

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, November 21, 2024

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of October 17, 2024
 - b. Executive Session of October 17, 2024
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #5 dated November 21, 2024
- 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. Assistant Director's Report
 - k. Staff Reports
- V. New Business
 - a. Staff Appreciation
 - b. Approval of ILS 2025 Budget
 - c. Tuition Reimbursement Program & Settlement Agreements
 - d. Approval of Pay Raise
 - e. Cancellation of December 19, 2024 Board Meeting
- VI. Public Comments
- VII. Date of Next Session: January 16, 2025
- VIII. Anticipated Executive Session
- 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

November 21, 2024 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on November 21, 2024.

The following Trustees were present constituting a quorum:

Tyeisha Marshall – President
Carmen Lloyd – Trustee
Alex Nunez – Trustee

Also Present:

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

Absent with Notice:

Judy Gerrard – Vice President
Simone Eason – Trustee

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

a. Minutes of the Board Meeting of October 17, 2024

Decision to Table these minutes until the January 2025 meeting as there could not be 2 trustees to 1st and 2nd motion who were in attendance at that meeting.

b. Minutes of the Executive Board Meeting of October 17, 2024

Decision to Table these minutes until the January 2025 meeting as there could not be 2 trustees to 1st and 2nd motion who were in attendance at that meeting.

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. Treasury Warrant #5 dated November 21, 2024

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

Warrant #5 dated November 21, 2024, which has been reviewed by the Principal Account Clerk, in the amount of \$481,415.92.

VOTE: Yes – 3 (Marshall, Lloyd, Nunez)

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. Historical Society Committee

No Report

b. Public Relations Committee

Trustee Nunez said that he met with Director Horodyski to discuss changes at Nassau Illustrated). He mentioned that he met with the new editor there. The Library has accepted their donation of old bound versions of the Westbury Times.

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

The affirmation banners have been put up on the front fence.

f. Budget Finance Committee

No Report

g. Technology Committee

Trustee Lloyd said she would defer to Director Horodyski's report to detail the updates further, but is pleased to hear about a newly purchased laptop for use in the program room and updates ongoing with labelling all circuit breakers in the building.

h. Building and Grounds Committee

No Report

i. Director's Report

Director's Report

November 2024

- We are currently reviewing software for a new program and museum pass registration program. It has been weeded down to two and is now being reviewed by pertinent staff.
- The Career Room has been ordered and is currently being fabricated. DreamHouse has been made aware that they will be installing the unit and are waiting to hear from me about the expected arrival date.
- Information to vote on the 2025 ILS Budget has been given to the Board for this evening.
- Library Staff Training: Kantola Sexual Harassment training is currently ongoing. Staff will participate in Stop the Bleed Training on November 11th.
- As per a recommendation from our accountant we are currently working on creating an Investment Policy. It will be passed to Library Counsel and the Board for review and input before final acceptance.

- In cooperation with mPact Outreach we will hold our first ever Grant-a-Wish Toy Distribution event on December 13th with Santa giving out toys to those children who left a Toy Wish form in our Christmas mailbox in the main lobby. This event is for the first 100 children.
- A mini version of the Library tour will be held this winter from January - March.
- The Library in cooperation with Adrianna Devers hosted the first ever LatinX Festival in October. The event kickoff was held at the Library on Thursday, October 10th, with a public event held that Friday and Saturday at Nassau Community College. Over 150 people attended each event. Plans are already underway for next year.
- The annual Fall Festival was held on Saturday, October 5th with over 200 people in attendance. The Cat in the Hat was in attendance for photos, our community teens gave out vegetables from their summer garden, pumpkins were decorated, the food trucks were a big hit and a great day was had by all.
- The Library has the following donation initiatives ongoing:
 - Neighbors in Need: home items such as dish soap, detergent, paper towels, etc. for the Long Island Coalition for the Homeless
 - Wrapping Paper Collection: to be used for the Toy Drive donations
 - Food Items: MPact Coalition for local families for Thanksgiving
 - Grant a Wish Holiday Toy Project: toys for our local children
 - The Dobby Sock Drive has ended but the library collected over 700 pairs of new socks for the Long Island Coalition for the Homeless.
- One of our social work interns will hold a class in January on how to utilize a free transportation system to medical appointments, known as the Med Answering system. 24/7/365 transportation to medical, psychiatric, pharmacy, mental health, day program, and other programs.

