LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, February 18, 2015 7:00PM

I. Call to order: Patricia Coleman Durso, President

Patricia Coleman Durso, President, called the LML Board of Trustees Meeting to order at 7:09PM. Present at the meeting were: Patricia Coleman Durso, Ellen Routh, Suzanne Meehan, Chris Martin, Mayor Liz White, and Library Director Gretchen Kaser. Absent: Schools Superintendent Michael Barcadepone, Catherine Shaw, Audrey Flynn, and Sheila Granowitz.

II. Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Durso as open to the public at 7:09PM. As no members of the public were present, at 7:09PM the meeting was closed to the public.

III. Approval of Minutes

The amended minutes of the January 21, 2015 Regular Meeting of the Board were approved on a motion by Ellen Routh and seconded by Suzanne Meehan. All present voted in favor.

The minutes of the February 9, 2015 Special Meeting of the Board were approved on a motion by Ellen Routh and seconded by Suzanne Meehan. All present voted in favor.

IV. Financial Reports

Account Balances Report ending January 31, 2015
Treasurer's Report for January, 2015 Operating Account
Bill List for February, 2015
Capital Plan 2015

Treasurer Suzanne Meehan reviewed the Financial Accounts. The Board reviewed the February, 2015 Bill List for **$10,332.37** out of the Operating Account and **$0.00** out of the Capital Improvement Account.

Suzanne Meehan moved to approve the Treasurers Report and February Bill List and Ellen Routh seconded the motion. The Roll Call vote yielded approval, as follows:

✓ Patricia Coleman Durso	Yes
✓ Ellen Routh	Yes
✓ Suzanne Meehan	Yes

✓	Catherine Shaw	Absent
✓	Christopher Martin	Yes
✓	Audrey Flynn	Absent
✓	Sheila Granowitz	Absent
✓	Mayor Liz White	Yes
✓	Michael Barcadepone	Absent

Chris Martin moved to appoint Monica Fosdick as a disburser of petty cash effective February 19, 2015. Suzanne Meehan seconded the motion. All present voted in favor.

V. Correspondence

No correspondence.

VI. 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 & furnished by Gretchen Kaser. Additional notes below:

Circulation was up in January compared to December, as is typical and expected. Ms. Kaser states that circulation was down overall by 5% in BCCLS libraries in 2014 v. 2013.

Makers' Day will be presented at the library on 3/21/2015 from 12 noon – 2:00PM. Two (2) sponsors have been secured.

Collection HQ went live. Marcia Literati and Ms. Kaser attended training on the weeding portion of the software program. Ms. Literati and Youth Services Librarian Hannah Sweetser will attend training on the acquisitions portion this spring.

VII. Committee Reports

1. **Finance Committee**
   a. Members: Suzanne Meehan, Audrey Flynn
   b. Chairman: Suzanne Meehan
   c. Report: Nothing new to report.

2. **Facilities Committee**
   a. Members: Ellen Routh, Mayor Liz White, Vince Barra
   b. Chairman: Ellen Routh
   c. Report:

   After reviewing several options, the committee is proposing Feuersenger Electrical, Inc. as the electrical contractor for the Children's Room renovation. The firm will

furnish lighting solutions and provide power for electrical & data lines. It is expected that the work will take 2 ½ days to complete. A representative from DPW will be present when work is done to ensure that they know where the lines are laid.

Carpet tiles for the Children's Room were ordered.

Ms. Kaser is working on getting certificates of insurance for each contractor by the end of the month.

3. **Human Resource Committee**
    a. Members: Chris Martin, Catherine Shaw, Patty Durso
    b. Chairman: Chris Martin
    c. Report:

    The committee has worked with Ms. Kaser to ensure that job descriptions for each staff position are in place. Once the committee's review of the Employee Handbook is complete, it will share any recommendations for updates/changes.

4. **Communications Committee**
    a. Members: Sheila Granowitz and Patty Durso
    b. Chairman: Sheila Granowitz
    c. Report: Nothing new to report.

