

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, March 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
 - d. Board Meeting of February 20, 2025
 - e. Executive Session of February 20, 2025
 - f. Executive Session of March 10, 2025
 - g. Special Meeting of March 10, 2025
- III. Principal Account Clerk's Report
 - a. Approval of Treasury Warrant #9 dated March 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. Staff Reports
- V. New Business
 - a. Staff Appreciation
 - b. Approval of 2024 Annual State Report
 - c. Approval of 2025-2030 Carle Place Contract
- VI. Public Comments
- VII. Date of Next Session: April 17, 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

March 20, 2025 at 7:00 PM

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

The following Trustees were present constituting a quorum:

Judy Gerrard – Vice President
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
Egita Johnson – Assistant Director

I. CALL TO ORDER

Upon motion by Trustee Nunez and seconded by Trustee Lloyd the meeting was called to order by Trustee Gerrard 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

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 January 16, 2025, as presented.

VOTE: Yes – 3 (Gerrard, Lloyd, Eason)

Abstain - 1 (Nunez)

MOTION CARRIED

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

Upon motion by Trustee Lloyd, seconded by Trustee Eason, it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of January 16, 2025, as presented.

VOTE: Yes – 3 (Gerrard, Lloyd, Eason)

MOTION CARRIED

- d. Minutes of the Board Meeting of February 20, 2025

Upon motion by Trustee Nunez, seconded by Trustee Eason, it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of February 20, 2025, as presented.

VOTE: Yes – 3 (Lloyd, Eason, Nunez)

MOTION CARRIED

- e. Minutes of the Executive Board Meeting of February 20, 2025

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 Executive Board Meeting of February 20, 2025, as presented.

VOTE: Yes – 3 (Lloyd, Eason, Nunez)

MOTION CARRIED

- f. Minutes of the Executive Board Meeting of March 10, 2025

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of March 10, 2025, as presented.

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

MOTION CARRIED UNANIMOUSLY

- g. Minutes of the Special Session Meeting of March 10, 2025
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 Special Session Board Meeting of March 10, 2025, as presented.

VOTE: Yes – 4 (Gerrard, Lloyd, Eason, Nunez)
MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

- a. Treasury Warrant #9 dated March 20, 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 #9 dated March 20, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$391,778.26.

VOTE: Yes – 4 (Gerrard, Lloyd, Eason, Nunez)
MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

- a. Historical Society Committee

Trustee Gerrard announced that this upcoming Sunday a program will be presented by the Historical Society, entitled The Stories of Bessie Raiche and Roxey. The story of the first woman to pilot an airplane solo and her dog who became the unofficial mascot of the LIRR.

- b. Public Relations Committee

Trustee Nunez said that he met with Director Horodyski last week to speak about better utilizing the space within the Library.

Trustee Nunez further commented on the Historical Society and how they are actively looking for new members.

- c. Collections Committee

No Report

- d. Personnel Committee

Trustee Gerrard deferred to Director Horodyski's report for any updates

e. School Liaison

No Report

f. Budget Finance Committee

Trustee Eason mentioned that she met with Director Horodyski and Senior Account Clerk Graf to discuss and finalize the upcoming proposed 2025 - 2026 budget.

g. Technology Committee

Trustee Lloyd mentioned that she met with Director Horodyski to discuss PSE&G rebates for the lighting throughout the library.

h. Building and Grounds Committee

Trustee Lloyd mentioned that she had discussed some spring updates and plantings around the Library property with Director Horodyski.

i. Director's Report

Director's Report

March 20 2025

- 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 second budget meeting with Simone on February 26th.
- We have been working on the next five year contract with the Carle Place Library Funding Board.
- The 2024 Annual Report is on the agenda for approval.
- Civil Service finally has a new Executive Director, Carnell Foskey, who was chosen from the Civil Service Commission. The Director and Commission have received the letter from the Nassau Libraries regarding a residency waiver and it will be up for discussion at their March Board meeting, date to be determined.
- I have asked Egita and Emily to create a Person in Charge training for those staff who close the buildings.
- 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.
- Happy 25 years to Library Monitor, Norman Bolling!
- One of our social work Master interns, Melody Jacobs, has offered to stay with us through the summer by coming in every other week to work with those patrons who are in need of assistance. The interns will end their time here in May.
- NLS has decided to hire Clarivate to create the Nassau Libraries new mobile app. They are looking at a soft rollout in March.
- NLS will also be rolling out a new SMS system beginning March 3rd in order for patrons to receive account updates.
- Our Black Business Expo was held on Monday, February 24th from 6-8pm to good attendance and we appreciate every business and patron who came out to support this initiative.
- Tax Appointments with AARP and VITA have been very busy. Thank you to Trustee, Simone Eason who is one of those volunteers.
- Library Spirit Week this year will be held on April 7th - 11th.
 - Monday 4/7: Super Hero Day
 - Tuesday 4/8: Nerd Day
 - Wednesday 4/9: Twin Day
 - Thursday 4/10: Villain Day
 - Friday 4/11: Music Day

- Trustee Alex Nunez will participate as our Bunny again this year for our Annual Egg Hunt on Saturday, April 5th.
- The Westbury teachers will hold one of their quarterly leadership workshops at the Library on Tuesday, March 4th.
- Senator Seila Bynoe was interviewed by Newday at the Children's Library in February.
- A Newsday reporter met with Emily Farrell to write an article about **Long Island Libraries with Free Play Areas for Kids.** (Found at: <https://www.newsday.com/lifestyle/family/long-island-library-place-centers-kids-f46dpzimand> **Flying birds at Robert Bacon Memorial Children's Library**)



Children's librarian-in-training Jenna Mevorah reads a story at Lil Owls toddler time at Robert Bacon Memorial Children's Library. Credit: Morgan Campbell

Still looking good at 100, the children's library is in a separate building just for the young — adults cannot stay without their kids. A bird theme fuels flights of fancy. Five owls make up the roof weather vane. A massive, quirky painting depicts a map of Long Island and its birds, most with a painted number that corresponds with their pages in the "Birds of New York" guide.

