

WESTBURY MEMORIAL PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING AGENDA

Thursday, June 19, 2025

I. Call to Order with Quorum

II. Approval of Minutes

- a. Board Meeting of May 15, 2025
- b. Executive Session of May 15, 2025

III. Principal Account Clerk's Report

- a. Approval of Treasury Warrant #12 dated June 19, 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

- a. Approval of Technology Discard List
- b. Approval of Fulltime Clerk-Typist
- c. Approval of Proposed Amendments to NLS Memorandum of Organization

VI. Public Comments

VII. Date of Next Session: July 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

June 19, 2025 at 7:00 PM

A meeting of the Board of Trustees of the Westbury Memorial Public Library was held on June 19, 2025.

The following Trustees were present, constituting a quorum:

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

Also Present:

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

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

a. Minutes of the Board Meeting of May 15, 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 May 15, 2025, as presented.

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

Abstain - 1 (Eason)

MOTION CARRIED UNANIMOUSLY

b. Minutes of the Executive Board Meeting of May 15, 2025

Upon motion by Trustee Gerrard, 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 May 15, 2025, as presented.

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

Abstain - 1 (Eason)

MOTION CARRIED UNANIMOUSLY

III. PRINCIPAL ACCOUNT CLERK'S REPORT

a. Treasury Warrant #12 dated June 19, 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 #12 dated June 19, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$253,611.72.

VOTE: Yes – 5 (Marshall, Gerrard, Lloyd, Eason, Nunez)

MOTION CARRIED UNANIMOUSLY

IV. COMMITTEE REPORTS

a. Historical Society Committee

Trustee Gerrard announced that there will be an Open House for the Historical Society on the afternoon of Saturday, September 20th.

b. Public Relations Committee

Trustee Nunez said that Director Horodyski had sent him a draft of the survey that they were working on together.

c. Collections Committee

No Report

d. Personnel Committee

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

e. School Liaison

No Report

f. Budget Finance Committee

Trustee Eason said that she met with Director Horodyski to discuss the Investment Policy, with possible updates to come soon.

Trustee Eason also mentioned that she met with Principal Account Clerk Graf and Director Horodyski to discuss opening another bank account as per the suggestion of CPA Al Coster, the Library's Accountant.

g. Technology Committee

Trustee Lloyd complimented the Tech Department who played an integral role in the success of the Juneteenth event which was held at the Library on Wednesday, June 18th.

h. Building and Grounds Committee

No Report

i. Director's Report

Director's Report

June 19, 2025

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- Adelphi social work intern, [Melody Jacobs](#) will continue for the summer assisting patrons every other Friday evening.
 - I have spoken with the supervisor from Adelphi in regard to our interest for social work interns for the next school year. I have already been sent an applicant to review. Stony Brook has also been made aware of our interest.
 - Lynn and I met with Al Coster then Simone to review the draft investment policy. The intention is to put it on the agenda for approval at the July Board meeting. (As per a recommendation from our accountant we are working with him on creating an Investment Policy.)
 - Part time Typist-Clerk, Kierstin McFarlane-Wilson began her full time position with us on May 30th. We're very excited to have her with us on a regular basis.
 - Dennis from Al Coster's office came in on June 4, to begin our preliminary audit. Dennis will also work with Lynn and Maureen on how to run different reports and how best to utilize QuickBooks.
 - NLS is working on updating their Memorandum of Organization. Some of these items pertain to filling vacant NLS Board positions, Trustee education, and voting. The proposed changes have been given to the Board for review. The signed ballot is due back to NLS by September 1.
 - Library staff (David, Andrea V, Andrea M, Meagan, Tracy) attended the spring Street Fair on May 31st. The event was busy even with the lengthy wind gusts. (They really brought the community together!) David and Andrea were able to obtain information for other possible programmers for the Library.
 - We have begun discussing plans for our annual Fall Festival to be held on Saturday, October 4th. There will also be a book sale going on in the program room that day.
 - Nassau Libraries new mobile app was sent to the Directors for review this month and will hopefully go live soon.
 - The Historical Society's last meeting for the summer will be on June 3.
 - The survey that I have been working on with Alex and Meagan has been sent to the Board for review.
 - Quotes received from arborists to prune and inspect the trees on the property have been sent to the Board for review.

- Quotes received from carpenters for repairs to the front awning have been sent to the Board for review.
- Alex and Fritz met with Alex from A&J Landscaping to review some projects we would like to see completed on the property.
- 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. The last requested quotes have been sent to the Board for review.
- The RFP due date regarding the replacement/repair of the Children's and Main windows has been extended to June 18. Fritz and I have been meeting with architects interested in the project.
- NLS will be here on June 23 to update our routers with Mick. We will be down for a short time in the morning but hopefully the majority will be during our closed hour of 9-10am.

- OverDrive/Libby statistics for 2025:

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January 2025	3148
February 2025	2766
March 2025	3023
April 2025	2910
May 2025	3145

- Hoopla Statistics for 2025:

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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
Apr-25	184	56	15	12	8	1	6	9
May-25	176	56	18	6	6	1	7	7

- Circulation Statistics for the month of May:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	475	261
Book (Fic)	824	1064
NEW (NF)	129 (A & J)	n/a
NEW (Fic)	239 (A & J)	n/a
Civil Service/Test Prep	0	n/a
World Language	7	37
Picture Book	n/a	821

Leased	17	n/a
Video Recordings	407	25
Sound Recordings	56	0
NEW Sound Recordings	88 (A & J)	n/a
NEW Video Recordings	190 (A & J)	n/a
Graphic Novel	118	5
ILL	5	0
Video Games	10	26
Periodicals	74	2
KIT	45	42
Summer Reading	5	0
YA (Fic)	84	n/a
YA (NF)	26	n/a
YA Sound Recordings	1	n/a
YA Video Recordings	1	n/a
Museum Passes	67	n/a
LILINK Requestable Print	26	0
LILINK Requestable Media	12	0
J Preload Device	n/a	0
AHA Blood Pressure	4	n/a

Respectfully Submitted,
Tracy Horodyski, Director



j. Staff Reports

{see attached}

V. NEW BUSINESS

a. Approval of Technology Discard List

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves the disposal of the items listed on the Technology Discard List.

VOTE: Yes – 5 (Marshall, Gerrard, Lloyd, Eason, Nunez)

MOTION CARRIED UNANIMOUSLY

b. Approval of Full Time Clerk-Typist

Upon motion by Trustee Eason, seconded by Trustee Nunez, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves the promotion of Kierstin McFarlane-Wilson from Part-Time, to Full-Time Typist-Clerk.

VOTE: Yes – 5 (Marshall, Gerrard, Lloyd, Eason, Nunez)

MOTION CARRIED UNANIMOUSLY

c. Approval of Proposed Amendments to NLS Memorandum of Organization

Decision to Table this topic until the Board could further review. Moved to the July Board agenda for review.

VI. PUBLIC COMMENT PERIOD

Mr. McGibbon asked for clarification on the Technology Discards.

VII. DATE OF NEXT MEETING & UPCOMING EVENTS

Thursday, July 17, 2025, at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Nunez, seconded by Trustee Lloyd, the meeting was moved to Executive Session at 7:22pm.

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: _____