

WESTBURY MEMORIAL PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING AGENDA

Thursday, July 17, 2025

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- I. Call to Order with Quorum
- II. Election of Board President and Vice-President
- III. Oath of Office for Vice-President
- IV. Oath of Office for President
- V. Delegation of Committee Chairs
- VI. Approval of Minutes
  - a. Board Meeting of June 19, 2025
  - b. Executive Session of June 19, 2025
- VII. Principal Account Clerk's Report
  - a. Approval of Treasury Warrant #1 dated July 17, 2025
- VIII. 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
- IX. New Business
  - a. Approval of Administrative Raises
  - b. Approval of Full Time Young Adult Trainee
  - c. Approval of Proposed Amendments to NLS Memorandum of Organization
  - d. Cancellation of August 21, 2025 Board Meeting
- X. Public Comments
- XI. Date of Next Session: September 18, 2025
- XII. Anticipated Executive Session
- XIII. 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

July 17, 2025 at 7:00 PM

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

The following Trustees were present, constituting a quorum:

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

Also Present:

Tracy Horodyski – Director  
Egita Johnson – Assistant Director  
Lynn Graf – Principal Account Clerk

### I. CALL TO ORDER

Upon motion by Trustee Nunez, and seconded by Trustee Eason, the meeting was called to order by President Marshall at 7:06 pm.

### II. APPROVAL OF MINUTES

#### a. Minutes of the Board Meeting of June 19, 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 June 19, 2025, as presented.

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

*MOTION CARRIED UNANIMOUSLY*

#### b. Minutes of the Executive Board Meeting of June 19, 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 June 19, 2025, as presented.

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

*MOTION CARRIED UNANIMOUSLY*

### III. PRINCIPAL ACCOUNT CLERK'S REPORT

#### a. Treasury Warrant #1 dated July 17, 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 #1 dated July 17, 2025, which has been reviewed by the Principal Account Clerk, in the amount of \$243,554.31.

VOTE: Yes – 5 (Marshall, Gerrard, 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

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

#### e. School Liaison

No Report

#### 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

No Report

i. Director's Report

## Director's Report

July 17, 2025

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- With the beginning of the new fiscal year, collection orders are being placed again.
- Stony Brook Social Work has reached out with a potential candidate for their internship here at the Library. This person will be interviewed this month.
- A draft of the Investment Policy is currently with the Board. We will be discussing joining another back as our backup as is required of the policy and our accountant.
- 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.
- We welcome our part time Young Adult trainee, Meagan Kimick, who is now full time with us.
- The Career Room has been very well used.
- Database [Tutor.com](http://Tutor.com) has been replaced by NLS with Brainfuse's HelpNow. Information is going out for the community.
- Nassau Libraries now have a new mobile app available for download. The information has been shared on our social media and through e-blasts. <http://nassaulibraries.org/app>
- 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.
- 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 had been extended to June 18. Fritz and I met with interested architects and all responses have been received. They are currently with the Board and I am creating a comparison chart for easier use.
- The bottle filler station will be installed July 7 - July 14.
- The new laptop cabinet for the program room has been ordered.
- OverDrive/Libby statistics for 2025:

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

June 2025	3116
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- 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
Jun-25	166	39	16	16	14	0	3	12

- Circulation Statistics for the month of May:

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ITEM	ADULT ITEMS	JUVENILE ITEMS
Book (NF)	480	298
Book (Fic)	813	952
NEW (NF)	108 (A & J)	n/a
NEW (Fic)	222 (A & J)	n/a
Civil Service/Test Prep	0	n/a
World Language	3	56
Picture Book	n/a	738
Leased	13	n/a
Video Recordings	394	68
Sound Recordings	119	1
NEW Sound Recordings	88 (A & J)	n/a
NEW Video Recordings	139 (A & J)	n/a
Graphic Novel	132	7
ILL	18 (A & J)	n/a
Video Games	5	23
Periodicals	111	3
KIT	44	46
Summer Reading	6	0
YA (Fic)	58	n/a

