# LEE MEMORIAL LIBRARY
# BOARD OF TRUSTEES MEETING
## Wednesday, December 17, 2014 at 7:00PM

**Call to order**

Patricia Coleman Durso, President, called the LML Board of Trustees meeting to order at 7:06 PM.

Present at the meeting were: Patricia Coleman Durso, Ellen Routh, Suzanne Meehan, Chris Martin, Sheila Granowitz, Catherine Shaw and Library Director Gretchen Kaser. Absent: Melissa Guglberger.

**Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Coleman Durso as open to the public at 7:07 PM. Present were Anna DiMicelli, President of Friends of the Library and Monica Fosdick, bookkeeper for LML and Bridgette Soyka-Smith of Soyka-Smith Design Studios.

Ms Fosdick introduced herself and her background in accounting. She recently started at LML replacing Susan DeMarco.

Meeting was closed to the public at 7:10 PM

**Approval of Minutes**

Review of the minutes of the November 19, 2014 Regular Business Meeting Minutes of the Board were approved on a motion by Ellen Routh and seconded by Sheila Granowitz. All present voted in favor. Review of the Special Resolution on December 3rd were approved on a motion by Chris Martin and seconded by Brian Boyle. All present voted in favor.

**Mayor & Council Agenda Items**

No report tendered.

**Friends of the Library Update**

Proceeds from Book Sale for the month of November: $1,054.00*
Proceeds from the Fundraising Letter to date: $13,064.00
Current Bank Balance: $45,884.00*
*All figures stated are rounded to the nearest dollar.

**Financial Reports**

**Account Balances Report Ending November 30, 2014**
**Treasurers Report for November, 2014 Operating Account**
**Bill List for December, 2014**
**Capital Plan 2014**

The Board reviewed the December 2014 Bill List for **$57,726.65** out of the Operating Account and **$0.00** out of the Capital Improvement Account.

Motion to approve the bill list: Suzanne Meehan and seconded by Ellen Routh.

The Roll Call vote yielded approval, as follows:

| | |
|---|---|
| ✓ Patricia Coleman Durso | Yes |
| ✓ Ellen Routh | Yes |
| ✓ Suzanne Meehan | Yes |
| ✓ Catherine Shaw | Yes |
| ✓ Mayor Vince Barra | Absent |
| ✓ Brian Boyle, Superintendent's Rep. | Yes |
| ✓ Sheila Granowitz | Yes |
| ✓ Melissa Guglberger | Absent |
| ✓ Chris Martin | Yes |

**Correspondence**

No correspondence received.

**Director's Report**

**Statistics and Adult Program Report**
**Youth Services Programming Report**
**Circulation Trends**
**Traffic**

Detail is contained within the reports identified above, as prepared and furnished by Gretchen Kaser. Additional notes below:

Circulation - November circulation nearly the same as October. Again LML was a net lender in November. Overall circulation is still down from April, the same trends are seen in surrounding libraries. More analysis is needed to understand the decreasing trend and how to reverse it.

Kindergarten registration bumped up new registration for the month. Ninety-five new children registered as new library members.

Teen program attendance is improving.

The front doors of the library are not working. The borough has passed a resolution to hold the contractor in default. Options are being explored to find another contractor to install new ADA doors.

Electrical work was done during the month and expected to be completed by the end of December.

Original library sign was donated to the library with very good local media coverage and full support from Hillside school and its principal.

**Committee Reports**

1. **Finance Committee**
    a. Members: Suzanne Meehan and Ellen Routh
    b. Chairman: Suzanne Meehan
    c. Report: Chris Martin will work with a colleague on the fund investments of the Mary K Lee Trust fund. Detailed report expected in January.

2. **Facilities Committee**
    a. Members: Vince Barra, Brian Boyle, Ellen Routh
    b. Chairman: Vince Barra
    c. Report: Bridgitte Soyka-Smith of Soyka-Smith Design Studios presented a proposal for the children's library renovation. The concept proposal and design was well received. Funding for the project was discussed in depth - resources to be tapped for fundraising include Friends of the Library, Allendale Women's Club, AFEE, local businesses and the Lee Trust Fund. Fundraising drives could be spearheaded through general mailings and potentially through the schools. A request to the The Town Journal to write a piece on the renovation is also under consideration.

3. **Human Resource Committee**
    a. Members: Chris Martin, Catherine Shaw and Patricia Coleman Durso
    b. Chair: Chris Martin
    c. Report: The new bookkeeper started last week. Committee will convene in January for a review of the Employee Handbook.

4. **Communications Committee**
    a. Members: Sheila Granowitz, Melissa Guglberger and Patricia Coleman Durso
    b. Chair: Sheila Granowitz
    c. Report: Nothing new to report.

5. **Programs Committee**
    a. Members: Melissa Guglberger, Marcia Literati and Patricia Coleman Durso
    b. Chair: Patricia Coleman Durso
    c. Report: Nothing new to report.

6. **Nominating Committee**
    a. Members: Sheila Granowitz, Ellen Routh, and Chris Martin
    b. Chair: Sheila Granowitz
    c. Report: Nothing new to report.

7. **Board Liaison to the Friends of the Library**
    a. Members: Sheila Granowitz and Ellen Routh
    b. Co-Liaisons: Sheila Granowitz and Ellen Routh
    c. Report: See "Friends of the Library Update" above.

**New Business**

Accolades were bestowed upon outgoing Mayor Vince Barra. Mr Barra has contributed enormously to the Library over the last 8 years and provided constant support. The Board expressed it's grattitude and wished him the best on his future endeavors.

**Unfinished Business**
Local archive of oral history in Allendale to be undertaken. First group to record their history to be local Veterans.

Purchase of a display board by the Director to identify library supporters.

Director to follow up in Spring with the Garen Club regarding dontated plants for the library grounds

**Adjournment**
The Board of Trustees Meeting closed at 9:25 PM on a motion by Ellen Routh and seconded by Chris Martin. All present voted in favor.

***Next Meeting:***
**Regular Business Meeting: Wednesday, January 21, 2015 at 7:00PM**

Respectfully Submitted By:
Catherine Shaw
Secretary