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 _____