

**LEE MEMORIAL LIBRARY**  
**SPECIAL BOARD OF TRUSTEES MEETING**  
**Monday, March 3, 2014 at 7:30PM**

**I. Call to order**

Laura Granger, President, called the LML Board of Trustees meeting to order at 7:32 pm.

Present at the meeting were: Laura Granger, Joy Kondo, Patty Durso, Mayor Vince Barra, Sheila Granowitz, Chris Martin, Ellen Routh, and Library Director Samantha Cordaro McCoy. Absent: Schools Superintendent Michael Barcadepone and Suzanne Meehan.

**II. Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Granger as open to the public at 7:32PM. No members of the public were present. At 7:32PM the meeting was closed to the public.

**III. Correspondence from the Director**

Ms. Cordaro McCoy, Library Director, tendered a letter of resignation. See resolution below for the board's vote of acceptance.

Ms. Cordaro McCoy assures that she will help facilitate the transition through her final date of employment on March 27, 2014. Once her tenure is completed and while the board pursues new director candidates, she recommends that the Youth Services Librarian act as Interim Director.

The status of some work tasks and initiatives was discussed:

- Ms. Cordaro McCoy will continue to be responsible for ordering materials for the library during her term of employment. She affirmed that, beginning March 3, 2014 and through her final work date, she will confer with a trustee in advance of making order commitments.
- Ms. Cordaro McCoy will continue making bank deposits through the term of her employment.
- Ms. Cordaro McCoy has worked in concert with Ms. Kaser on the State Report, which is due for submission this coming week. In order to receive state aid, the State must be in receipt of the library's report, which Ms. Cordero McCoy will submit by Saturday, March 8.
- By March 7, 2014, Ms. Cordaro McCoy will prepare and submit a formal list of outstanding items that must be addressed by March 27, 2014. In addition, she will perform turnover of current passwords, personnel files and keys, among other items.

- Ms. Cordaro McCoy plans to attend the Public Library Association (PLA) conference in Indianapolis from March 11 – March 14, 2014. Library policy, as put forth in the Employee Handbook, disallows the absence of the Director during the transition period following a resignation unless approved by the board. Expenses for registration and travel associated with the conference have previously been reimbursed to Ms. Cordaro McCoy. She proposes attending the conference at her own expense and deducting the wages from the days she is absent from her final compensation check. Ms. Kaser is scheduled to attend PLA as well; in their absence, Marcia Literati has been selected by Ms. Cordaro McCoy as “the go-to person.”

**IV. Executive Session**

At 7:48PM Mayor Barra motioned to enter Executive Session. The motion was seconded by Ms. Routh. All present voted in favor. At 9:00PM Ms. Granowitz motioned to exit Executive Session. Mr. Martin seconded the motion. All present voted in favor.

**V. New Business**

March 10, 2014 is national Employee Appreciation Day. The board voted to furnish a luncheon for staff. See results of resolution below.

**VI. Adjournment**

Mr. Martin motioned to adjourn the meeting at 9:15PM. The motion was seconded by Ms. Durso. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, March 19, 2014 at 7:00PM**

Respectfully Submitted By:  
Patricia Durso, Secretary