

**WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA**

Thursday, April 17, 2025

I. Call to Order with Quorum

II. Approval of Minutes

- a. Board Meeting of November 21, 2024
- b. Board Meeting of March 20, 2025
- c. Executive Session of April 1, 2025

III. Principal Account Clerk's Report

- d. Approval of Treasury Warrant #10 dated April 17, 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. PSEG Rebate Discussion

VI. Public Comments

VII. Date of Next Session: May 15, 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

April 17, 2025 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on April 17, 2025.

The following Trustees were present constituting a quorum:

Tyeisha Marshall – President
Judy Gerrard – Vice President
Alex Nunez – Trustee

Also Present:

Tracy Horodyski – Director
Maureen Daly – Account Clerk
Adina Gunsburg – Assistant to the Director

Absent with Notice:

Carmen Lloyd – Trustee
Simone Eason – Trustee
Egita Johnson – Assistant Director
Lynn Graf – Principal Account Clerk

I. CALL TO ORDER

Upon motion by Trustee Gerrard and seconded by Trustee Nunez the meeting was called to order by President Marshall at 7:02 pm.

II. APPROVAL OF MINUTES

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

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

- b. Minutes of the Board Meeting of March 20, 2025

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

c. Minutes of the Executive Board Meeting of April 1, 2025

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

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. Treasury Warrant #10 dated April 17, 2025

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

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

Warrant #10 dated April 17, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$251,899.72.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. Historical Society Committee

Trustee Gerrard announced that the Historical Society of the Westburys will be holding their last event for the season on Sunday, April 27th at 2:30pm on the stories of Bessie Raiche and Roxey.

b. Public Relations Committee

Trustee Nunez said that he was asked to attend a meeting of the Historical Society of the Westburys to discuss options to advertise and promote the Society. Trustee Nunez said that after the meeting he created an Instagram account for the Historical Society, which can be found at @WestburyHistorical, where he hopes to post at least once a month.

c. Collections Committee

No Report

d. Personnel Committee

No Report

e. School Liaison

President Marshall deferred to the Director's report for any updates.

f. Budget Finance Committee

No Report

g. Technology Committee

President Marshall deferred to the Director's report for any updates.

h. Building and Grounds Committee

President Marshall deferred to the Director's report for any updates.

i. Director's Report

Director's Report

April 17, 2025

- The Annual Budget Vote and Trustee Election was held on Tuesday, April 8th. The budget passed with 152 YES and 25 NO votes. Carmen Lloyd has been voted in for her second term as trustee with 160 votes. Thank you to all who braved the cold and wind to vote.
- The Budget Hearing was held on Tuesday, April 1st.
- We have officially signed a new five year contract with the Carle Place Library Funding Board. Thank you to all our Carle Place patrons who use the Library on a regular basis!
- The Civil Service Director and Commission have denied the letter from the Nassau Libraries regarding a residency waiver for Librarian exams. Librarians attended the Civil Service Commission's meeting on March 27th. The waiver will be discussed by the Commission again after hearing the issues from the library staff who attended.
- 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. Lynn and I will meet with Al Coster after the Budget Vote to continue working on this.
- Directors met with Assemblymember Charles Lavine on March 21st at the Plainview Old-Bethpage Library to discuss the future loss of the IMLS Grants.

- The Library received 4 used bicycles from the DOT last year that we are using for the weekly Bicycling program this season.
- The DMV assisted just over 100 patrons on Saturday, March 22 get their Enhanced IDs. We were looking to schedule another program but were informed that they are done for the year visiting libraries and that anyone else would have to go to the DMV.
- The Long Island Children's Museum have finally agreed to go digital which is fantastic but have also changed their fee and attendee structure. Unfortunately, it's allowing for less people for more money. We do understand that this is a very popular pass so we will continue with it but will only purchase one.
- NLS has decided to hire Clarivate to create the Nassau Libraries new mobile app. They are looking at a soft rollout in March.
- With the Spring season and warmer weather we welcome our outside programs such as our Bicycling Club, Walking Club and Teen and Children's Gardening.
- National Library Week this year will be held April 7th - 11th. In order to celebrate this year our Spirit Week themes will be:
 - 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

- The heat extruder above the Program room was replaced on Monday, March 24th.
 - The Career Room is up and running and already in use.
 - Some slate tiles from the Cottage and Children's Library have either broken or have fallen off so we have been bringing in companies for quotes on replacements. This needs to be done to prevent leaking and for safety as slate is very heavy.
 - I met with Andrew Cacioppo, a PSEG Long Island Energy Consultant 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 instead of a retrofitting. Andrew provided me with companies who work with PSEG and the rebate program. After receiving the quotes I had a discussion with Andrew to review them. This discussion will begin at this Board meeting.
 - I received a reviewed RFP back from Library Counsel regarding the replacement/repair of the Children's and Main windows. I am currently reviewing it for questions before it goes out.
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- OverDrive/Libby statistics for 2024:
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January 2025	3148
February 2025	2766
March 2025	3023

- 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
Mar-25	177	56	17	12	5	0	5	6

- Circulation Statistics for the month of March:
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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	532	312
Book (Fic)	831	1227
NEW (NF)	129 (A & J)	n/a
NEW (Fic)	250 (A & J)	n/a
Civil Service/Test Prep	3	n/a
World Language	8	68
Picture Book	n/a	999
Leased	17	n/a

Video Recordings	538	74
Sound Recordings	92	11
NEW Sound Recordings	124 (A & J)	n/a
NEW Video Recordings	230 (A & J)	n/a
Graphic Novel	112	9
ILL	13	0
Video Games	6	57
Periodicals	99	2
KIT	54	53
Summer Reading	5	0
YA (Fic)	90	n/a
YA (NF)	11	n/a
Museum Passes	23	n/a
LILINK Requestable Print	23	0
LILINK Requestable Media	10	0
J Preload Device	n/a	8
AHA Blood Pressure	3	n/a

Respectfully Submitted,
Tracy Horodyski, Director



j. Staff Reports

{see attached}

V. NEW BUSINESS

a. PSEG Rebate Discussion

A discussion was held regarding PSEG lighting upgrade rebates.

VI. PUBLIC COMMENT PERIOD

No Comments

VII. DATE OF NEXT MEETING & UPCOMING EVENTS

Thursday, May 15, 2025, at 7:00pm for the next Board Meeting

VIII. ADJOURNMENT

Upon motion by Trustee Nunez, seconded by Trustee Gerrard, the meeting was adjourned at 7:44pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:

Tyeisha Marshall, President: _____

Judy Gerrard, Vice President: _____

Carmen Lloyd: _____Absent_____

Simone Eason: _____Absent_____

Alex Nunez: _____