

WESTBURY MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Thursday, May 15, 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
- d. Board Meeting of April 17, 2025

III. Principal Account Clerk's Report

- a. Approval of Treasury Warrant #11 dated May 15, 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
- k. Assistant Director's Report

V. New Business

VI. Public Comments

VII. Date of Next Session: June 19, 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

May 15, 2025 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on May 15, 2025.

The following Trustees were present, constituting a quorum:

Tyeisha Marshall – President
Judy Gerrard – Vice 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:

Simone Eason – Trustee

I. CALL TO ORDER

Upon motion by Trustee Nunez and seconded by Trustee Lloyd the meeting was called to order by President Marshall at 7:01 pm.

II. APPROVAL OF MINUTES

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

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

MOVED, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of November 21, 2024, as presented.

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

MOTION CARRIED UNANIMOUSLY

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

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

VOTE: Yes – 3 (Gerrard, Lloyd, Nunez)

MOTION CARRIED UNANIMOUSLY

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

Upon motion by Trustee Lloyd, seconded by Trustee Nunez, it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Executive Board Meeting of April 1, 2025, as presented.

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

MOTION CARRIED UNANIMOUSLY

d. Minutes of the Board Meeting of April 17, 2025

Upon motion by Trustee Gerrard, seconded by Trustee Nunez, it was **MOVED**, that the Westbury Memorial Public Library Board of Trustees approve the minutes of the Board Meeting of April 17, 2025, as presented.

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

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. Treasury Warrant #11 dated May 15, 2025

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 #11 dated May 15, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$334,765.44.

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

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. Historical Society Committee

Trustee Gerrard mentioned that the most recent Historical event about Bessie & Roxey on April 27th was riveting and well attended.

Trustee Gerrard also mentioned that there will be an upcoming Historical Society meeting on June 3rd at 7:30pm.

b. Public Relations Committee

Trustee Nunez announced that he continued discussions with Director Horodyski regarding the newsletter and marketing for the Historical Society.

c. Collections Committee

No Report

d. Personnel Committee

Trustee Gerrard deferred to the Director's report for any updates.

e. School Liaison

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

f. Budget Finance Committee

No Report

g. Technology Committee

Trustee Lloyd deferred to the Director's report for any updates.

h. Building and Grounds Committee

Trustee Lloyd deferred to the Director's report for any updates.

i. Director's Report

Director's Report

May 15, 2025

- After denying the letter from the Nassau Libraries regarding a residency waiver for Librarian exams, the Civil Service Commission has agreed to a 2 year probational waiver that has been issued for the Librarian I exams beginning with this most current exam.
- 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 this month.
- The Library received a commendation from Bruce Blakeman and the Office of Minority Affairs for our work with them.
- Held our first joint Circulation and Reference meeting in order to have a better flow of duties and customer service.
- Westbury High School Senior, Jeanine Neus, requested permission to take some of her graduation photos at the Library since we were a large part of her schooling. I was very happy to give her permission to do so.
- Andrea V. and Andrea M. represented the Library at the annual Hop into Spring event at the YES We Can Community Center on 4/26.
- The Library will be attending the spring Street Fair on May 31st.
- We have begun discussing plans for our annual Fall Festival.
- The Nassau Libraries new mobile app will be sent to the libraries for review this month and will hopefully go live soon.
- We have begun receiving quotes from arborists to prune and inspect the trees on the property.
- C&C Sprinkler did a mandatory backflow test on 4/17. The results were sent to the Water Authority.
- Quinn & Feiner changed the air filters on 4/21 and will be back on 5/6 to turn off the heat.
- We have begun receiving quotes from carpenters for repairs to the front awning.
- Alex and Fritz will meet with Alex from A&J Landscaping on 5/5 to review some projects we would like to see completed on the property.
- 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. Quotes are being turned in.
- 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. We are waiting on 4 more quotes before making a final decision.
- I received a reviewed RFP back from Library Counsel regarding the replacement/repair of the Children's and Main windows. The RFP is due back from interested vendors on May 14th.
- OverDrive/Libby statistics for 2025:
 -

January 2025	3148
February 2025	2766
March 2025	3023
April 2025	2910

- Hoopla Statistics for 2025:
 -

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
Apr-25	184	56	15	12	8	1	6	9

- Circulation Statistics for the month of April:

○

ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	467	295
Book (Fic)	881	1069
NEW (NF)	135 (A & J)	n/a
NEW (Fic)	221 (A & J)	n/a
Civil Service/Test Prep	1	n/a
World Language	6	58
Picture Book	n/a	732
Leased	10	n/a
Video Recordings	437	51
Sound Recordings	68	1
NEW Sound Recordings	174 (A & J)	n/a
NEW Video Recordings	203 (A & J)	n/a
Graphic Novel	137	8
ILL	18	0
Video Games	3	39
Periodicals	119	1
KIT	52	56
Summer Reading	6	0
YA (Fic)	71	n/a
YA (NF)	17	n/a
Museum Passes	84	n/a
LILINK Requestable Print	24	0
LILINK Requestable Media	20	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

none

VI. PUBLIC COMMENT PERIOD

Ms. Ehrling inquired about the results of the Book Sale that was held in April.

Ms. Ehrling also inquired about non-specific books in the Children's collection.

Mr. McGibbon further asked about the Library's Curating Materials Policy: Maintenance and Discarding of Collection.

VII. DATE OF NEXT MEETING & UPCOMING EVENTS

Thursday, June 19, 2025, at 7:00pm for the next Board Meeting

VIII. ADJOURNMENT

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, the meeting was moved to Executive Session at 7:24pm.

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: _____Absent_____

Alex Nunez: _____