

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, February 20, 2025

- I. Call to Order with Quorum
- II. Approval of Minutes
 - a. Board Meeting of November 21, 2024
 - b. Board Meeting of January 16, 2025
 - c. Executive Session of January 16, 2025
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #8 dated February 20, 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. Sta Reports
- V. New Business
 - a. Staff Recognition
- VI. Public Comments
- VII. Date of Next Session: March 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

February 20, 2025 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on February 20, 2025.

The following Trustees were present constituting a quorum:

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

Also Present:

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

Absent with Notice:

Tyeisha Marshall – President
Judy Gerrard – Vice President
Egita Johnson – Assistant Director

I. CALL TO ORDER

Upon motion by Trustee Nunez and seconded by Trustee Eason the meeting was called to order by Trustee Lloyd at 7:04 pm.

II. APPROVAL OF MINUTES

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

Decision to Table these minutes until the March 2025 meeting due to lack of correct quorum.

b. Minutes of the Board Meeting of January 16, 2025

Decision to Table these minutes until the March 2025 meeting due to lack of correct quorum.

- c. Minutes of the Executive Board Meeting of January 16, 2025

Decision to Table these minutes until the March 2025 meeting due to lack of correct quorum.

III. PRINCIPAL ACCOUNT CLERK'S REPORT

- a. Treasury Warrant #8 dated February 20, 2025

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

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

Warrant #8 dated February 20, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$227,284.43.

VOTE: Yes – 3 (Lloyd, Eason, Nunez)

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- a. Historical Society Committee

No Report

- b. Public Relations Committee

No Report

- c. Collections Committee

No Report

- d. Personnel Committee

No Report

- e. School Liaison

Trustee Lloyd mentioned that the African-American Read-In was very well-attended. She said that both the Carle Place and

Westbury school districts attended and participated. She continued that the Library staff went above and beyond organizing, running and preparing for the event.

f. Budget Finance Committee

Trustee Eason mentioned that she met with Director Horodyski and Principal Account Clerk Graf to review the proposed 2025-26 budget, which they expect to finalize next week.

g. Technology Committee

Trustee Lloyd mentioned that the Technology Department did a fabulous job at the African-American Read-In.

h. Building and Grounds Committee

Trustee Lloyd refers to the Director's Report for any details, and also mentioned the challenges the Library is facing with a cracked heat exchanger in the HVAC unit feeding the Meeting Room.

i. Director's Report

Director's Report

February 20 2025

- Our new Program and Museum Pass software. LibCal has done a soft rollout this month. Many of us attended the LibCal training on January 15th.
- The Career Room has been put together and the electricity completed. We are now working on furniture placement and getting the technology setup. The room will be used by appointment.
- As per a recommendation from our accountant we are working with him on creating an Investment Policy. It will be passed to Library Counsel and the Board for review and input before final acceptance.
- The Annual Budget Vote and Trustee Election will be held on Tuesday, April 8th from 9am-9pm. The Budget Hearing will be held on Tuesday, April 1st from 7-8pm.
- Nominating information has gone out for one open position and is due to the District Clerk by March 10th. Forms can be found at either building for pick up.
- Lynn and I had our first budget meeting with Simone on February 11th and have scheduled our followup meeting.
- I have asked Egita and Emily to create a Person in Charge training for those staff who close the buildings.
- We are currently working on the Annual Report.
- On January 20th I had the pleasure of meeting Area 9 NLS Trustee, Joshua Smith. We spoke about the community, resources that the Library provides and some of our needs. Joshua wants to maintain a working relationship with all of the Libraries in his area.
- The Libraries under Senate District 6 met with Senator Bynoe to discuss her plans as the new State Library Chair as well as our needs and what we are facing.
- Happy 10 year Anniversary to Children's Librarian II, Andrea Verasami!

- The Library Quest tour is currently going on through March 3rd.
- 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.

- The piano has its annual tuning on January 13th.
- The 56th African American Read-In will be on Monday, February 10th. As usual, we are looking forward to a wonderful turnout.
- The programming department is working on our Black Business Expo to be held on Monday, February 24th from 6-8pm.
- Tax Appointment with AARP and VITA have begun this month.
- The DMV was here to work with patrons on completing their Enhanced licenses that are due this May. There was a slight hiccup as the DMV site went down all the way up to Albany but did come back on. They are working with Programming to schedule another for March and May.
- Thank you to the IT and Maintenance staff who completed working on the tedious job of updating the labeling of the breaker boxes and outlets so that we know exactly which outlet works off which breaker box.
- Hartford Steam Boiler completed their inspection on January 14th.
- The Maintenance staff has been keeping up on the weather conditions and keeping the grounds safe.
- OverDrive/Libby statistics for 2024:
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January 2025	3148
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- Hoopla Statistics for 2024:
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Date	Audio- Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patro
Jan-25	174	51	10	19	10	6	11	10

- Circulation Statistics for the month of December :
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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	476	211
Book (Fic)	793	985
NEW (NF)	106 (A & J)	n/a
NEW (Fic)	270 (A & J)	n/a
Civil Service/Test Prep	0	n/a
World Language	10	37
Picture Book	n/a	756
Leased	10	n/a
Video Recordings	426	35
Sound Recordings	107	1

NEW Sound Recordings	122 (A & J)	n/a
NEW Video Recordings	131 (A & J)	n/a
Graphic Novel	96	2
ILL	3	0
Video Games	6	38
Periodicals	91	6
KIT	54	52
Summer Reading	0	0
YA (Fic)	74	n/a
YA (NF)	28	n/a
Museum Passes	12	n/a
LILINK Requestable Print	10	0
LILINK Requestable Media	3	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. Staff Recognition

Congratulations to Andrea Verasami who is celebrating 10 years as a Children's Librarian here at WMPL.

VI. PUBLIC COMMENT PERIOD

Ms. Abatiello asked for clarification on the DMV program that was held here recently.

Ms. Abatiello also expressed her fondness for the Children's Library and how she still recalls attending a program with her children that was run by the Wildlife Center of Long Island.

Trustee Nunez announced that the wall space behind the Circulation Desk has recently been updated with an installation of artwork from Westbury High School students.

Trustee Nunez also mentioned that he would like to invite the students whose work is on display, and their supervisor, to attend the next Library board meeting.

Trustee Nunez also mentioned that Westbury Arts and Westbury High School are hosting a performance at the High School, presented by Pat Lewis in honor of Black History Month, this upcoming Saturday, February 22nd at 3pm.

Trustee Lloyd reminded us that this Monday, the Library will be hosting the Black Business Expo and Tuesday will be a presentation with the local NAACP.

VII. DATE OF NEXT MEETING

Thursday, March 20, 2025 at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Nunez seconded by Trustee Eason, the meeting was moved to Executive Session at 7:30pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Tyeisha Marshall, President: _____Absent_____

Judy Gerrard, Vice President: _____Absent_____

Carmen Lloyd:_____

Simone Eason:_____

Alex Nunez: _____