5. **Programs Committee**
    a. Members: Patty Durso, Marcia Literati and Toni Gibbs
    b. Chairman: Patty Durso
    c. Report: Nothing new to report.

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

7. **Board Liaison to the Friends of the Library**
    a. Members: Sheila Granowitz
    b. Liaison: Sheila Granowitz
    c. Report: See "Friends of the Library Update" below.

VIII. Mayor & Council Agenda Items

A joint administrative meeting between library personnel and the Allendale Schools Superintendent and top staff is scheduled for 2/24/2015. It is expected that library and school administrators will confer tri-annually.

Mr. Patrick Donahue of the Allendale Ambulance Corp. will conduct CPR training at Borough Hall on 3/04/2015. This offering is free and open to the public. Participants may attend either of two sessions, from 10:00AM – 12:00 noon or from 1:00PM - 3:00PM.

Borough personnel have raised concerns about the cleaning company engaged for the building. Ms. Kaser confirms that there has been a diminution in service levels. She will follow up with DPW head Ron Kistner.

IX. Friends of the Library Update

Current financial status:
Bank Balance: $45,339.00*
Proceeds from Book Shop Sales/January: $390*
Figures stated are rounded to the nearest dollar.

Anna Dimeceli has drafted the Friends Annual fundraising letter and has asked for input to finalize it. The letter will be mailed to every residence and business in Allendale in March.

X. New Business

The Director delivered an update on the status of performance reviews and wage proposals.

XI. Unfinished Business

A locksmith has inspected the rear entrance doors and is scheduling a repair.

Ms. Kaser is completing the State Report with input from the Borough CFO and expects it to be completed by 2/20/2015. She is also performing turnover of responsibilities with staff and will review her task list with Patty Durso on 2/23/2015.

XII. Executive Session

At 8:10PM, Liz White motioned to enter Executive Session. Ellen Routh provided second motion. At 8:41PM, Chris Martin motioned to exit Executive Session. Ellen Routh provided second motion.

XIII. Adjournment

The meeting closed at 8:41PM on a motion by Chris Martin and seconded by Liz White. All present voted in favor.

Next Meeting: March 18, 2015
Respectfully Submitted by:
Patty Durso, President

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on February 18, 2015 to hire Feuersenger Electrical, Inc. for electrical work in the Children's Room as outlined in the exhibit attached herein, not to exceed $6,900.00.

Motion to accept the Resolution: Chris Martin

Second the motion: Suzanne Meehan

Roll Call Vote:
Board of Trustees:

	YES	NO	ABSTAIN	NOT PRESENT
✓ Patricia Coleman Durso, President	x			
✓ Ellen Routh, Vice President	x			
✓ Suzanne Meehan, Treasurer	x			
✓ Catherine Shaw, Secretary				x
✓ Liz White, Mayor	x			
✓ Audrey Flynn				x
✓ Sheila H. Granowitz				x
✓ Christopher Martin	x			
✓ Michael J. Barcadepone,				x
✓ Superintendent				

Date: 2/18/2015
Signed: Patty Durso
Office: President

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LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on February 18, 2015 to accept the proposed salary increases as defined in the exhibit attached herein, effective February 1, 2015.

Motion to accept the Resolution: Chris Martin

Second the Motion: Suzanne Meehan

Roll Call Vote:
Board of Trustees:

	YES	NO	ABSTAIN	NOT PRESENT
✓ Patricia Coleman Durso, President	x			
✓ Ellen Routh, Vice President	x			
✓ Suzanne Meehan, Treasurer	x			
✓ Catherine Shaw, Secretary				x
✓ Liz White, Mayor	x			
✓ Audrey Flynn				x
✓ Sheila H. Granowitz				x
✓ Christopher Martin	x			
✓ Michael J. Barcadepone,				x
✓ Superintendent				

Date: 2/18/2015
Signed: Patty Durso
Office: President

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