One must crouch to kid level to delight in a cabinet of rare, miniature birds created and painted by famous bird carver Anthony Elmer Crowell, born in 1862.

"The kids love them — they're just small and little, like them," says Emily Farrell, head of the children's library. "They always talk about the little bird eggs."

- Unfortunately, the heat extruder above the Program room has died. We are waiting for the new part to arrive. We do have verification that it has shipped. Our HVAC company has loaned us some heaters to assist with offsetting the lack of heat in the room. We have moved around some programs as much as possible.
- The Career Room has been put together and the electricity completed. The room has not been set up for use yet as we've been using it to subsidize meetings and programs due to the heat in the Program room. Once the Program room is back up and running, the Career Room will be put together as it was planned.
- I have met with PSEG Long Island to discuss the possibility of rebates to replace the lights in the building and for the outside parking lot. The better rebate is to have all of the lights replaced completely. I now have to work on getting quotes for the project.
- We have purchased blinds for the Computer Lab as the light in that area can be brutal on our staff and patrons' use of the area.
- OverDrive/Libby statistics for 2024:
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January 2025	3148
February 2025	2766

- Hoopla Statistics for 2024:

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Date	Audio- Book	e-Book	Movies	Tele vision	Comics	Binge Passes	Music	New Reg Patrons
Jan-25	174	51	10	19	10	6	11	10
Feb-25	157	54	14	13	7	1	4	12

- Circulation Statistics for the month of December :

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	412	288
Book (Fic)	786	1037
NEW (NF)	134 (A & J)	n/a
NEW (Fic)	235 (A & J)	n/a
Civil Service/Test Prep	0	n/a
World Language	3	48
Picture Book	n/a	647
Leased	13	n/a
Video Recordings	425	28
Sound Recordings	106	1
NEW Sound Recordings	164 (A & J)	n/a
NEW Video Recordings	206 (A & J)	n/a
Graphic Novel	105	5
ILL	11	0
Video Games	4	52
Periodicals	86	3
KIT	47	48
Summer Reading	0	0
YA (Fic)	63	n/a
YA (NF)	17	n/a
Museum Passes	40	n/a

LILINK Requestable Print	18	0
LILINK Requestable Media	5	0
J Preload Device	n/a	2
AHA Blood Pressure	1	n/a

Respectfully Submitted,
Tracy Horodyski, Director



- j. Staff Reports
 {see attached}

V. NEW BUSINESS

- a. Staff Recognition

Congratulations to Norman Bolling who is celebrating 25 years as an evening security guard here at WMPL.

- b. Approval of 2024 Annual State Report

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, it was **RESOLVED**, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the 2024 Annual State Report.

VOTE: Yes – 4 (Gerrard, Lloyd, Eason, Nunez)
MOTION CARRIED UNANIMOUSLY

- c. Approval of 2025 – 2030 Carle Place Contract

Upon motion by Trustee Eason, seconded by Trustee Lloyd, it was **RESOLVED**, after discussion, that the Westbury Memorial Public Library Board of Trustees approve the 2025 – 2030 Carle Place Contract.

VOTE: Yes – 4 (Gerrard, Lloyd, Eason, Nunez)
MOTION CARRIED UNANIMOUSLY

VI. PUBLIC COMMENT PERIOD

Mr. McGibbon asked for clarification on utilization of Library space and also inquired as to whether Quiet Rooms would return.

Mr. McGibbon asked if there are any top priority items in the upcoming Budget that could be mentioned.

Mr. McGibbon further asked for clarification of any changes to the Carle Place contract.

Mr. McGibbon also inquired to whether the State Report is available for the public to view.

Mr. Cilmi announced that he is a Yoga teacher and Westbury resident. He expressed his interest in continuing to run Yoga classes at the Library.

Ms. Hegarty announced that she is a resident of Carle Place and a patron of Mr. Cilmi's Yoga Class.

Ms. Abbatiello announced that she has also participated in the Yoga class in the past and appreciated the Library working to accommodate the working-class population by offering such classes in the evenings.

VII. DATE OF NEXT MEETING & UPCOMING EVENTS

Tuesday, April 1, 2025, at 7:00pm for the Budget Hearing

Tuesday, April 8, 2025, 9:00am – 9:00pm for the Budget Vote

Thursday, April 17, 2025, at 7:00pm for the next Board Meeting

VIII. ADJOURNMENT

Upon motion by Trustee Lloyd seconded by Trustee Nunez, the meeting was adjourned at 7:54pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Tyeisha Marshall, President: _____Absent_____

Judy Gerrard, Vice President: _____

Carmen Lloyd:_____

Simone Eason:_____

Alex Nunez: _____