

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA
Thursday, January 16, 2025

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of October 17, 2024
 - b. Executive Session of October 17, 2024
 - c. Board Meeting of November 21, 2024
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #7 dated January 16, 2025
- 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. Annual Financial Report with Al Coster
 - b. Approval of Letter to Nassau County Civil Service Commission
- VI. Public Comments
- VII. Date of Next Session: February 20, 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

January 16, 2025 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on January 16, 2025.

The following Trustees were present constituting a quorum:

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

Also Present:

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

Absent without Notice:

Alex Nunez – Trustee

I. CALL TO ORDER

Upon motion by Trustee Eason and seconded by Trustee Lloyd the meeting was called to order by President Marshall at 7:16 pm.

II. APPROVAL OF MINUTES

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

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 Board Meeting of October 17, 2024, as presented.

VOTE: Yes – 3 (Marshall, Gerrard, Eason)

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

Upon motion by Trustee Eason, seconded by Trustee Gerrard, it was
MOVED, that the Westbury Memorial Public Library Board of
Trustees approve the minutes of the Executive Board Meeting of
October 17, 2024, as presented.

VOTE: Yes – 3 (Marshall, Gerrard, Eason)

c. Minutes of the Board Meeting of November 21, 2024

Decision to Table these minutes until the February 2025 meeting as
there could not be a quorum of trustees who were in attendance at
that meeting.

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. Treasury Warrant #7 dated January 16, 2025

Upon motion by Trustee Eason, seconded by Trustee Lloyd, it was

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

Warrant #7 dated January 16, 2025, which has been reviewed by the
Principal Account Clerk, in the amount of \$243,64.12.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. Historical Society Committee

Trustee Gerrard mentioned that there will be an upcoming
program on February 2nd on the History of Space Flight, which is
presented by an Astronaut who was on Apollo 14.

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
No Report
- g. Technology Committee
Trustee Lloyd deferred to Director Horodyski's report for any updates
- h. Building and Grounds Committee
Trustee Lloyd deferred to Director Horodyski's report for any updates
- i. Director's Report

Director's Report

January 16 2025

- We will be rolling out our new Program and Museum Pass software. LibCal, this month.
- The Career Room has been ordered and has completed fabrication. We are waiting for final payment to clear and the room will be shipped. DreamHouse has been made aware and are waiting to hear from me about the expected arrival date.
- Library Staff Training: Kantola Sexual Harassment training has been completed. Stop the Bleed Training needed to be rescheduled as the programmer was ill.
- 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.
- Congratulations to Linda Galante who retired at the end of the year after being with us for 15 years.
- The Westbury Superintendent's Tea was held at the Library on November 18th with a very large turnout.
- Carle Place is continuing to look for a new Treasurer for anyone who may be interested.
- I have begun holding budget meetings with the department heads for the 2025-2026 proposed budget.
- The Member Library Directors have met with some of our politicians to receive assistance with issues that we have been facing with Civil Service. I have provided a letter for the Board to review and hopefully sign off on that will be sent in conjunction with other libraries and NLS so that we can hopefully begin making some changes.
- In cooperation with mPact Outreach we held 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. Thank you for everyone who assisted, dropped off toys, and helped to wrap those toys that we received. Leftover toys were donated to the Catholic Health Services for St. Francis, Children's Ward.
- Our annual High Tea on December 9 was a wonderful event! Thank you for Aisha Cooper for running this beloved event.
- A mini version of the Library tour will be held this winter from January - March, entitled Library Quest..
- THANK YOU TO EVERYONE WHO FOUND IT IN THEIR HEART TO DONATE TO OUR NUMEROUS CAUSES THIS WINTER. 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.
- The social work interns were off 2 weeks for the holidays but have begun assisting our patrons once again.
- I am working with Trustee Alex Nunez and YA Librarian Meagan Kimick on creating a patron survey.

- NLS has decided to hire Clarivate to create the Nassau Libraries new mobile app. They are looking at a soft rollout in February.
- 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.
- CPS Glass came on December 18th to fix a glass pane in the program room that allowed in water.
- A&J Landscaping completed our annual Fall/Winter cleaning on December 18.
- 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
November 2024	2701
December 2024	2867

- Hoopla Statistics for 2024:
 -

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

Nov-24	123	54	13	8	8	1	5	8
Dec-24	150	48	12	9	10	1	7	19

- Circulation Statistics for the month of December :

-

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	432	153
Book (Fic)	721	862
NEW (NF)	108 (A & J)	n/a
NEW (Fic)	290 (A & J)	n/a
Civil Service/Test Prep	1	n/a
World Language	2	28
Picture Book	n/a	703
Leased	12	n/a
Video Recordings	451	52
Sound Recordings	103	1
NEW Sound Recordings	127 (A & J)	n/a
NEW Video Recordings	152 (A & J)	n/a
Graphic Novel	151	10
ILL	6	0
Video Games	4	45
Periodicals	86	0
KIT	59	50
Summer Reading	1	0
YA (Fic)	107	n/a
YA (NF)	23	n/a
Museum Passes	58	n/a
LILINK Requestable Print	18	0
AHA Blood Pressure	3	n/a

Respectfully Submitted,
Tracy Horodyski, Director



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

V. NEW BUSINESS

- a. Annual Financial Report

Upon motion by Trustee Eason, seconded by Trustee Lloyd, it was

RESOLVED, that the Westbury Memorial Public Library Board of Trustees, at a meeting held on January 16, 2025, approved the Independent Auditor's Report dated June 30, 2024 completed by Baldessari & Coster.

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

MOTION CARRIED UNANIMOUSLY

- b. Approval of Letter to Nassau County Civil Service Commission

Decision to Table this topic until the Board could further research.

VI. PUBLIC COMMENT PERIOD

Alexander Castro inquired about having a microphone available for speakers during future meetings.

Mr. Castro also requested some clarification on Accountant, Mr. Coster's presentation on the Fiscal Report.

Roy Muntz clarified that the Library Budget is posted on the Library website as are meeting minutes.

Mr. Muntz also mentioned that there was a recent hack of a student portal and inquired about the type of information the Library keeps on their patrons.

Chester McGibbons further asked for clarity on the Fiscal Report.

VII. DATE OF NEXT MEETING

Thursday, February 20, 2025 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Gerrard seconded by Trustee Lloyd, the meeting was moved to Executive Session at 8:04pm.

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: _____