

WESTBURY MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING AGENDA

Thursday, November 9, 2023

---

- I. Call to Order with Quorum
- II. Approval of Minutes
  - a. Board Meeting of October 19, 2023
- III. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant #5 dated November 9, 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. Approval of NLS Member Library Support 2024-2025 Agreement
  - b. Approval of NLS ILS 2024 Budget
- VI. Public Comments
- VII. Date of Next Session: January 18th, 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

November 9, 2023 at 7:00 PM

---

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on November 9, 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

Upon motion by Trustee Gerrard and seconded by Trustee Lloyd the meeting was called to order by President Marshall at 7:00 pm.

### II. APPROVAL OF MINUTES

#### a. Minutes of Board Meeting of October 19, 2023

**Upon motion by Trustee Eason, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of October 19, 2023 as presented.

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

**MOTION CARRIED UNANIMOUSLY**

### III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. **Treasury Warrant #5 dated November 9, 2023**

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

Warrant #5 dated November 9, 2023 which has been reviewed by the Principal Account Clerk, in the amount of \$96,163.50.

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

*MOTION CARRIED UNANIMOUSLY*

### IV. COMMITTEE REPORTS

a. Historical Society Committee

Trustee Gerrard mentioned that there will be a presentation on November 19th at 2:30pm on the History of Recorded Sound, to be presented by the Curator of the Historical Society, Thomas Hoffman.

b. Public Relations Committee

No Report

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

No Report

f. Budget Finance Committee

Trustee Eason mentioned that she recently sat with the Treasurer and Principal Account Clerk to review spending and intends to continue meeting with them monthly.

g. Technology Committee

No Report

h. Building and Grounds Committee

No Report

i. Director's Report

## Director's Report

November 2023

---

- We are currently canvassing/interviewing for the following positions: Full Time Cultural Program Specialist, Full Time Librarian II Reference Head, and Part Time Clerk-Typist.
- Welcome to Paige Coppola, who began on October 23rd as our new Part Time Librarian I in the Children's building.
- The Westbury Library has been nominated as a 2024 Bethpage Best of Long Island Library! Please be sure to vote daily for us.
- Staff participated in the following training: Compassion Fatigue and Diffusion Workshop with the StonyBrook Social Work staff. Stony Brook will continue to run regular workshops for the Library staff.
- The Champions met on October 23rd. We are waiting for the updated version of their MOU.
- 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 is being done for free for us. They are paying for all shipping charges, creating portal access for Library use and giving 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.
- 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. I am currently working on scheduling a meeting with them to move forward.
- Egita and I participated in the Policy Fortress workshop at NLS on October 24th. They went over Meeting Room and Collection Challenge policies. We received quite a bit of good information and are currently working on updating these policies. They will be put forth to the Board at the January 2024 meeting for evaluation and approval.
- Egita and I participated in the Westbury School District FACE Meet and Greet at the high school on October 30th where we met other leaders in our community.
- I will begin our first run through of the budget this month with Lynn and Egita.
- NLS will work on migrating Sierra to a new server on December 18th overnight.
  
- The Westbury Historical Society is looking to grow their membership. Please contact our Curator, Thom Hoffman if you are interested in becoming a member.
- Our beloved Children's Building will be celebrating its 100th anniversary this June! We are currently working on a month-long schedule of events in celebration. Thom, our Cottage Curator and the Westbury Arts are working on different display projects to be held at both locations.
- Registration for our ever popular High Tea begins on November 9th.
- The Library is hosting the following drives: School Supplies for Elementary School Families from November 1- December 29 (MPACT Outreach); Scarf, Hat, & Mitten Collection from November 1 -

December 29th (Long Island Coalition for the Homeless). In April we will be collecting dress donations for our Drop A Dress Week to sponsor a drive for Prom Dresses for Westbury's 2024 Senior Prom.

- The October 30th Children's Halloween parade was a huge success and fun for all!
- The Library passed its annual fire alarm inspection on October 18.
- We added another camera to the end of the building to better see the open end of the property where our teens like to hang out.
- 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.
- 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
October 2023	N/A AT THIS TIME

- Hoopla Statistics for 2023:

○

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
Sept-23	94	39	4	1	12	0	13	9
Oct-23	86	44	13	7	10	2	10	9

- Circulation Statistics for the month of October:

○

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	562	300
Book (Fic)	834	1286
NEW (NF)	122	n/a
NEW (Fic)	317	n/a
Civil Service/Test Prep	7	n/a
World Language	7	38
Picture Book	n/a	1032
Leased	0	n/a
Video Recordings	640	56
Sound Recordings	80	0
NEW Sound Recordings	217 (A & J)	n/a
NEW Video Recordings	189 (A & J)	n/a
Graphic Novel	203	9
ILL	17	0
Video Game	2	52
Periodicals	77	3
KIT	46	81
Summer Reading	4	0
YA (Fic)	65	n/a
YA (NF)	28	n/a
YA Sound Recordings	0	n/a

YA Video Recordings	0	n/a
Museum Passes	13	n/a
LILINK Requestable Print	31	0
LILINK Requestable Media	5	0
J E Device Preload	n/a	16
AHA Blood Pressure	4	n/a

Respectfully Submitted,  
Tracy Horodyski, Director



j. Staff Reports

{see attached}

V. NEW BUSINESS

a. Approval of NLS Member Library Support 2024-2025 Agreement

**Upon motion by Trustee Eason, seconded by Trustee Lloyd it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the NLS Member Library Support 2024-2025 Agreement.

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

*MOTION CARRIED UNANIMOUSLY*

b. Approval of NLS ILS 2024 Budget

**Upon motion by Trustee Nunez, seconded by Trustee Gerrard it was MOVED,** that the Westbury Memorial Public Library Board of Trustees approve the NLS ILS 2024 Budget.

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

*MOTION CARRIED UNANIMOUSLY*

VI. PUBLIC COMMENT PERIOD

Mr. McGibbons inquired about the upcoming Nassau County Police Department Community Forum scheduled for Thursday, November 16th at 7pm.

VII. DATE OF NEXT MEETING

Thursday, January 18, 2024 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Eason the meeting was adjourned at 7:24pm.

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 \_\_\_\_\_