YA (NF)	20	n/a
YA Sound Recordings	0	n/a
YA Video Recordings	1	n/a
Museum Passes	81	n/a
LILINK Requestable Print	25	0
LILINK Requestable Media	9	0
J Preload Device	n/a	4
AHA Blood Pressure	3	n/a

Respectfully Submitted,  
Tracy Horodyski, Director



- j. Staff Reports  
{see attached}

## V. NEW BUSINESS

### a. Approval of Administrative Raises

Upon motion by Trustee Eason, seconded by Trustee Nunez, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves the salary raise of 2% effective of July 1, 2025 to be awarded to each of the members of the Administrative Staff.

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

*MOTION CARRIED UNANIMOUSLY*

### b. Approval of Full Time Young-Adult Librarian Trainee

Upon motion by Trustee Gerrard, seconded by Trustee Lloyd, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves the promotion of Meagan Kimick from Part-Time, to Full-Time Young-Adult Librarian Trainee.

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

*MOTION CARRIED UNANIMOUSLY*

- c. Approval of Proposed Amendments to NLS Memorandum of Organization

Upon motion by Trustee Lloyd, seconded by Trustee Nunez, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves the amendment to the Nassau Library System Memorandum of Organization.

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

*MOTION CARRIED UNANIMOUSLY*

- **OATH OF OFFICE FOR TRUSTEE**

Carmen Lloyd has been sworn in for a 5-year term to the Board of Trustees to run from July 2025 through June 2030

- **Election of Board President and Vice-President**

Upon nominations from the Trustees, it was

**MOVED**, that the Westbury Memorial Public Library Board of Trustees appoint Simone Eason as Board President, whose position shall run from July 2025 through June of 2026.

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

*MOTION CARRIED UNANIMOUSLY*

Upon nominations from the Trustees, it was

**MOVED**, that the Westbury Memorial Public Library Board of Trustees appoint Alex Nunez as Board Vice-President, whose position shall run from July 2025 through June of 2026.

**VOTE:** Yes – 4 (Marshall, Gerrard, Lloyd, Eason)

*MOTION CARRIED UNANIMOUSLY*

- **OATH OF OFFICE FOR VICE PRESIDENT, Simone Eason**
- **OATH OF OFFICE FOR PRESIDENT, Alex Nunez**
- **DELEGATION OF COMMITTEES**

The Board of Trustees agreed to continue with their roles as follows:

- ❖ Historical Society Committee: Judy Gerrard
- ❖ Public Relations Committee: Alex Nunez

- ❖ Collections Committee: Judy Gerrard
- ❖ Personnel Committee: Judy Gerrard
- ❖ School Liaison: Tyeisha Marshall
- ❖ Budget Finance Committee: Simone Eason
- ❖ Technology Committee: Carmen Lloyd
- ❖ Building and Grounds Committee: Carmen Lloyd

d. Approval to cancel August 21, 2025 Board Meeting

Upon motion by Trustee Gerrard, seconded by Trustee Lloyd, it was **RESOLVED**, that the Westbury Memorial Public Library Board of Trustees approves to cancel the upcoming Board Meeting of August 21, 2025.

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

*MOTION CARRIED UNANIMOUSLY*

VI. PUBLIC COMMENT PERIOD

None

VII. DATE OF NEXT MEETING & UPCOMING EVENTS

Thursday, September 18, 2025, at 7:00pm

VIII. ADJOURNMENT

Upon motion by Trustee Eason, seconded by Trustee Lloyd, the meeting was adjourned at 7:37pm.

Respectfully,

Adina Gunsburg

Assistant to the Director

Westbury Memorial Public Library

BOARD OF TRUSTEES:



Simone Eason, President: \_\_\_\_\_

Alex Nunez, Vice President: \_\_\_\_\_

Carmen Lloyd: \_\_\_\_\_

Judy Gerrard: \_\_\_\_\_

Tyeisha Marshall: \_\_\_\_\_