- We have installed new locks and panic bars on the Program room doors.
- The Children's Library chimney was inspected on October 31.
- We replaced the broken hinge on one of the outside program room doors.
- The outlet in the program room ceiling was expanded from a 2 to 4 outlet. We also worked with Bruckner Electric to get an extension piece so that if someone wanted to run a projector or such from the middle of the room they would be able to do so from the ceiling instead.
- IT and Maintenance staff are working on updating the labeling of the breaker boxes and outlets so that we know exactly which outlet works off which breaker box.

- OverDrive/Libby statistics for 2024:
 -

January 2024	3026
February 2024	3043
March 2024	2851

April 2024	2585
May 2024	2838
June 2024	2586
July 2024	2803
August 2024	2825
September 2024	2667
October 2024	2792

- Hoopla Statistics for 2024:

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Date	Audio- Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patrons
Jan-24	97	39	14	8	7	1	9	9
Feb-24	101	57	5	8	9	0	9	13
Mar-24	102	45	15	14	7	2	3	9
Apr-24	99	51	6	10	2	2	4	12
May-24	92	39	7	6	10	0	16	10
Jun-24	107	34	18	8	5	1	5	14
Jul-24	118	39	8	15	8	3	10	13
Aug-24	120	57	18	10	14	1	3	12
Sept-24	114	59	12	9	2	1	7	17
Oct-24	123	50	15	19	5	0	9	11

- Circulation Statistics for the month of October :

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	519	211
Book (Fic)	905	1014
NEW (NF)	104 (A & J)	n/a
NEW (Fic)	288 (A & J)	n/a
Civil Service/Test Prep	11	n/a
World Language	10	63

Picture Book	n/a	711
Leased	4	n/a
Video Recordings	462	59
Sound Recordings	75	0
NEW Sound Recordings	192 (A & J)	n/a
NEW Video Recordings	177 (A & J)	n/a
Graphic Novel	135	20
ILL	16	0
Video Games	2	48
Periodicals	86	0
KIT	46	50
Summer Reading	0	0
YA (Fic)	89	n/a
YA (NF)	18	n/a
Museum Passes	105	n/a
LILINK Requestable Print	20	0
LILINK Requestable Media	4	0
E Device Preload	0	0
AHA Blood Pressure	2	n/a

Respectfully Submitted,
Tracy Horodyski, Director



- j. Staff Reports
 {see attached}
- k. Assistant Director's Report
 {see attached}

V. NEW BUSINESS

a. Staff Appreciation

Linda Galante has been a valued member of the Westbury Library since November 2009. She was a local resident that visited the library often, so when a part-time position became available she was the perfect fit. She thought that she would work for another 5 years before retiring but she enjoyed working at the Library and interacting with the community so much that she stayed for 15 years! We wish her lots of fun and enjoyment in her retirement and many thanks for her great years of service.

b. Approval of ILS 2025 Budget

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approve the NLS ILS 2025 Budget.

VOTE: Yes – 3 (Marshall, Lloyd, Nunez)

MOTION CARRIED UNANIMOUSLY

c. Approval of Tuition Reimbursement & Settlement Agreement

Upon motion by Trustee Lloyd, seconded by Trustee Nunez, **BE IT RESOLVED**, that the Westbury Memorial Public Library Board of Trustees hereby approves a Settlement Agreement and a Tuition Reimbursement Program Agreement, both dated November 19, 2024 between Westbury Memorial Public Library and the United Public Service Employees Union, and

BE IT FURTHER RESOLVED, that the board president is authorized to execute said agreements on the board's behalf.

VOTE: Yes – 3 (Marshall, Lloyd, Nunez)

MOTION CARRIED UNANIMOUSLY

d. Approval of Pay Raise

Upon motion by Trustee Lloyd, seconded by Trustee Nunez, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approve a salary raise of 1%, effective as of October 17, 2024 to be awarded to Director Tracy Horodyski.

VOTE: Yes – 3 (Marshall, Lloyd, Nunez)

MOTION CARRIED UNANIMOUSLY

e. Cancellation of December 19, 2024 Board Meeting

Approved unanimously

VI. PUBLIC COMMENT PERIOD

Mr. McGibbons mentioned that he was surprised recently, as he requested use of a private meeting room and was told that the Library currently does not have such a space available.

Mr. McGibbons further asked for clarity on who was authorized a pay raise (item "d" above).

VII. DATE OF NEXT MEETING

Thursday, January 16, 2025 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Lloyd, seconded by Trustee Nunez, the meeting was adjourned at 7:49pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Tyeisha Marshall, President: _____

Judy Gerrard, Vice President: ABSENT _____

Carmen Lloyd: _____

Simone Eason: ABSENT _____

Alex Nunez: _____